

# Public Document Pack



## NORTH EAST (INNER) AREA COMMITTEE

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Meeting to be held in The Saville Room, HOST Media Centre, Savile Mount, Chapeltown Road, LS7 3HZ on  
Monday, 25th June, 2007 at 4.00 pm

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### MEMBERSHIP

#### Councillors

J Dowson	-	Chapel Allerton
S Hamilton	-	Chapel Allerton
M Rafique	-	Chapel Allerton
R Harker	-	Moortown
M Harris	-	Moortown
B Lancaster	-	Moortown
V Kendall	-	Roundhay
M Lobley	-	Roundhay
P Wadsworth	-	Roundhay

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## **A BRIEF EXPLANATION OF COUNCIL FUNCTIONS AND EXECUTIVE FUNCTIONS**

There are certain functions that are defined by regulations which can only be carried out at a meeting of the Full Council or under a Scheme of Delegation approved by the Full Council. Everything else is an Executive Function and, therefore, is carried out by the Council's Executive Board or under a Scheme of Delegation agreed by the Executive Board.

The Area Committee has some functions which are delegated from full Council and some Functions which are delegated from the Executive Board. Both functions are kept separately in order to make it clear where the authority has come from so that if there are decisions that the Area Committee decides not to make they know which body the decision should be referred back to.

# A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p><b>ELECTION OF CHAIR</b></p> <p>To receive and consider the attached report of the Chief Democratic Services Officer.</p> <p><b>Time – 5 Mins (Council Function)</b></p>	1 - 2
2			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded)</p>	
3			<p><b>EXCLUSION OF PUBLIC</b></p> <p>To identify items where resolutions may be moved to exclude the public</p>	
4			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>	
5			<p><b>DECLARATION OF INTERESTS</b></p> <p>To declare any personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 13 of the Members Code of Conduct</p>	
6			<p><b>APOLOGIES</b></p>	

Item No	Ward	Item Not Open		Page No
7			<p><b>OPEN FORUM</b></p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
8			<p><b>MINUTES</b></p> <p>To confirm as a correct record the attached minutes of the meeting held on 26 March 2007.</p>	3 - 10
9			<p><b>APPOINTMENTS TO OUTSIDE BODIES</b></p> <p>To receive and consider the attached report of the Chief Democratic Services Officer</p> <p><b>Time – 5 Mins (Council Function)</b></p>	11 - 20
10			<p><b>PARKS &amp; COUNTRYSIDE UPDATE REPORT</b></p> <p>To receive and consider the attached report of the Chief Recreation Officer</p> <p><b>Time – 20 Mins (Council Function)</b></p>	21 - 24
11			<p><b>POLITICAL NOMINATIONS TO ALMO AREA PANELS</b></p> <p>To receive and consider the attached report of the Strategic Landlord</p> <p><b>Time – 10 Mins (Council Function)</b></p>	25 - 30

Item No	Ward	Item Not Open		Page No
12			<p><b>COMMUNITY ENGAGEMENT REPORT</b></p> <p>To receive and consider the attached report of the North East Area Manager.</p> <p><b>Time – 15 Mins (Executive Function)</b></p>	31 - 40
13			<p><b>GRANT &amp; FUNDRAISING ADVICE WORKER EVALUATION REPORT</b></p> <p>To receive and consider the attached report of the North East Area Manager</p> <p><b>Time – 15 Mins (Executive Function)</b></p>	41 - 52
14			<p><b>ALLEYS AND GINNELS REPORT</b></p> <p>To receive and consider the attached report of the North East Area Manager</p> <p><b>Time – 10 Mins (Executive Function)</b></p>	53 - 58
15			<p><b>AREA FUNCTIONS SCHEDULE 2007/08</b></p> <p>To receive and consider the attached report of the North East Area Manager</p> <p><b>Time – 10 Mins (Executive Function)</b></p>	59 - 86
16			<p><b>2007/08 WELL-BEING FUND</b></p> <p>To receive and consider the attached report of the North East Area Manager</p> <p><b>Time – 15 Mins (Executive Function)</b></p>	87 - 98
17			<p><b>NORTH EAST DISTRICT PARTNERSHIP UPDATE</b></p> <p>To receive and consider the attached report of the North East Area Manager.</p> <p><b>Time – 10 Mins (Executive Function)</b></p>	99 - 102

Item No	Ward	Item Not Open		Page No
18			<p><b>AREA DELIVERY PLAN 2007/08 QUARTER 1 PROGRESS REPORT</b></p> <p>To receive and consider the attached report of the North East Area Manager</p> <p><b>Time – 10 Mins (Executive Function)</b></p> <p><b>MAP TO HOST MEDIA CENTRE</b></p> <p>HOST Media Centre, 21 Savile Mount, Chapeltown Road, Leeds, LS7 3HZ</p>	103 - 116



Originator: Andy Booth

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**Report of the Chief Democratic Services Officer**

**North East Inner Area Committee**

**Date: 25 June 2007**

**Subject: Election of Chair 2007/08**

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**Electoral Wards Affected:**

Ward Members consulted  
(referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council  
Function

Delegated Executive  
Function available  
for Call In

Delegated Executive  
Function not available for  
Call In Details set out in the  
report

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**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 2007/08 municipal year.

**1.0 Purpose Of This Report**

- 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 Information**

- 2.1 Article 10 of the Council's Constitution sets out the composition, functions and role of Area Committees.
- 2.2 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.

### **3.0 Main Issues**

3.1 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 below. It is important to note :-

- That, with the exception of Independent Members, all nominations have to be submitted via the respective Group Whips;
- That all nominations have to be received by the Chief Democratic Services Officer no later than one clear working day before the first meeting of the Area Committee at which the election will take place.

3.2 The nominations for Chair will be notified to Members at the meeting by the named Governance Services Officer on the front of this agenda.

### **4.0 Recommendations**

Members are requested to elect from amongst themselves an Area Committee Chair for the 2007 /08 municipal year.

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#### **Area Committee Procedure Rules (Extract)**

### **5.0 APPOINTMENT OF CHAIR**

5.1 Each Area Committee will elect its own Chair, from amongst the City Councillors eligible to serve on that Committee.

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. An Independent Member may also put forward a nomination.

5.3 A nomination 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.<sup>1</sup>

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.

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<sup>1</sup> A nomination from a Party Group must be forwarded by the Whip of that Group.



# Agenda Item 8

## NORTH EAST (INNER) AREA COMMITTEE

MONDAY, 26TH MARCH, 2007

**PRESENT:** Councillor M Lobley in the Chair

Councillors J Dowson, R Harker, V Kendall,  
M Rafique and P Wadsworth

Apologies Councillor S Hamilton, M Harris and  
B Lancaster

### 79 Chairs Opening Remarks

The Chair welcomed everyone to the meeting. As the meeting was inquorate at the outset, he informed those present that no decisions could be made until a quorum was achieved.

### 80 Apologies

Apologies for absence were submitted on behalf of Councillors Hamilton, Harris and Lancaster.

### 81 Open Forum

The agenda made reference to the provision contained in the Area Committee Procedure rules for an Open Forum Session at each ordinary meeting of an Area Committee, for members of the public to ask questions or to make representations on matters within the terms of reference of the Area Committee. On this occasion, no matters were raised under this item by those members of the public who were in attendance.

### 82 REEMAP

The North East Area Manager submitted a report which provided an update on the REEMAP project. The project had received £15,000 from Well-Being funds in June 2006 to deliver curriculum support to Black and Minority Ethnic pupils attending high schools in the inner north east area, with the aim of raising educational achievement.

The Chair welcomed Patrick Spencer Salami of the REEMAP project to the meeting.

In response to a question of which children were targeted to participate in the REEMAP project, it was reported that it varied from school to school. Protocol had been drawn up with Education Leeds which had allowed REEMAP to develop tailor made programmes for curriculum support after school. The general aim was to assist children who were on target for D and E grades in their GCSEs to help them achieve grade C or above.

Draft minutes to be approved at the meeting  
to be held on Tuesday, 26th June, 2007

Further to Members questions and comments, Patrick Spencer Salami gave an overview of the REEMAP programme and how it operated. Issues discussed included links with Leeds Metropolitan University, parental involvement and the role of link teachers. In response to Members raising the issue of under achievement by white children and that REEMAP should consider expanding services to those children he also informed the Committee that it was planned to widen the remit of the programme and target children from outside BME communities.

(Councillor Rafique declared a personal interest during the discussion on this item due to his position as a Board Member of Reemap).

### **83 IMPaCT Neighbourhood Improvement Plan**

The North East Area Manager submitted a report which provided information on the IMPaCT Neighbourhood Improvement Plan (NIP) for January 2007 to March 2008.

The Chair welcomed Beki Allchin to the meeting to give a presentation on the IMPaCT Neighbourhood Improvement Plan.

The first part of the presentation concentrated on regeneration issues. The following areas were highlighted:

- Leeds would receive £15.6 Local Enterprise Growth Initiative (LEGI) funding over the next 3 years and this would be used towards the creation of two new catalyst centres in Chapeltown and Harehills
- LEGI funds would be used to encourage entrepreneurial behaviour
- Several flats had been reconverted back to houses for family use.
- The Joint Services Centre will address health and deprivation issues with the services provided from there.

The following partnership issues were highlighted:

- The District Partnership had deemed Chapeltown to be a priority neighbourhood.
- Environment Get Together – Included partners from Council, PCSOs and Fire Service.
- Information Ribbon sponsored by Leeds Metropolitan University and Northern Lights.

Achievements to date included the following:

- Action to combat fly tipping and untidy gardens via the Chapeltown Environment Pride Team and a dedicated Environmental Enforcement Officer.
- Addressing problems with empty properties.
- Chapeltown and Harehills Job Shops

- Replacement Street Signs
- Bikes for PCSOs
- Creating Green Spaces – Woodland Mount Pocket Park
- Environmental improvements at Sholebroke Mount Shops and Bankside Street

A discussion was held regarding the conversion of houses into flats and vice versa. Whilst progress had been made in getting some properties converted back to family housing, others were still being converted to flats. The Committee was informed of a decision of the Planning Inspectorate to overturn appeals against turning housing into flats and it was suggested that the Area Management team could make representations to the Chief Planning Officer regarding this.

The Chair thanked Beki for her attendance and presentation.

**RESOLVED** – That the report be noted.

(Councillor Harker joined the meeting at 4.30 p.m. during discussion of this item and the meeting became quorate).

#### **84 Minutes**

**RESOLVED** – That the minutes of the meeting held on 5<sup>th</sup> February 2007 be confirmed as a correct record.

#### **85 Chapeltown Townscape Heritage Initiative**

The report of the Area Manager set out the details of how the Chapeltown Townscape Heritage Initiative (THI) would be developed and managed over the next 8 months to meet the deadline for the Stage 2 submission in October 2007. Members were also asked to consider a request to commission £15,000 from Well Being funds towards the project development costs.

Helen Steele, Area Co-ordinator addressed the meeting. She reported that the THI would compliment the IMPaCT Neighbourhood Improvement Plan and reminded Members of the successful bid for £800,000 from Heritage Lottery funds at Stage 1 of the THI.

It was reported that the THI would provide an opportunity to improve the physical appearance of Chapeltown, tackle negative perceptions of the area and attract new investment. There would also be a training programme to develop skills in heritage construction.

It was further reported that the THI linked in with the Chapeltown Road Development Plan for which a report was due to be considered by the Executive Board. Further issues highlighted included Compulsory Purchase Orders and environmental considerations.

**RESOLVED** – That the development of the Chapeltown Townscape Heritage Initiative and commissioning of £15,000 of the 2007/08 Well Being Fund towards the match funding required to develop the Stage 2 submission be supported.

(Councillor Dowson declared a personal interest in this item due to her position with Groundwork.)

## 86 2007/08 Area Delivery Plan

The North East Area Manager submitted a report which provided information on the Area Delivery Plan for 2007/08 and specifically the priorities and programme of work for the next year.

Hannah Rees, Area Management Officer, reported that the Area Delivery Plan would be linked to the four themes of the Local Area Agreement (LAA) and a list of actions and priorities was appended to the report.

Further issues discussed in relation to the Area Delivery Plan included community Engagement, festive light provision and the commissioning of well-being funds.

The Chair asked that thanks be recorded to Hannah Rees for her work on the Area Delivery Plan.

**RESOLVED** – That the report be noted

## 87 Well-Being Fund Report

The North East Area Manager submitted a report which contained a summary of Well-Being Fund expenditure in 2006/07 and the recommendations of the Well-Being Fund Working Group for commissioning projects from the 2007/08 allocation.

The Committee was informed of proposals to divide the Well-Being Funds between the four themes of the Local Area Agreement and also the possibility of having specific sums for each ward and were asked to consider the following proposals for revenue spending.

Theme / Ward	Option 1	Option 2	Option 3	Option 4	Option 5
Chapel Allerton	10,000	15,000	20,000	0	0
Moortown	10,000	15,000	20,000	0	0
Roundhay	10,000	15,000	20,000	0	0
Ongoing commitments	35,317	35,317	35,317	40,000	35,317
Children & Young People	65,000	60,000	55,000	80,000	75,000
Safer & Stronger	50,000	45,000	40,000	50,000	50,000

Draft minutes to be approved at the meeting to be held on Tuesday, 26th June, 2007

Communities					
Healthier Communities & Older People	28,399	25,899	23,399	50,000	33,399
Economic Development & Enterprise	18,399	15,899	13,399	7,115	33,399
Total	227,115	227,115	227,115	227,115	227,115

A detailed discussion followed regarding the distribution of funding and it was agreed to follow option one in the table above. Similar proposals for capital funding were considered and it was agreed for capital monies to be allocated from a single pot.

### **RESOLVED –**

- (1) That option 1 as detailed in paragraph 9 of the report be the preferred option for revenue allocation and that capital monies be allocated from a single pot.
- (2) That the following decisions be made in respect of 2007/08 Well-Being allocations - revenue:
  - (i) Grant & Fundraising Advice Worker – Approved - £25,317
  - (ii) Small Grants Allocation – Approved - £5,000
  - (iii) Community Engagement Allocation – Approved - £5,000
  - (iv) ACIAMAJ Complementary Educational Project – Refused
  - (v) Moortown Community Fair – Refused
  - (vi) Meanwood Festival – Approved - £2,000
  - (vii) Roundhay Neighbourhood Design Statement – Approved - £10,000
  - (viii) Sound of Steel with Angel Voices – Approved - £1,000
  - (ix) Hibiscus Carers Support – Refused
- (3) That the following decisions be made in respect of 2007/08 Well-Being allocations – capital:
  - (i) Gledhow Valley Path – Approved - £10,120
  - (ii) North Leeds Cricket Club – Approved - £15,000
  - (iii) Seven Community Arts Centre – Approved - £20,000

## **88 North East District Partnership Update**

The North East Area Manager submitted a report which provided Members with a summary of recent actions and achievements of the North East District Partnership.

Appended to the report was a copy of the approved draft of the North East District Action Plan.

### **RESOLVED –**

Draft minutes to be approved at the meeting  
to be held on Tuesday, 26th June, 2007

- (1) That the recent actions and achievements be noted.
- (2) That the approved draft of the North East District Action Plan be noted.

## **89 Area Committee Forward Plan**

The report of the North East Area Manager provided a timetable and agenda framework for Area Committee meetings in 2007/08. It was intended to update and add to the framework and use it as the basis for a rolling forward programme of Area Committee issues to help manage the programme of work for the Area Committee through the year in consultation with the Chair.

A copy of the Forward Plan was appended to the report with details of items to be considered at each meeting in the following Municipal Year.

**RESOLVED** – That the report be noted.

## **90 Area Actions and Achievements Progress Report**

The North East Area Manager submitted a report which provided Members with a summary of recent actions and achievements of the Area Committee and Area Management Team.

The report highlighted actions carried out since the last meeting of the Area Committee and an appendix detailed ongoing and completed actions from issues raised at Area Committee meeting over the past year.

**RESOLVED** – That the report and recent actions and achievements be noted.

## **91 Area Committee Working Groups**

The report of the North East Area Manager informed Members of issues raised at the Area Committee Working Groups held since the last meeting of the Area Committee. Feedback from the Groups included community safety issues, youth issues and the recommendations of the Well-Being Fund working group.

**RESOLVED** – That the report be noted.

## **92 The Children and Young People's Plan Review 2007**

The Director of Children's Services submitted a report regarding the 2007 review of the Children and Young People's Plan (CYPP). The report provided a summary of the purpose, content and structure of the CYPP and highlighted the issues and concerns that were emerging through the evaluation work of services and partners.

The Chair Welcomed David McDermott of Children's Services to the meeting.

In summary specific reference was made to the following issues:

Draft minutes to be approved at the meeting  
to be held on Tuesday, 26th June, 2007

- The review of the CYPP was being considered by all Area Committees as part of the consultation and engagement terms.
- The Review would be submitted to Ofsted for inspection in June 2007.
- Locality enablers would be appointed to each wedge across the City.
- Emerging priorities
- The development of locality plans

It was suggested that further consideration should be given to the CYPP at the December meeting of the Area Committee as a theme focus had not been agreed for that meeting.

The Chair thanked David McDermott for his attendance.

**RESOLVED** – That the report be noted.

### **93 Dates, Times and Venues of Area Committee Meetings 2007/08**

The Chief Democratic Services Officer presented a report regarding the Dates, Times and Venues of Area Committee meetings for the 2007/08 Municipal Year. A list of suggested dates was included in the report.

**RESOLVED** –

- (1) That the Area Committee continues to meet at 4.00 p.m. and on the following dates in the 2007/08 Municipal Year.

Monday, 25<sup>th</sup> June 2007  
Monday, 10<sup>th</sup> September 2007  
Monday, 15<sup>th</sup> October 2007  
Monday, 3<sup>rd</sup> December 2007  
Monday, 4<sup>th</sup> February 2008  
Monday, 17<sup>th</sup> March 2008

- (2) That venues for the meetings continue to be alternated between the three wards in the North East Inner area.

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## APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

### 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 to which the Council appoints an Elected Member.
- 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;
  - the proposed appointment would be consistent with the Council's policy or strategic objectives; and/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

## *Appointments to Outside Bodies Procedure Rules*

- 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.
- 3.3 Where an Outside Body has been categorised as **Community and Local 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 holder<sup>1</sup> 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 should have regard to a Member's current interests prior to making any appointment. 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 Members<sup>2</sup> 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 The Director of Legal and Democratic Services will have Delegated authority to make an appointment in the following circumstances:

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<sup>1</sup> For example it may be considered necessary or otherwise appropriate to appoint a specific Executive Board Member

<sup>2</sup> 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

- (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; and/or
- (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.

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 holder<sup>3</sup> 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 Members<sup>4</sup> 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 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.
- 4.11 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.
- 4.12 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.

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<sup>3</sup> For example it may be considered necessary or otherwise appropriate to appoint a specific Ward Member

<sup>4</sup> 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

## *Appointments to Outside Bodies Procedure Rules*

- 4.13 The Director of Legal and Democratic Services will have Delegated authority to make an appointment where an organisation requires an appointment prior to the next meeting of the relevant Area Committee, subject to all Members of that Area Committee being consulted on the proposals.
- 4.14 That any instances of this delegation being used be reported to the next meeting of the relevant Area 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.

## APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

### 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 to which the Council appoints an Elected Member.
- 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;
  - the proposed appointment would be consistent with the Council's policy or strategic objectives; and/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

## *Appointments to Outside Bodies Procedure Rules*

- 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.
- 3.3 Where an Outside Body has been categorised as **Community and Local 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 holder<sup>1</sup> 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 should have regard to a Member's current interests prior to making any appointment. 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 Members<sup>2</sup> 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 The Director of Legal and Democratic Services will have Delegated authority to make an appointment in the following circumstances:

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<sup>1</sup> For example it may be considered necessary or otherwise appropriate to appoint a specific Executive Board Member

<sup>2</sup> 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

- (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; and/or
- (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.

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 holder<sup>3</sup> 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 Members<sup>4</sup> 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 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.
- 4.11 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.
- 4.12 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.

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<sup>3</sup> For example it may be considered necessary or otherwise appropriate to appoint a specific Ward Member

<sup>4</sup> 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

## *Appointments to Outside Bodies Procedure Rules*

- 4.13 The Director of Legal and Democratic Services will have Delegated authority to make an appointment where an organisation requires an appointment prior to the next meeting of the relevant Area Committee, subject to all Members of that Area Committee being consulted on the proposals.
- 4.14 That any instances of this delegation being used be reported to the next meeting of the relevant Area 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.





**Area Committee Appointments to Outside Bodies (North East Inner)**

Outside Body	Charity /Trust	No of Places	Review Date	No of places to review	Current appointees	Cllr Y/N	Review Period	Group
Liberal Democrat		3			33		to be agreed	
Conservative		3			33		to be agreed	
<i>Other to list</i>								
Total		9						5



**Report of the Chief Recreation Officer**

**North East (Inner) Area Committee**

**Date: 25<sup>th</sup> June 2007**

**Subject: Parks and Countryside Area Committee Update Presentation**

**Electoral Wards Affected:**  
All Wards

**Specific Implications For:**

Ethnic minorities

Women

Disabled people

Narrowing the Gap

Council Function

Delegated Executive Function available for Call In

Delegated Executive Function not available for Call In Details set out in the report

**Executive Summary**

The Parks and Countryside Service will provide a presentation to the Area Committee which provides an update on:

- 1 the work of the service generally, including updates on quality assessments, satisfaction survey, etc.
- 2 the work of the service within the area, including area specific updates on projects, quality assessments, satisfaction survey, etc., and
- 3 plans and aspirations for the area.

## **1.0 Purpose Of This Report**

1.1 The Parks and Countryside Service will provide a presentation to the Area Committee which provides an update on:

1.1.1 the work of the service generally, including updates on quality assessments, satisfaction survey, etc.

1.1.2 the work of the service within the area, including area specific updates on projects, quality assessments, satisfaction survey, etc., and

1.1.3 plans and aspirations for the area.

## **2.0 Background Information**

2.1 The Parks and Countryside Service now employs a number of methods to establish the levels of quality its parks and open spaces provide to the community, as well as obtaining independent assessment of the community's own perception of that provision:

2.1.1 In addition to our five Green Flag parks the service employs its cohort of 47 trained judges to assess parks internally against the Green Flag criteria, on a rolling programme of 50 parks per year, with almost 150 assessed to date. To promote the importance of these internal assessments, and to recognise the accomplishment of the staff responsible for the parks which successfully achieved the required standard, the service has introduced the *Leeds Quality Parks* scheme which sees each successful park awarded with a banner for display in the park.

2.1.2 The service undertook its third series of residents' surveys in 2006, targeting 30,000 adults and 4,500 children and young people, and has now consulted with 105,000 residents using these surveys.

## **3.0 Main Issues**

3.1 The results from both the surveys and on site quality assessments have enabled the service to compare its own perceptions of the service with those of its users, and to identify any key issues.

3.2 Much of this work has been on a city-wide or topological basis (e.g. comparing the results of community parks with city parks) and has fed into the service planning process, including addressing workforce development issues, as well as informing the development of the Parks and Greenspace Strategy, however, little has been done to provide Area Committees with information specific to the areas for which they are responsible.

## **4.0 Implications For Council Policy And Governance**

4.1 None.

## **5.0 Legal And Resource Implications**

5.1 The results of our survey information and quality assessments is now being used to develop performance indicators, direct service planning, and to provide evidence to

support funding bids (a requirement within many of the Lottery funding strands) to ensure that resources are targeted appropriately.

## **6.0 Conclusions**

6.1 The service now holds a wealth of information which can be interrogated at city-wide level, area level, typology level, and site level.

## **7.0 Recommendations**

7.1 The Area Committee is requested to note the contents of this report and the presentation.

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## Report of the Strategic Landlord

### North East (Inner) Area Committee

Date: 25<sup>th</sup> June 2007

### Subject: Political Nominations to ALMO Area Panels

**Electoral Wards Affected:**

Ward Members consulted (referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council Function

Delegated Executive Function available for Call In

Delegated Executive Function not available for Call In Details set out in the report

### Executive Summary

As part of the ALMO review which reduced the number of ALMOs from six to three, 11 Area Panels were created across the city of which one will serve the Inner North East area. The Area Panel will cover the Chapel Allerton, Moortown and Roundhay wards. Two elected members who are not part of the main East/North East ALMO Board are required to be nominated to the Area Panel

## **1.0 Purpose Of This Report**

- 1.1 The purpose of this report is to request the Area Committee to nominate two elected members, who are not part of the East/North East ALMO Board, to sit on the ALMO Area Panel for the area.

## **2.0 Background Information**

- 2.1 The ALMO review that was conducted in 2006 and came into being from April 2007 reduced the number of ALMOs from six to three.
- 2.2 The reduction in the number of ALMOs meant that the ALMOs were better placed financially but less tenants and elected members would be involved in the running of the ALMOs.
- 2.3 At the July 2006 meeting of the Executive Board the principle of Area Panels was agreed. It was proposed that these Panels were set up to continue to develop tenant participation in the ALMOs as this had been seen as one of the major successes of the ALMOs in Leeds.

## **3.0 Main Issues**

- 3.1 Each Area Panel will be made up of six tenants, two local ward members who are not on the main ALMO Board and either a tenant or independent ALMO Board member.
- 3.2 A report was submitted to the Council's Member Management Committee recommending that Area Panels determined the local ward members to go forward onto the Area Panels.
- 3.3 Once nominated the duty of ward members on the ALMO Area Panels is to work with tenants to fulfill the terms of reference of the Area Panels. These are attached at Appendix 1. At all times the Area Panels will be responsible to the main ALMO Boards. There is no guidance from the CLG on political nominations to ALMO Area Panels and therefore there are no particular methods that have to be adopted.

## **4.0 Implications For Council Policy and Governance**

- 4.1 None

## **5.0 Legal and Resource Implications**

- 5.1 None

## **6.0 Conclusions**

- 6.1 Area Panels are a key component in the new ALMO arrangements in Leeds for building on the development of tenant involvement in the running and management of housing services in their areas.
- 6.2 The nomination of ward members will complete the set up arrangements of the area Panels.



## **7.0 Recommendations**

- 7.1 The Area Committee is requested to nominate two ward members, who are not part of the main ALMO Board, to be members of the ALMO Inner North East Area Panel

## Appendix 1

### Area Panel Terms of Reference

#### **Budget responsibility**

- Manage Area Panel budget, approving expenditure relating to:
  - Environmental schemes
  - Community safety schemes
  - Tenant Participation support
  - Tenant consultation
- Be consulted on specifications for contracts such as grounds maintenance and repairs
- Provide nominees for inclusion in tender evaluation exercises

#### **Business Plan and Delivery Plan**

- Identify and recommend priorities for inclusion in Company Business Plan and Service Improvement Plan
- Agree local priorities for inclusion in annual local action plan, including actions for continuous improvement on BVKPIs
- Monitor performance on activities
- Monitor expenditure on activities

#### **Tenant Inspection**

- Lead an annual Tenant Inspection of local service
- Lead regular tenant input into service monitoring e.g. estate walkabouts

#### **Performance**

- Monitor performance of local service by receiving regular reports on:
  - Lettings
  - Empty property turnaround
  - Repairs
  - Rent Collection
  - Complaints and feedback

#### **Tenant Participation**

- Support the development of Tenant and Resident Groups
- Manage the registration and audit process for registered tenant groups on behalf of the ALMO and in liaison with the Leeds Tenants Federation who will retain overall responsibility for the registration process.
- Consult with local T&R Groups and other representative groups on local service development
- Develop strategies to ensure inclusion of minority and hard to reach groups
- Negotiate local Compacts
- Operate small grants scheme from Area Panel budget

#### **Tenancy Management**

- Be involved in deciding how to enforce tenancy conditions in local area
- Receive regular reports on tenancy enforcement issues e.g. number of NISPs, ASBOs, details of targeted action
- Participate in relevant local partnerships e.g. community safety

#### **Repairs and Improvements**

- Agree tenant choice items on improvement programmes
- Participate in Board development of overall capital programme priorities and monitor implementation within local area
- Monitor responsive repairs performance and cost
- Monitor tenant satisfaction with repairs and capital improvements and make recommendations for improvements
- Participate in contract evaluation

#### **Lettings**

- Produce and administer Tenant Welcome information and induction/welcome for new tenants
- Analyse lettings information, including reasons for refusal and take action or make recommendations arising from this
- Make recommendations for Local lettings Policies

**Tenant Satisfaction**

- Monitor tenant satisfaction levels by use of surveys, analysis of complaints and feedback sessions with representative groups
- Recommend changes in service delivery identified through tenant satisfaction analysis

**Staffing issues**

- Be involved in induction of new staff based in local area
- Recommend changes in staffing levels or staffing designation in support of local service needs
- Nominate representatives for inclusion on recruitment panels where requested
- Agree work plans for local staff where relevant e.g. caretaking teams

**Service development**

- Be consulted on all policy issues under consideration by the Board
- Make recommendations to the Board for any changes to service policies

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**Report of the North East Area Manager**

**North East (Inner) Area Committee**

**Date: 25<sup>th</sup> June 2007**

**Subject: Community Engagement**

**Electoral Wards Affected:**  
 Chapel Allerton  
 Moortown  
 Roundhay

Ward Members consulted  
 (referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council Function  Delegated Executive Function available for Call In  Delegated Executive Function not available for Call In Details set out in the report

**Executive Summary**

This report outlines proposals for community engagement and describes how the Area Committee will engage and involve the community and local residents.

## **Purpose of this report**

1. The Area Delivery Plan (ADP) for the North East Inner Area Committee for 2007/08 uses the Local Area Agreement (LAA) to drive its own local priorities and improvement strategies for the area. The LAA provides the opportunity to take community involvement and engagement forward to make sure that it forms an essential part of all plans and strategies. This report outlines proposals for community engagement. Members are asked to consider and comment on these proposals.

## **Background**

2. Within the ADP there is a commitment to empower local people to have a greater voice and influence over local decision making and delivery of services and to build the role of the voluntary, community and faith sectors. This priority is integral to the objectives of the Area Committee to;
  - enhance both the representative role of local elected councillors and the connections with their communities;
  - improve the quality of democracy and find new ways to facilitate citizen participation in local government.

## **Empowering local people – community engagement**

3. Since Area Committees were established in 2004 the North East Inner Area Committee has engaged with local people through regular forum meetings and occasional 'planning ahead' events. The Area Management Team has undertaken a review of these current arrangements. This report proposes a practical framework for engagement for the Area Committee to ensure that it engages with communities in a way that is coordinated, consistent and coherent.
4. Community forums enhance the representative role of local councillors and are a contact point for citizens to express their views and concerns about issues that affect them. They are also a useful link between partner agencies and local people. The review suggests however that existing forums have not been particularly effective in terms of encouraging wider participation therefore provide only a limited and unrepresentative perspective. Attendees are likely to be very small numbers and are therefore unable to represent the views of the whole community.
5. Nobody wants to spend their spare time at dull, bureaucratic meetings or completing long-winded questionnaires! There is likely to be greater interest and participation by devising innovative and even entertaining means of engaging.

6. The Area Management Team, under the leadership of ward members, have experimented with different and innovative techniques of engagement, such as eye-catching publicity and market-place style events where services and community groups can provide a wide- range of information, exhibits and presentations while giving local people the opportunity to comment. There have also been attempts to involve community groups in the planning of the events. These events have had greater turn-out and feedback which indicates that local people feel this is an effective way of obtaining a wide range of information, allowing them to choose what interests them. Local residents still feel engaged in the democratic process as they have the opportunity to engage with their local councillor. The event is also not prone to being dominated by the most vocal.

### **Corporate context**

7. The Government has placed statutory obligations on local authorities, public agencies and local strategic partnerships to engage with communities about issues that affect them. Public involvement is at the heart of changes in public services ranging from local government to the NHS. Funding streams all emphasise the need for social inclusion, community involvement and partnership. The challenge is how to do this in an informed way that is both effective and credible, and does not result in duplication or over consultation.
8. Therefore it is crucial that the Area Committee engages in a meaningful way with local people. The Local Government White Paper 'Strong and Prosperous Communities' includes a number of proposals to strengthen the ability of councillors to act as champions for their community and, importantly, to give local people a more powerful voice to question decisions taken by their council.
9. The paper proposes that central government will guarantee minimum standards and set overall national goals, but it will give local authorities greater freedom and flexibility to meet the needs of local communities and address a range of new challenges, including economic growth, climate change, community cohesion, and social exclusion. In return, local authorities will be expected to provide: greater accountability to local citizens; stronger local leadership; better and more efficient services; and tougher intervention when problems occur. Local people and communities will be given more power and influence over the services that they receive and how public funds are spent.
10. In addition, it suggests a set of indicators on citizen satisfaction with Council services. Under the existing LAA agreement in Leeds there is a mandatory target that measures residents' perception of public sector service improvements and their ability to influence service changes. The Audit Commission assessment of the Council will place a greater emphasis on satisfaction indicators in its inspections and whether residents think services are improving.
11. Meaningful community engagement requires a great deal of effort and can be time and resource intensive. There are many benefits that can be gained however by local organisations and citizens from active engagement. By listening to and working with the community, it is proposed the Area Committee can achieve the following:
  - Plan and provide suitable and localised services that are tailored to the needs of the community. Community engagement is at the heart of evidence- based policy and practice. It stands to reason that people who live and work in the areas of Inner North East Leeds are best placed to say what affects them and

what is needed to improve their quality of life, and for this to be reflected in the services the council delivers. By defining issues and solving problems together, the public and local services can target resources where they are most needed. This helps the Area Committee to provide services that are more responsive to the needs of local communities (within available resources).

- Empower people to define a vision for their community. People, who belong to particular communities or live and work in particular neighbourhoods, should have the right to influence the future. If people can be involved in defining the vision for their community, it will create a greater sense of community spirit, belonging and pride.
- Help the public to gain an understanding of the City Council's policies or priorities through sharing information. It also helps to manage expectations and seeks to explain what can and cannot be achieved, why something is or is not done and what constraints exist.
- Monitor and measure performance. In an ever-increasing culture of performance management, engagement and consultation through surveys are effective ways of establishing base-line data for performance management that can be used to measure service user and public satisfaction.
- Encourage local people to become actively involved in the democratic process. One likely effect of enhancing community engagement is the reinvigoration of local democratic processes and a reversal of the declining trends in voter turnout for both general and local elections.
- If communities are encouraged to play a significant role in improving their neighbourhood, or in planning and developing a project or initiative, they are more likely to develop a sense of responsibility or ownership towards it. This will strengthen the role of the community on the management of their neighbourhoods.
- Improve relationship between partner agencies and the public. Engagement makes services more open and accessible to the public. By making public services more responsive to the needs of the public, we are able to build on and improve that relationship.

### **Inner North East Leeds – existing arrangements**

12. The existing arrangements for community engagement vary across the area. In Chapel Allerton ward there have been three community forums meeting three times per year, giving a total of nine events each year. The forums cover Meanwood, Chapeltown and Chapel Allerton village. In Roundhay ward, forums have been arranged on an ad-hoc basis targeting particular neighbourhoods. In the last year in total Roundhay has received 3 forums. In Moortown ward there has been one planning ahead event since 2005.
13. In Chapeltown, the IMPaCT partnership provides an additional resource for community engagement. £34,500 SSCF funding has been awarded to the 'Imbedding the Impact' project which proposes a co-ordinated package of activities which will engage residents in the neighbourhood improvement programme and



increase local participation in governance in the area. Further details of what will be implemented is contained in the next section.

## **Inner North East Leeds – proposed arrangements**

14. Successful engagement requires investment in terms of time and resources, both in the capacity of the Area Management Team to deliver and the communities to ensure maximum participation.
15. The Area Committee has already agreed the Area Delivery Plan, which identifies that there will be three community engagement events per ward per year. During May, officers have consulted with individual ward members through the regular ward meetings to discuss in more detail how these events might work. In order to manage the additional resource input that is required for community engagement events, members have been asked to consider a timetable across the year. In this way the Area Management Team can manage the additional workload spread across the year.
16. An indicative timetable is suggested below. Final dates will be locally determined in consultation with local ward members;
  - **Autumn.** Engagement activities should be an integral part of the service planning process so that results can be fed directly into decisions about service provision. This forum will provide an opportunity for local residents to identify local priorities and help shape the Area Delivery Plan. By defining issues and solving problems together, the public and local services can target resources where they are most needed. This helps the Area Committee Council to provide services that are more responsive to the needs of local communities (within available resources)
  - **Winter.** Volunteer Thank You Event at the Civic Hall.
  - **Spring.** To encourage residents to get involved in the decisions the Area Committee makes about their communities, this forum will be an opportunity for residents to comment on the appropriateness of services.
  - **Summer.** This forum can be an opportunity for a summer festival - style event. It will provide an opportunity to ask “how are we doing?” and at the same time be a celebration of what has been achieved.
17. Appendix 1 provides detailed information on the different types of engagement event that members might wish to use for their ward events. Officers will talk members through these choices at ward member meetings to aid members in deciding what format would best suit their particular ward. New and emerging community engagement techniques will be added to the database throughout the year and members will be kept updated.
18. In Chapel Allerton ward, residents of Chapeltown will also benefit from the SSCF funding ‘Imbedding the Impact’ project. This project consists of a programme of inter-related activities including the establishment of a Residents’ Network based on the successful model developed by re’new in East Leeds but taking account of the specific characteristics of the IMPaCT area and in partnership with existing groups including the Chapeltown Residents Association. Part of this project will be to introduce a direct feedback mechanism through issuing network members with ‘log books’ for issues that can be torn out and posted free for services to deal with.

Archway are the lead organisation for this project and further information on the project is available from the IMPaCT office.

19. The Area Committee is requested to consider this engagement strategy as a framework for delivering meaningful and effective engagement in 2007/08.

### **Recommendations**

20. The Area Committee is requested to comment on and approve the community engagement framework for 2007/08.

## Tools for engaging citizens

There are numerous “ tools ”or methods that can be used to engage with communities. A list of these is given below, with a summary of why and how they should be used, associated advantages and disadvantages, and also any local examples. This list is intended as an initial guide and is by no means exhaustive or prescriptive.

Tool	Objective	Purpose	Advantage	Disadvantage	Example
Publicity – newsletters	Information -giving	To provide information specific to an organisation or neighbourhood initiative	<ul style="list-style-type: none"> <li>• Potential for regular updates</li> <li>• Can reach a wide audience depending on coverage and readership</li> </ul>	<ul style="list-style-type: none"> <li>• Can be costly and time consuming to produce and distribute</li> <li>• Often perceived as junk mail</li> <li>• Not always read/seen by target audience</li> </ul>	<ul style="list-style-type: none"> <li>• BIG newsletter</li> <li>• About Leeds</li> </ul>
Consultation documents	Information-giving/Consultation	To provide information and can also be used to gather views by including a response slip	<ul style="list-style-type: none"> <li>• Good starting point for consultation</li> <li>• Makes the view of the organisation clear</li> </ul>	<ul style="list-style-type: none"> <li>• Can be costly to produce and circulate</li> <li>• May not be read by many</li> <li>• Needs to be produced in many different formats to be accessible</li> </ul>	<ul style="list-style-type: none"> <li>• Development dept – Statement of community involvement</li> </ul>
Exhibitions, road-shows, open- days	Information-giving/Consultation	Used to provide information and to obtain views on specific projects or services	<ul style="list-style-type: none"> <li>• Effective in publicising services/ organisations</li> <li>• Can give the public longer to comment on issues</li> </ul>	<ul style="list-style-type: none"> <li>• Groups who are reached are dependant on location and timing of road show, exhibition etc</li> <li>• Likely to obtain views</li> </ul>	<ul style="list-style-type: none"> <li>• JSC event</li> <li>• Chapeltown Rd Dev Plan event</li> <li>• Oakwood T &amp; DC display</li> </ul>

## APPENDIX 1

				of a small number of people who are not representative of the target population	
Planning for Real	Local involvement	Structured consultation method that uses map of the neighbourhood to ascertain what physical changes people want for their local area	<ul style="list-style-type: none"> <li>• Easy to set up</li> <li>• Entertaining and involves those who wouldn't normally participate</li> <li>• Makes it easy to obtain honest and wide ranging opinions</li> <li>• Can deal with complex issues</li> </ul>	<ul style="list-style-type: none"> <li>• Can be costly</li> <li>• Difficult to ensure representativeness</li> <li>• Many maps may be required if consultation is to be far reaching</li> </ul>	<ul style="list-style-type: none"> <li>• Moortown ward at Carr Manor school</li> <li>• Beckhill Implementation Group</li> </ul>
Self-completion questionnaires/surveys	Consultation	Market research exercise. Can be used to gather views, opinions and to measure attitudes	<ul style="list-style-type: none"> <li>• Relatively low cost in time and money</li> <li>• Effective way of gaining information from a lot of people very quickly</li> <li>• Analysis can be relatively straightforward for someone with the relevant skills</li> </ul>	<ul style="list-style-type: none"> <li>• Open-ended questions can be difficult to analyse</li> <li>• Can yield a low response so requires a large sample</li> <li>• Difficult to engage with hard to reach groups</li> <li>• Cannot always control how different people interpret questions</li> </ul>	<ul style="list-style-type: none"> <li>• Chapeltown Community safety survey</li> <li>• Leeds NE Homes/IMPACT customer research</li> </ul>
Area Committee meetings	Information giving/consultation	Formal public decision –making. Public may attend and be permitted to speak.	<ul style="list-style-type: none"> <li>• Provides a formal structure for decision making</li> </ul>	<ul style="list-style-type: none"> <li>• Limited public involvement</li> </ul>	<ul style="list-style-type: none"> <li>• Area Committee meetings</li> </ul>
Forums	Consultation/Local	Structured meetings	<ul style="list-style-type: none"> <li>• Regular process of</li> </ul>	<ul style="list-style-type: none"> <li>• Attendees are</li> </ul>	<ul style="list-style-type: none"> <li>• Ward forums in</li> </ul>

**APPENDIX 1**

	<b>involvement</b>	<b>with local residents/interest groups to consult/debate issues of local importance</b>	<b>engagement</b> <ul style="list-style-type: none"> <li>• Useful link between partner agencies and local people</li> <li>• Can be used to seek committed involvement from local people</li> <li>• Relatively cheap</li> <li>• Can be held at times and locations appropriate to target communities</li> </ul>	<b>likely to be small numbers and therefore not represent the views of the whole community</b> <ul style="list-style-type: none"> <li>• Can be dominated by the most vocal</li> <li>• Minutes can be taken</li> <li>• Needs effective management</li> </ul>	<b>Roundhay, Moortown and Chapel Allerton</b>
<b>Electronic consultation/e-government/Internet/email</b>	<b>Information giving/Consultation/Local Involvement</b>	<b>Provides information using web technology</b>	<ul style="list-style-type: none"> <li>• Very cheap and quick</li> <li>• Background information can be made readily available</li> <li>• Potentially wide-reaching and likely to be used extensively</li> </ul>	<ul style="list-style-type: none"> <li>• Only available to people who are IT literate and have access to appropriate equipment</li> <li>• Some groups less likely to use PCs and internet therefore unlikely to be able to obtain completely representative views( e.g elderly, low income</li> </ul>	<ul style="list-style-type: none"> <li>• Leeds Communities Online</li> </ul>

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Originator: Paul Auber /  
Hannah Rees

Tel: 2145833 / 2145872

## Report of the North East Area Manager

### North East (Inner) Area Committee

Date: 25<sup>th</sup> June 2007

### Subject: Grant & Funding Advice Worker Update

#### Electoral Wards Affected:

Chapel Allerton  
Moortown  
Roundhay

Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Ethnic minorities

Women

Disabled people

Narrowing the Gap

Council  
Function

Delegated Executive  
Function available  
for Call In

Delegated Executive  
Function not available for  
Call In Details set out in the  
report

#### Executive Summary

This report provides the Area Committee with an evaluation of the Grant & Funding Advice Worker post, which has been funded through the Well-Being Fund. The report provides a summary of groups assisted, funding raised and an evaluation of the effectiveness of the post against the original objectives of the project.

## **Purpose Of This Report**

1. The purpose of this report is to provide an evaluation of the effectiveness of the Grant & Funding Advice Worker post. The initial objective of the post was to support elderly care groups in achieving long term sustainability and to move away from a grant dependent culture. This report evaluates the success of the post against this objective, along with a comparison to a similar post funded by the North West (Inner) Area Committee. In addition the report provides members with a summary of grants awarded under the K Fund, the ERDF funded grants scheme targeting Chapeltown and parts of Meanwood.

## **Background Information**

2. The Area Committee agreed to fund a Grant & Funding Advice Worker and a contribution to the K Fund project in June 2005. The total Well-Being Fund contribution agreed in June 2005 was £75,317 spread across 3 financial years to support a post from November 2005 – November 2007.
3. The original objective of the post was initially to support elderly care networks in achieving long term sustainability and to move away from a grant dependent culture. This was agreed following discussions by the Voluntary and Community Support Working Group which included representatives from the elderly care support organisations. The remit of the post would then be extended to offering funding advice to all groups in the area. The post would also link with the Regeneration Resources Team Social Enterprise Advisors who advise on the expansion of social enterprises throughout the City.

## **Grant & Funding Advice Worker**

4. The Grant & Funding Advice Worker role was set up to:
  - Signpost groups to appropriate funding sources and assist with the completion of application forms
  - Support the development of groups
  - Promote the best use of resources by proposing measures for streamlining service activity to avoid duplication of services
  - Promote best practice amongst groups through effective networking
5. The post was established as a 3 day per week role, with the other 2 days focusing on the K Fund role. Paul Auber was appointed in February 2006 and worked fulltime covering both roles until leaving on April 11<sup>th</sup> 2007.
6. During his 13 and half months in post, the following services were provided:
  - Direct support via email, telephone and face-to-face to groups on selecting grant sources, completing funding applications, generating supporting information including development plans for funders and providing model organisational policies, constitutions, agenda and minute templates
  - Fundraising training sessions
  - Referrals to other Voluntary Community Sector (VCS) business advice agencies



- Distribution of two separate UK wide funding digest updates, twice-monthly

## Achievements

7. The following table summarises the outputs and outcomes of the Grant & Funding Advice role. The full list of organisations assisted is attached in appendix 1.

### 12-Months Monitoring (February 2006 – March 2007)

OUTPUT	NUMBERS	COMMENTS
Number of direct enquiries	70	Across Moortown, Chapel Allerton & Roundhay
Number of groups receiving direct support	39	At least one face to face meeting held with the organisation.
Number of groups receiving funding updates	57	Funding updates sent to groups with email address. 14 separate updates sent out in the 12 month period.
Number of groups receiving model policies	8	37 separate policies provided
Value of these policies	£12,950	Based on an average price of £350 per policy, which is private sector rates
Number of groups receiving bespoke constitutions	3	
Value of these constitutions	£1,050	At an average of £350 each based on private sector rates
Number of groups assisted with short business plan documentation	8	Development statement setting out short-term plans, issues, opportunities, plan costing and budget. Suitable for small-medium fundraising and, as a basis for intensive business plans.
Value of these business plans	£2,800	At an average of £350 each based on private sector rates
Number of groups receiving training	10	Facilitated in association with Leeds NE Homes(LNEH) for the primary benefit of their tenant & resident associations across the area.
Number of groups receiving business advice	3	3-5 year business plans and budgets
Number of groups referred to other VCS business advice agencies	12	Including Resourcing the Community(RtC), West Yorkshire Community Accounts Company(WYCAS) and the social enterprise unit; Sustainable Futures
Extra funding attracted into the inner north east area as a result of applications made by organisations assisted by the post	£35,000	Made up of: Faith Communities Capacity Building Fund £5,000 Sports Lottery £5,000 Sustainable Futures £5,000 Heritage Lottery Fund £20,000
Extra funding pending as a result of applications made by organisations assisted by the post	£55,000	Made up of: Princes Trust £5,000 Sports Lottery £50,000
<b>Total quantifiable benefits</b>	<b>£106,800</b>	

8. Of the 39 groups receiving direct support over the 12-months, 32 were self-referrals as a result of publicising the service and 6 were referred by ward councillors.
9. For the 12-months the post has brought in £35,000 to the area, made up of £5,000 from Sport Lottery for the Iftiin Somalian Welfare Association, £5,000 from Faith Communities Capacity Building Fund for Milun Women's Centre, £5,000 Sustainable Futures grant for REAP Counselling Services and £20,000 Heritage Lottery for Leeds Young Authors.
10. It should be noted that some clients' funding applications are pending results and others are still under application with results not known until later on in 2007/08. These applications total £55,000 and the Area Committee will be updated on progress.
11. The £55,000 is made up of an application from the Islamic Centre in Chapeltown who have received support to put together documentation and costs to support a funding application to the Sports Lottery for a capital project of £50,000 to upgrade and refurbish its sports hall on Cowper Street, so that it can be brought into community use. If this application is completed and successful it will greatly enhance the total amount of external funds bought into the area.
12. A further bid for £5,000 is being made by Phillip's Foods based in Chapeltown to the Prince's Trust to for a social business start up grant.

## **Publicity**

13. The project has been marketed constantly since the project started. To launch the project posters and leaflets were produced and distributed at community buildings and shops across the area. The services have also been advertised in locally based newsletters such as Community Highlights and online through Communities online. In addition, the postholder has visited community buildings such as community centres and churches on a regular basis to provide updated leaflets and posters.
14. As the original focus of the post was to work with the social care voluntary groups, the postholder has also attended the Neighbourhood Network meetings to market his services. He has also attended the Meanwood Youth Practitioners meeting where voluntary organisations working with young people network.

## **Capacity Building Work**

15. The demand amongst groups for business planning, governance and organisational capacity building work was perhaps underestimated in the original project brief. Many of the groups that have requested funding advice have not had suitable management or accountability arrangements in place, which are required before a bid can be submitted to many external funders. This has taken time and intensive individual work with organisations and it is only now that we are seeing the results of funding bids.
16. The demand amongst groups for business planning, governance and organisational capacity building work was perhaps underestimated in the original project brief. Many of the groups that have requested funding advice have not had in place suitable management or accountability arrangements, which are required before a

bid can be submitted to many external funders. This has taken time and intensive individual work with organisations and it is only now that we are seeing the results of funding bids.

17. In September 2006 a survey was conducted of all the groups that were receiving support. This was to establish the exact level of business planning and organisational management advice that was required, and also to find out if any funding applications had been submitted as a result of the assistance from the project. The results of this survey are in the table below. Of 56 surveys sent out, 20 responded.

**Client Survey Response extract (September 2006)**

<b>RESPONSE</b>	<b>GROUPS</b>
Want further support for advice and assistance with business planning	16
Have a fundraising strategy or business plan under development as a result of assistance	5
Are considering social enterprise plans	9
Have submitted a funding bid	6

18. On the basis of the survey, and to free up time to try and support groups with funding bids, new groups that required infrastructure support have been referred to other support organisations including Resourcing the Community and the social enterprise unit, Sustainable Futures.

**Effectiveness of the post**

**Social care organisations**

19. In the early months the social care organisations were targeted as per the project brief. He arranged meetings with the groups and discussed ways that they could move away from a grant dependent culture. At least one of the groups commissioned a feasibility study exploring how the organisation could move to a social enterprise set up rather than grant dependant nature. The study concluded that the organisation was not in a position to change primarily because of the strong resistance to the principle of charging for services as it was felt that this was in direct contract to their organisational voluntary ethos. This has proved to be the case with many of the social care organisations that were involved in the project. Against this background it has proved difficult to make significant inroads in terms of helping them to move away from a grant dependent culture.

**External funders**

20. In addition many of the large external funders increasingly do not support bids for funding that cover salaries or running costs. Much external funding is targeted at encouraging social enterprise activities or for specific, time limited projects that deliver a particular outcome. Again, given this situation it has proved difficult to find suitable funding sources for the social care organisations to bid into as the majority of their requirements relate to maintaining their existing organisational setup and service delivery.

### **Comparison with Inner North West Grant & Funding Advice Worker post**

21. However, it is clear that where organisations have projects that meet the priorities of funding providers the post has had some success in attracting additional external funding to the area. The North West (Inner) Area Committee has funded a similar post for 3 years. An evaluation report to the North West (Inner) Area Committee in October 2004 noted that;
- 'Early on in the project a lack of community development and dedicated capacity building support within the area was noted. This has had an impact on project delivery as groups that wish to apply for funding need to:
- Allow a run in time of 6-12 months
  - Have a clear business/project plan
  - Have clearly identified the needs that their intended project aims to address
  - Set aside staff/volunteer time for fundraising activity
  - Be up to date with various policies and procedures
22. All of the above need significant time to develop and most of the projects worked with had not considered two or more of the above list. A lack of supplementary information required by funders has often caused the application process to be halted while additional support is provided to complete these tasks.
23. The Inner North West evaluation report covers the first 18 months of the post, in comparison to this report which covers 12 months. After 18 months the North West project had secured income of £120,000 external funds from bids supported by the officer. The North East project had secured £35,000 after 12 months.

### **Inner North West – links to Voluntary Action Leeds**

24. The Inner North West Area Committee have continued to fund the post and in subsequent years it has proved very successful in bringing in additional external funding. In the first three quarters of 2006/07 the project had brought in just under £300,000. As many of the organisations the project worked with would have been through the community development and capacity building support work in the first year of the project, this later success can be attributed to this early groundwork. In addition the post is based with Voluntary Action Leeds (VAL) and the relationship with core staff at VAL has worked to mutual benefit. Groups who were not aware of VAL's services have benefited from referral to the Small Groups Development Worker, volunteer bureau, information/library services and training provision. Staff at VAL have also referred groups to the fundraising project.

### **Conclusion**

25. It is clear that the North East post has assisted 70 voluntary organisations across the area to build capacity, develop business plans so that they can apply for external funding and in some cases secure additional external funding. However, against the original objective of the post, to secure sustainability for the social care organisations the project has not had great success. It is significant though that in order for this to happen, the organisations themselves need to be in a position to consider new ways of working and during the lifetime of this post that has not been the case. In addition the actual amount of external funding secured is less than the cost of the project over the same period.
26. In conclusion, the groups that have secured funding as a result of the project have all been based in priority areas which qualify for a range of grants and are also being targeted by other organisations who have recruited workers to advise on social enterprise. In addition support is available locally through Resourcing the Community and Voluntary Action Leeds.

27. The Area Management Team will continue to subscribe to the various funding updates and send these to the extensive contact database that has been compiled. On this basis, and taking account of the amount of external funding raised by the project, to continue to fund a post offering grant and funding advice may not offer best value for money for the Area Committee.

### **K Fund project**

28. Members have received regular, detailed updates on the grants awarded under the K Fund scheme. These are summarised in appendix 2.
29. The K Fund was established to help people and organisations bring forward locally based projects that will support the development of social enterprises that contribute to the economic development and regeneration of the area. The Objective 2 funding that was awarded to the project meant the eligible area is very small – Chapeltown, Scott Hall, Miles Hill and Beckhill estates in Chapel Allerton ward.
30. The Area Committee will recall that Objective 2 funding requires match funding in order to be claimed. As part of the Well-Being Fund that was awarded in 2005, some of the funding was used to match fund the K Fund grants given to organisations . The remaining funding has been used to pay for the 2 day per week post that implements the project.
31. Government Office require as a condition of the Objective 2 funding that the project is completed as per the dates in the original application form. Therefore the project needs to continue running until the end of November 2007, with the final claim and audit carried out in December 2007. If it is not completed potentially they could ask for all the ERDF funding, including what we have spent, to be paid back. The Area Management Team therefore need to continue to run the K Fund project and have secured permission from Government Office to recruit an agency worker to fill this gap. Jake Kirkwood started in post on 22<sup>nd</sup> May and will be working on a Monday and Tuesday to complete the K Fund project work.
32. The final round of the K Fund took place in March 2007 and there is a balance of £2,546 remaining. An options report will be prepared and a meeting arranged with the K Fund panel to decide how best to allocate the remaining funding.

### **Recommendations**

33. The Area Committee is requested to;
- a) note the contents of the report
  - b) consider the evaluation of the Grant and Funding Advice worker post and indicate if they support the recommendation not to continue funding for the 3 day a week post.

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**List of organisations assisted by the Grant & Funding Advice Worker**

**Chapel Allerton**

Milun Women's Centre  
Leeds Black Elders Association  
LS7 Results  
Leeds Young Authors  
Vietnamese Elderly Group  
Project 7  
Meanwood Youth Forum  
Leeds Giving Voice  
St Kitts & Nevis Association  
Urban Construction Initiative  
Northside Music  
Radio Asian Fever  
Two Hills project  
New World Steel Orchestra  
IFTIIN Somalian Welfare Association  
Zimbabwe Education Trust  
Community Highlights newspaper  
Chapelton 10-2 Club  
African Women United  
LNEh tenants & resident groups  
Barbados Association  
Browning House  
Chapelton community centre action group  
Leeds Zimbabwe Cultural organisation  
Baker Brown  
African Heritage Trust  
Pinnacle of Light  
Chapelton tenants & residents association  
Roscoe Nursery  
ROOOTS Team  
African Curriculum Development Association  
Chapelton community driving school  
Potternewton Heights tenants & residents association  
The DOJO  
Southern & Central African Solidarity Action  
Philips Foods

**Moortown**

MAECare  
Beechtree Steiner Initiative  
Yorkshire Amateur Football Club  
MENA  
LNEh tenants & resident groups  
Moortown Rugby Union FC

**Roundhay**

Roundhay CARE

Yorkshire Amateur Football Club

LNEh tenants & resident groups

Elmete youth group

Oakwood baby & toddlers group

Open Door

North Leeds Cricket club

Some of these groups work across the ward boundaries. They have been allocated against the ward that they predominantly work in where this occurs to prevent duplicate entries. The Area Committee received a report in February 2007 giving details of the type of support and advice each organisation has received. This can be circulated again on request.



## K FUND – GRANTS AWARDED

Project	Activity	K Fund awarded	When
Milun Women's Centre	Asian women's support	£2,657	Oct 06
LS7 Results	Training young people for careers in theatre	£890	April 06
Leeds Young Authors	Training young people for careers in writing	£3,900	April 06
Project 7	Activities, employment advice, training for young people	£2,900	April 06
IFTIIN Somalian Welfare	Somalian welfare support	£4,570	Oct 06
Leeds Zimbabwe Cultural Organisation	Welfare support to young Zimbabweans	£4,643	Oct 06
ROOTS Team	Training consultancy	£890	July 06
African Curriculum	Curriculum development and publishing group	£2,125	April 06
Chapelton Community Driving School	Driving school	£4,000	July 06
The DOJO	Gym providing exercise classes to all ages	£3,959	Oct 06
Southern & Central African Solidarity Action	African welfare group	£4,868	Oct 06
Urban Construction Initiative	Volunteer led construction training group	£5,000	March 07
REAP Counselling Services	Volunteer led health group	£5,000	March 07

Leeds Vietnamese Elderly Group	Vietnamese elderly support group	£2,100	March 07
ROOOTS Team	Training consultancy	£3,125	March 07
Two Hills project	Volunteer led young people's project	£2,025	March 07
Community Highlights	Co-operative newsletter group	£1,700	March 07
Deen Enterprises Community Forum	Volunteer led young people's project	£600	March 07
Chapelton Lishi Arts	Volunteer led healthy living group	£1,252	March 07
Meridan Shores Ltd	Volunteer led community relations and empowerment group	£1,250	March 07
<b>TOTAL</b>		<b>£57,454</b>	
<b>ALLOCATION</b>		<b>£60,000</b>	
<b>BALANCE</b>		<b>£2,546</b>	



Originator: Hannah Rees  
Tel: 214 5872

**Report of the North East Area Manager**

**North East (Inner) Area Committee**

**Date: 25<sup>th</sup> June 2007**

**Subject: Alleys and Ginnels**

<p><b>Electoral Wards Affected:</b> Chapel Allerton Moortown Roundhay</p> <p><input checked="" type="checkbox"/> Ward members consulted (referred to in this report)</p>	<p><b>Specific Implications For:</b></p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input type="checkbox"/></p> <p>Narrowing the Gap <input type="checkbox"/></p>
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Council Function	<input type="checkbox"/>	Delegated Executive Function available for Call In	<input checked="" type="checkbox"/>	Delegated Executive Function not available for Call In Details set out in the report	<input type="checkbox"/>
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**Executive Summary**

This report provides the Area Committee with an updated list of alleys and ginnels of concern, following consultation with members. It also provides an update on the expenditure so far defrayed from the Well-Being Fund set aside for this work. The Area Committee is asked to agree the priority list for each ward and to agree the approach outlined in this report to inform the work programme of the Community Safety Co-ordinator.

## **Purpose of this report**

1. This report provides the Committee with an updated list of alleys and ginnels of concern across the Inner North East area (Appendix 1). Members have been consulted through ward meetings in May 2007. The list is based on the work Trudie Canavan started last year and was drawn up in consultation with members at the time, then progressed through the multi-agency Alleys & Ginnels sub group.
2. The Area Committee is requested to agree to the priorities identified in each ward. This will inform the work programme for the new Community Safety Co-ordinator, Sandra Fowler, for 2007/08. Members are reminded that £75,000 Well-Being Fund capital was set aside in 2005/06 to fund works to gate or improve alleys and ginnels across the area. To date £20,945 has been spent from this budget (see Appendix 1), along with a further £16,500 committed to complete the gating scheme in the Carrholm and Wensley Green area.

## **Alleys and Ginnels**

3. As outlined above, this report will form the basis of a work programme for the Community Safety Co-ordinator to progress action on alleys and ginnels. Some of the ginnels identified below will require Gating Orders if closure is identified as the way to resolve the particular issues. Gating Orders are resource intensive and therefore some sort of prioritisation exercise is required. As part of the recent ward member meetings, members were asked to prioritise the order in which they would like to see work progressed in their ward.
4. In order that work can be progressed across the year, the Area Committee is requested to support the suggestion that the Community Safety Co-ordinator begins work on the top priority ginnel or alley identified in each ward, therefore progressing work in each ward concurrently. Once work is completed on the first ginnel, the Co-ordinator will then progress on to the next one in that ward. Where Gating Orders are not required or where security improvements are the preferred method of dealing with the issue, progress is likely to be quicker as the processes involved are far less time and resource intensive.
5. Crime statistics have been requested from the Police for each ginnel on the priority list, so that any proposals for closure or gating can be evidence based. This information will be provided to members once received and at this stage members may wish to review their ward based priority list.

## **Recommendations**

6. The Area Committee is requested to note the contents of this report and agree the recommendation outlined in paragraph 4.

**Inner North East Leeds alleys and ginnels****Chapel Allerton ward**

<b>Priority</b>	<b>Location</b>	<b>Alleged problems ( information received from Members, Police or residents)</b>	<b>Other issues</b>
<b>1</b>	St Martins – leading from Potternewton Lane to bottom of St Martin’s Gardens	Drugs	The ginnel is a Right of Way and would require a Gating Order.
<b>2</b>	Newton Park View	Drugs	The ginnel is owned by Headrow Housing Association and is also a Right of Way and would require a Gating Order.
<b>3</b>	Miles Hill View / Crescent	High level of burglaries/ burglars access properties via ginnel, also anti-social behaviour	The ALMO are pursuing closure under CROW act. Aim is to extend all gardens to eliminate ginnel. In the meantime Area Committee funding and ALMO funding has been used to secure fencing along the length of the ginnel to prevent escape routes through gardens. The ginnel is a Right of Way and would require a Gating Order.
<b>4</b>	Buslingthorpe Walk	Issues regarding flytipping between property and behind property	SSCF and Groundwork funding identified to fund scheme that will fence along both sides of the walk with access from resident gardens only, plus a green space

			improvement design for the green space that leads onto the Rec. Groundwork have done an initial design and will lead on consultation with residents in the adjacent houses and neighbouring streets. Consultation designs and documents will be ready towards the end of June.
<b>5</b>	Scott Hall Walk /Sholebroke Mount	Drugs	Ownership and status of ginnel needs clarifying.

### Moortown ward

<b>Priority</b>	<b>Location</b>	<b>Alleged problems</b>	<b>Other issues</b>
<b>1</b>	Carrholm Grove/Drive	Crime and anti-social behaviour. Substantial evidence collected including crime statistics as part of Gating Order process.	Trudie Canavan attending Leeds Local Access Forum meeting on 20 Feb followed by Technical Board meeting on 5 March for approval. Following objections, a further report taken to Technical Board on 1 <sup>st</sup> May for approval. Gating Orders approved 2 <sup>nd</sup> May.  Project work will need to take place to install the gates, expect to complete by end of Summer 2007.
<b>2</b>	Wensley Green	Crime and anti-social behaviour. Substantial evidence collected including crime statistics as part of Gating Order process.	Trudie Canavan attending Leeds Local Access Forum meeting on 20 Feb followed by Technical Board meeting on 5 March for approval. Following objections, a further report taken to Technical Board on 1 <sup>st</sup> May for approval. Gating Orders approved 2 <sup>nd</sup> May.  Project work will need to take place to install the gates, expect to complete by end of Summer 2007.
<b>3</b>	Queenshill shops (rear alley)	Shops and residents above are experiencing ASB by youths at the back alley.	Fencing and gating required. Total cost = £3,619.50. Well Being Fund contribution to this is £1,890.00 NE Homes have funded other 50%. Scheme completed but need to monitor effectiveness.

## Roundhay ward

Priority	Location	Alleged problems	Other issues
1	Copgrove Rd leading to Roundhay Rd	Cllr raised this area as an issue – non specific. Lights are obscured by overhanging trees. Police sign up to inform people that this is a crime area.	Environmental improvements would be preferred option. Need to install double headed lamps to lighting columns, increase height of fencing, cut back trees. Need to establish ownership of path / boundaries, need to cost fencing and get permission from home owners and ginnel owner to carry out the work.
2	Upland Crescent / Easterlys	Drugs, anti-social behaviour	Received petition from residents in June 2006. Site visit with Cllr Kendall in summer 2006. Need to look at how this area can be made safe. New Community Safety Co-ordinator to do site visit with Cllr Kendall to assess what improvement works / possible gating is required.
3	Lidgett Lane shops	Anti-social behaviour	Improved fencing is required to prevent access to the rear of the shops. Leeds North East Homes to fund 50%. Scheme completed.

### Alleys & Ginnels expenditure to date:

Scheme	Expenditure
Miles Hill View/Crescent	£13,696
Lidgett Lane shops	£3,815
Queenshill shops	£1,890
Carrholm & Wensley Green	£1,544
Total	£20,945

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**Report of the North East Area Manager**

**North East (Inner) Area Committee**

**Date: 25<sup>th</sup> June 2007**

**Subject: Area Functions Schedule 2007/08**

**Electoral Wards Affected:**  
All

Ward members consulted (referred to in this report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council Function

Delegated Executive Function available for Call In

Delegated Executive Function not available for Call In Details set out in the report

**Executive Summary**

This report provides Members with a copy of the area function schedules that were presented to the Executive Board on 16<sup>th</sup> May 2007. It contains citywide budget information for each delegated function and budget information at the area level.

## **Purpose of this report**

1. In June 2004 the Council established Area Committees and set out arrangements under which their functions could be exercised. Each year, the Executive Board agrees the budgets available for the delegated functions. The attached report is a copy of the area function schedule 2007/08 that was agreed by the Executive Board on 16<sup>th</sup> May 2007.
2. Also attached is an extract from the Executive Board covering report. The original report also contained details of the Area Delivery Plans for the 10 Area Committees. This information has not been included in this report but if members are interested in other Area Delivery Plans a copy of the full report is available on request.

## **Recommendations**

3. Members are requested to note the attached report and schedules.

### Area Function Schedules for 2007/08

Schedules, detailing the functions currently delegated, are attached as Appendix Two of this report. They cover:

1. **Youth Service** – an updated schedule for the Youth Service is covered. A separate report will be presented to the Executive Board on the future of the Youth Service in Leeds shortly.
2. **Community Centres** – an updated schedule for the portfolio of centres previously delegated is covered. Further work is being completed on the portfolio of centres which are transferring from the former Learning and Leisure Department. This involves analysing 2006/07 actual budgets in order to ensure that accurate budgets at a centre level are put together. It is anticipated that this work will be completed prior to the first meetings of the Area Committees in the new municipal year.
3. **CCTV Cameras** – an updated schedule is included.
4. **Neighbourhood Wardens** – the updated schedule is based on the Council and external resources (mainly NRF) secured for this service for 2007/08 and reflects the current pattern of deployment of wardens across the City. In addition a number of areas are funding extra wardens with Area Committee / ALMO contributions.
5. **PCSOs** – an updated schedule is included which reflects the increase in resources in order that 5 PCSOs can now be deployed in each Council ward.
6. **Waste Management – Recycling Banks** – an updated schedule is included.
7. **Public Conveniences** – an updated schedule is included.
8. **Well Being Budgets** - the revenue well being allocation reflects a 2% inflationary uplift on last year's figures. The total capital allocation is £1mn per year for the next three years and the figures represent the allocation for 2007/08. As with previous years, it is anticipated that any unspent revenue and capital balances at the end of March 2007 will be carried forward into the current financial year. In addition to these figures, the Executive Board agreed a £500,000 one off release of General Fund Reserves at its meeting in April to accommodate a further £50,000 allocation for each Area Committee on a non recurring basis.

Subject to Executive Board approval of the delegated functions, information will be provided to Area Management Teams to allow them to report the information to each of the Area Committees.

The Authority to exercise these functions will continue to be held concurrently by the Executive Board, Area Committees and relevant Directors (within their scheme of delegated authority). Any proposed changes to area committee budgets relating to these services would need to be made in consultation with the relevant service Director(s) and with the agreement of the Area Committee and Executive Board where appropriate.

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# Area Function Schedules 2007/08



## ***Area Function Schedules Index***

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## AREA FUNCTION SCHEDULE

<b>DESCRIPTION OF FUNCTION: Youth Service</b>			
The delivery of Youth Service area based programmes in respect of: - <ul style="list-style-type: none"> <li>- centre based youth work</li> <li>- detached youth work</li> <li>- Connexions project work with individuals and small groups</li> </ul>			
<b>EXECUTIVE MEMBER(S) PORTFOLIO:</b>			
Executive Member – Children’s Services			
<b>RESPONSIBLE DIRECTOR(S):</b>			
Director of Children’s Services			
<b>MINIMUM SERVICE EXPECTATIONS</b> <i>(to be applicable to all Area Committee areas)</i>			
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.			
<ul style="list-style-type: none"> <li>• Ensure appropriate targeting of resources to achieve maximum coverage of <ul style="list-style-type: none"> <li>- The key local communities to be prioritised for youth work</li> <li>- The particular social issues of the area to be tackled</li> <li>- Curriculum priorities within the area</li> </ul> </li> <li>• 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.</li> </ul>			
The above minimum standards also relate to services provided through ‘contracting’ arrangements with voluntary organisations in operation in some parts of the city.			
<b>CURRENT AND TARGET PERFORMANCE</b>			
<b>Issue/Performance Indicator(s)</b>	<b>2006/07</b>	<b>2007/08</b>	
<b>Youth Service – Number of Clients</b>			
The level of “reach” into the resident 13 – 19 population	<b>Result</b> 15,321	<b>Target</b>	16,863
<b>TOTAL RESOURCES AVAILABLE ON AN AREA BASIS</b>			
Revenue: 2007/08 £3,796k net expenditure (2006/07 £3,435k net expenditure)			
<b>AGREED BY THE EXECUTIVE BOARD:</b>			
Date: May 2007			

# AREA FUNCTION SCHEDULE

<b>FUNCTION:</b>	<b>Youth Service</b>
<b>Description of what the delegated budget represents</b>	
Area full and part time youth workers, Connexions Youth (fully funded by grants) and Youth contracts with the Voluntary sector.	
<b>Details of the service elements that have not been delegated and the reason why they were not delegated</b>	
<ol style="list-style-type: none"> <li>1. Central functions such as training, quality assurance, service planning and performance.</li> <li>2. City Wide projects, particularly those externally funded.</li> <li>3. Central and area senior management and administration.</li> </ol> <p>None of these functions can be monitored in terms of direct delivery of service at area level.</p>	
<b>Description of the formula used for apportioning budgets to each area</b>	
50% population, 50% targeted	
<b>Reasons why this particular formula was selected</b>	
<ol style="list-style-type: none"> <li>1. In line with previous CIT approach and Narrowing the Gap policy, and previous Executive Board approvals of Area Function Schedules.</li> <li>2. National expectations for Youth Service to offer a targeted service nested within a universal service.</li> <li>3. Key aim of Youth Service is to support socially excluded young people.</li> </ol>	
<b>Breakdown of the total budget delegated</b>	
	<b>£000s</b>
<b>Expenditure Type</b>	
Employee Costs	3,332
Premises Costs	
Supplies & Services Costs (grants to voluntary organisations)	464
Transportation Costs	
Capital Costs	
<b>Gross Expenditure</b>	<u>3,796</u>
Income	<u>0</u>
<b>Net Budget</b>	<u>3,796</u>



# **AREA FUNCTION SCHEDULE: YOUTH SERVICE**

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

	East		North East		North West		South		West	
	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
<b>2007/8 Target Performance</b>										
The level of "reach" into the resident 13 – 19 population										
	3003	1639	1523	867	2094	1209	2389	1438	1391	1310
<b>2007/8 Area Based Resources</b>										
<b>Financial</b>										
<b>Revenue</b>	675550	368900	342640	195170	471540	272450	537820	323930	313470	295330

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Note: Resources are distributed across the City with 50% allocated on the basis of 13-19 years population figures and the remaining 50% on the basis of social deprivation data.

## **AREA FUNCTION SCHEDULE**

<b>DESCRIPTION OF FUNCTION: Community Centres</b>
Responsibility for a portfolio of community centres vested with the Regeneration Service. This covers overseeing revenue budgets, operational arrangements and the use of the centres, agreeing and implementing a schedule of charges and discounts for directly managed centres and making asset management and investment proposals to ensure the portfolio is sustainable and meets local needs.
<b>EXECUTIVE MEMBER(S) PORTFOLIO:</b>
Executive Member – Neighbourhoods and Housing
<b>RESPONSIBLE DIRECTOR(S):</b>
Director of Environment and Neighbourhoods
<b>MINIMUM SERVICE EXPECTATIONS</b> <i>(to be applicable to all Area Committee areas)</i>
Operation of a portfolio of community centres.
<b>TOTAL RESOURCES AVAILABLE ON AN AREA BASIS</b>
Revenue 2007/08: £668,000 (Revenue 2006/07 £532,000)
<b>AGREED BY THE EXECUTIVE BOARD:</b>
Date: May 2007

# AREA FUNCTION SCHEDULE

<b>FUNCTION:</b>	<b>Community Centres</b>
<b>Description of what the delegated budget represents</b>	
Revenue costs associated with the operation of the community centres.	
<b>Details of the service elements that have not been delegated and the reason why they were not delegated</b>	
Non-controllable capital asset charges. Building insurance costs. These elements cannot be effectively monitored or controlled at an area level.	
<b>Description of the formula used for apportioning budgets to each area</b>	
Budgets apportioned based on revenue figures for centres in each area.	
<b>Reasons why this particular formula was selected</b>	
Suits this function and allows Area Committees to control costs for their portfolio of centres.	
<b>Breakdown of the total budget delegated</b>	
	<b>£000s</b>
<b>Expenditure Type</b>	
Rates	62
Rental Support	111
Supplies and Services	20
Caretaking	368
Premises	249
Management and Supervision charges	74
<b>Gross Expenditure</b>	<b>884</b>
Income from Centre Rentals	-111
Income	-105
<b>Net Budget</b>	<b>668</b>

# AREA FUNCTION SCHEDULE: COMMUNITY CENTRES

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

	East		North East		North West		South		West	
	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
<b>2007/08 Target Performance</b>										
Directly Managed	4	0	0	0	2	2	2	2	0	1
Leased	0	4	1	2	2	3	2	3	3	3
Total Number of Community Centres	4	4	1	3	4	5	4	5	3	4
<b>2007/08 Area Based Resources</b>										
<b>Financial</b>										
<b>Revenue</b>										
Rates	20,460	0	0	2,870	7,010	8,070	8,180	11,950	0	3,500
Rental Support	0	26,339	0	5,490	0	18,632	24,534	4,860	26,008	5,300
Supplies & Services	570	1,950	0	0	1,770	1,380	2,510	9,960	650	1,400
Caretaking	124,470	0	0	2,200	91,590	74,050	29,520	40,950	0	5,200
Premises	81,000	1,800		8,000	30,000	55,220	35,000	24,870	0	13,000
Management & Supervision Charges	24,720	220	0	1,220	14,650	15,600	7,810	7,920	0	2,190
Income for Centre Rentals	0	-26,339	0	-5,490	0	-18,632	-25,534	-4,860	-26,008	-5,300
Income	-2,250	0	0	-6,310	-11,100	-44,400	-7,810	-28,700	0	-5,000
<b>Net Revenue</b>	<b>248,970</b>	<b>3,970</b>	<b>0</b>	<b>7,980</b>	<b>133,920</b>	<b>109,920</b>	<b>1,950</b>	<b>59,180</b>	<b>650</b>	<b>20,290</b>

Note: This schedule covers the previously delegated portfolio of centres. Work is being completed on the centres which are transferring from the former Learning and Leisure Department. It is anticipated that this work will be completed prior to the first meetings of the Area Committees in the new municipal year.

## AREA FUNCTION SCHEDULE

<b>DESCRIPTION OF FUNCTION:</b>	<b>Leeds Community Safety – CCTV</b>
<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 Council Services to target crime reduction activity in high victimisation areas thus taking a co-ordinated approach to reducing anti social behaviour and crime across the target areas.</p>	
<b>EXECUTIVE MEMBER(S) PORTFOLIO:</b>	
Executive Member – Neighbourhoods and Housing	
<b>RESPONSIBLE DIRECTOR(S):</b>	
Director of Environment and Neighbourhoods	
<b>MINIMUM SERVICE EXPECTATIONS</b> <i>(to be applicable to all Area Committee areas)</i>	
<ul style="list-style-type: none"> <li>• Provide 24 hour 365 days a year monitoring of CCTV in areas of operation.</li> <li>• 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.</li> </ul>	
<b>TOTAL RESOURCES AVAILABLE ON AN AREA BASIS</b>	
Revenue 2007/08: Net Expenditure £652,000 (2006/07 Net Expenditure £605,500)	
<b>AGREED BY THE EXECUTIVE BOARD:</b>	
Date: May 2007	

## AREA FUNCTION SCHEDULE

<b>FUNCTION:</b>	<b>Leeds Community Safety – CCTV</b>
<b>Description of what the delegated budget represents</b>	
All costs associated with fixed camera locations, e.g. staffing, monitoring and transmission costs.	
<b>Details of the service elements that have not been delegated and the reason why they were not delegated</b>	
Central management/project development and maintenance contracts (which are city wide). Mobile CCTV retained and is city wide.	
<b>Description of the formula used for apportioning budgets to each area</b>	
Budgets apportioned according to where cameras are actually located - fixed costs.	
<b>Reasons why this particular formula was selected</b>	
Delegated budgets account for most fixed costs apart from city wide and centralised functions.	
<b>Breakdown of the total budget delegated (currently unavailable)</b>	
	<b>£000s</b>
<b>Expenditure Type</b>	
Employee Costs	705
Premises Costs	73
Supplies & Services Costs	161
Transportation Costs	3
Internal Reallocation of Departmental costs	142
Capital Costs	9
<b>Gross Expenditure</b>	<b>1093</b>
Income	441
<b>Net Budget</b>	<b>652</b>

## AREA FUNCTION SCHEDULE: CCTV

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

	East		North East		North West		South		West	
	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
<b>2007/08 Target Performance</b>										
Operational CCTV Schemes	66	6	7	6	11	7	78	14	6	11
<b>2007/08 Area Based Resources Community Safety Checking and Amending Area Breakdown</b>										
<b>Financial</b>										
Revenue	340,460	30,950	36,110	30,950	56,740	36,110	402,370	72,220	30,950	56,740
Income	-159,310	-22,370	-7,120	-6,100	-19,320	-12,540	-171,530	-16,950	-6,100	-19,320
<b>Net Revenue</b>	181,150	8,580	28,990	24,850	37,420	23,570	230,840	55,270	24,850	37,420

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- \* Expenditure is apportioned on the basis of where the cameras are located within the areas. (CCTV Mobiles and Repairs are not devolved to Area Management).
- \* External Income is apportioned on number of rechargeable cameras located within each area.
- \* Costs include those associated with provision of private sector CCTV cameras within each area.
- \* Urban Traffic Control cameras, 56 across the city, are not included in the delegated function schedule.

## AREA FUNCTION SCHEDULE

<b>DESCRIPTION OF FUNCTION: Neighbourhood Wardens</b>
The provision of a range of services, via uniformed patrols of Neighbourhood Wardens to reassure, reduce anti-social behaviour and the fear of crime. Neighbourhood Wardens 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.
<b>EXECUTIVE MEMBER(S) PORTFOLIO:</b>
Executive Member – Neighbourhoods and Housing
<b>RESPONSIBLE DIRECTOR(S):</b>
Director of Environment and Neighbourhoods
<b>MINIMUM SERVICE EXPECTATIONS</b> <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.  To manage resources to ensure that grant funding to the Council is maximised for neighbourhood warden deployment. This includes the achievement of specified outputs, outcomes and milestones in accordance with appropriate grant conditions.
<b>TOTAL RESOURCES AVAILABLE ON AN AREA BASIS</b>
<b>Financial Resources Available (2007/08)</b>
Revenue: £911,947, 2007/08 Gross Budget, £317,991 Net Budget (£908,500 2006/07 gross budget, £336,189 Net Budget)
<b>AGREED BY THE EXECUTIVE BOARD:</b>
Date: May 2007



## AREA FUNCTION SCHEDULE

<b>FUNCTION: Leeds Community Safety – Neighbourhood Wardens</b>	
<b>Description of what the delegated budget represents</b>	
Staffing and equipment costs for neighbourhood wardens.	
<b>Details of the service elements that have not been delegated and the reason why they were not delegated</b>	
Central co-ordination, administration and programme management of external resources. Supplies and services budgets (e.g. training) which are difficult to effectively monitor, control and maximise external funding for at an area level. Temporary Funded Neighbourhood Warden posts which are funded from other sources.	
<b>Description of the formula used for apportioning budgets to each area</b>	
Location of Neighbourhood Wardens by area.	
<b>Reasons why this particular formula was selected</b>	
Suits this type of function.	
<b>Breakdown of the total budget delegated</b>	
	<b>£000s</b>
<b>Expenditure Type</b>	
Employee Costs	868
Premises Costs	
Supplies & Services Costs	28
Transportation Costs	16
Capital Costs	
<b>Gross Expenditure</b>	<b>912</b>
Income	-594
<b>Net Budget</b>	<b>318</b>

# AREA FUNCTION SCHEDULE: NEIGHBOURHOOD WARDENS

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

	East		North East		North West		South		West	
	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
<b>2007/08 Target Performance</b>										
Wardens Deployed	9.5 (includes 2 senior wardens)	2.75	4.5	0.75	2.5	0	7	0	1	2
<b>2007/08 Area Based Resources</b>										
<b>Financial</b>										
Revenue										
Employee Costs	274,745	79,531	130,142	21,690	72,301	0	202,444	0	28,921	57,841
Supplies & Services	8,835	2,558	4,185	698	2,325	0	6,510	0	930	1,860
Transportation Costs	4,655	3,078	2,205	368	1,225	0	3,430	0	490	980
**Income	-243,526	-41,578	-71,868	-11,879	-28,697	0	-148,491	0	-24,159	-23,758
<b>Net Revenue</b>	44,709	43,589	64,664	10,877	47,154	0	63,893	0	6,182	36,923

Note:

\* NRF budget allocations have been based on % of Super Output Areas in 10% most deprived in each area as was the case in 06/07

## **AREA FUNCTION SCHEDULE**

<b>DESCRIPTION OF FUNCTION: Leeds Community Safety – Police Community Support Officers (PCSO's)</b>
The provision of a range of services, via uniformed patrols of PCSO's to reassure, reduce anti-social behaviour and the fear of crime.
<b>EXECUTIVE MEMBER(S) PORTFOLIO:</b>
Executive Member – Neighbourhoods and Housing
<b>RESPONSIBLE DIRECTOR(S):</b>
Director of Environment and Neighbourhoods
<b>MINIMUM SERVICE EXPECTATIONS</b> <i>(to be applicable to all Area Committee areas)</i>
<p>PCSO's 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.</p> <p>West Yorkshire Police will provide a monthly schedule outlining deployment of PCSOs (a minimum of 5 PCSOs per ward) within Council areas.</p> <p>Deployment of PCSOs will be targeted in hotspot areas wherever possible on an intelligence led basis (including soft intelligence from the community, Elected Members and data from the Council), and or Divisional Community Safety Partnership Strategic Intelligent Assessment.</p> <p>Performance meetings will be held at Area Management level on a quarterly basis between the Area Management Team and the relevant Neighbourhood Policing Team Inspector.</p> <p>The main point of contact with the Police Authority at a Divisional level with the Council in relation to PCSO deployment will be the Area Community Safety Coordinator.</p>
<b>TOTAL RESOURCES AVAILABLE ON AN AREA BASIS</b>
<b>Resources Available (2007/08)</b>
Leeds City Council funding has ensured that there are sufficient resources for the Police to deploy 5 PCSOs per ward across the City in 2007/08.
<b>AGREED BY THE EXECUTIVE BOARD:</b>
Date: May 2007

# AREA FUNCTION SCHEDULE: POLICE COMMUNITY SUPPORT OFFICERS

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

	East		North East		North West		South		West	
	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
<b>2007/08 Target Performance</b>										
PCSOs Deployed by West Yorkshire Police (based on 5 per ward)	20*	20	15	15	20	20	15	20	10	15
	* 5 extra PCSOs deployed in this area									

## **AREA FUNCTION SCHEDULE**

<b>DESCRIPTION OF FUNCTION:</b>	<b>Waste Management –Recycling Banks</b>
The provision of bring banks and the management of contracts to ensure products are collected and recycled.	
<b>EXECUTIVE MEMBER(S) PORTFOLIO:</b>	
Executive Member - City Services	
<b>RESPONSIBLE DIRECTOR(S):</b>	
Director of City Services	
<b>MINIMUM SERVICE EXPECTATIONS</b>	
To provide recycling 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.	
<b>TOTAL RESOURCES AVAILABLE ON AN AREA BASIS</b>	
Revenue 2007/08: Gross Expenditure £24,560 Net Expenditure £24,560 (2006/07 Gross £24,000, Net £24,000)	
<b>AGREED BY THE EXECUTIVE BOARD:</b>	
Date: May 2007	

# AREA FUNCTION SCHEDULE

<b>FUNCTION:</b>		<b>Waste Management –Recycling Banks</b>
<b>Description of what the delegated budget represents</b>		
Apportionment relates to repairs & maintenance and transport costs associated with non Household Waste recycling banks.		
<b>Details of the service elements that have not been delegated and the reason why they were not delegated</b>		
<p>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.</p> <p>In addition the incidence of Household Waste Sites are not distributed geographically equally across the City. Therefore allocation to areas be on a geographical basis and would not be a reflection of where users of these sites reside.</p>		
<b>Description of the formula used for apportioning budgets to each area</b>		
In the absence of any other data this was determined to be the most equitable method.		
<b>Reasons why this particular formula was selected</b>		
Expenditure apportioned equally on a pro rata basis based on the number of Recycling Banks in each area.		
<b>Breakdown of the total budget delegated</b>		
<b>Expenditure Type</b>		<b>£000s</b>
Employee Costs		0
Premises Costs		0
Supplies & Services Costs		25
Transportation Costs		0
Capital Costs		0
<b>Gross Expenditure</b>		<b>25</b>
Income		0
<b>Net Budget</b>		<b>25</b>

# **AREA FUNCTION SCHEDULE: RECYCLING BANKS**

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

	East		North East		North West		South		West	
	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
<b>2007/08 Target Performance</b>										
No. of Recycling Banks	69	56	39	54	52	60	72	62	52	32
<b>2007/08 Area Based Resources</b>										
<b>Financial</b>										
Revenue	3,090	2,510	1,750	2,420	2,330	2,690	3,230	2,780	2,330	1,430
Income										
<b>Net Revenue</b>	3,090	2,510	1,750	2,420	2,330	2,690	3,230	2,780	2,330	1,430

## **AREA FUNCTION SCHEDULE**

<b>DESCRIPTION OF FUNCTION:</b>	<b>Public Conveniences</b>
<b>Public Conveniences</b> - The scheduled cleansing and maintenance of public conveniences.	
<b>EXECUTIVE MEMBER(S) PORTFOLIO:</b>	
Executive Member - City Services	
<b>RESPONSIBLE DIRECTOR(S):</b>	
Director of City Services	
<b>MINIMUM SERVICE EXPECTATIONS</b> (to be applicable to all Area Committee areas)	
<ol style="list-style-type: none"> <li>1. Daily opening and closing of facilities.</li> <li>2. Daily cleaning of facilities.</li> <li>3. Maintenance of facilities as required.</li> </ol> <p>All in accordance with the Public conveniences Policy and Strategy</p>	
<b>TOTAL RESOURCES AVAILABLE ON AN AREA BASIS</b>	
2007/08 Gross Expenditure - £242,050, Net Expenditure £242,050 (2006/07 Gross £186,630, Net £186,630)	
<b>AGREED BY THE EXECUTIVE BOARD:</b>	
Date: May 2007	



## AREA FUNCTION SCHEDULE

<b>FUNCTION:</b>		<b>Public Conveniences</b>
<b>Description of what the delegated budget represents</b>		
All expenditure (except capital) associated with providing this service.		
<b>Details of the service elements that have not been delegated and the reason why they were not delegated</b>		
Not applicable		
<b>Description of the formula used for apportioning budgets to each area</b>		
Expenditure apportioned equally on a pro rata basis based on the number of public conveniences in each area.		
<b>Reasons why this particular formula was selected</b>		
In the absence of any other data this was determined to be the most equitable method.		
<b>Breakdown of the total budget delegated</b>		
		<b>£000s</b>
<b>Expenditure Type</b>		
Employee Costs		139
Premises Costs		93
Supplies & Services Costs		2
Transportation Costs		8
Capital Costs		0
<b>Gross Expenditure</b>		<b>242</b>
Income		0
<b>Net Budget</b>		<b>242</b>

# **AREA FUNCTION SCHEDULE: PUBLIC CONVENIENCES**

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

	East		North East		North West		South		West	
	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
<b>2007/08 Target Performance</b>										
No. of Public Conveniences	0	1	1	1	3	2	0	3	3	2
<b>2007/08 Area Based Resources</b>										
<b>Financial</b>										
Revenue	0	15,128	15,128	15,128	45,385	30,256	0	45,385	45,385	30,256
Income										
<b>Net Revenue</b>	0	15,128	15,128	15,128	45,385	30,256	0	45,385	45,385	30,256

## **AREA FUNCTION SCHEDULE**

<b>DESCRIPTION OF FUNCTION:</b>
Area Committee Revenue & Capital Well-Being Budgets
<b>EXECUTIVE MEMBER(S) PORTFOLIO:</b>
Executive Member – Neighbourhoods & Housing
<b>RESPONSIBLE DIRECTOR(S):</b>
Director of Environment and Neighbourhoods
<b>MINIMUM SERVICE EXPECTATIONS</b> <i>(to be applicable to all Area Committee areas)</i>
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: <ol style="list-style-type: none"> <li>1. enhance service delivery outcomes within their area</li> <li>2. support the social, economic and environmental well being of their area (in accordance with approved Area Delivery Plans)</li> </ol>
<b>TOTAL RESOURCES AVAILABLE ON AN AREA BASIS</b>
<b>Revenue 2007/08</b> : Net Budget £1,967,100 (2006/07 Net Budget £1,890,711)
<b>Capital 2007/08</b> : £1,000,000 (First year of a 3 year allocation) (£3,500,000 – 3 year programme 2004/05 to 2006/07)
<b>General Fund Reserves 2007/08</b> : Additional one-off allocation £500,000 (£50,000 per Area Committee)
<b>AGREED BY THE EXECUTIVE BOARD:</b>
Date: May 2007

## AREA FUNCTION SCHEDULE: WELL BEING

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

	East		North East		North West		South		West	
	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
<b>Area Based Resources:</b>										
<b>Financial</b>	(£)									
<b>Revenue</b>	285,080	212,120	170,110	137,660	210,920	195,880	238,240	199,880	147,490	169,720
	(£)									
<b>Capital</b>	125,930	113,270	90,836	73,504	112,627	104,601	109,359	106,735	72,512	90,626
	(£)									
<b>General Fund Reserves</b>	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

- The revenue well being allocation reflects a 2% inflationary uplift on last year's figures.
- The total capital allocation is £1mn per year for the next three years. The figures represent the allocation for 2007/08.
- An additional one-off budget of £500k has been made available to Area Committees (£50,000 per area) from General Fund Reserves for 2007/08.
- As with previous years, it is anticipated that any unspent revenue and capital balances at the end of March 2007 will be carried forward into the current financial year.

## Report of the North East Area Manager

### North East (Inner) Area Committee

Date: 25<sup>th</sup> June 2007

### Subject: Well-Being Fund

#### Electoral Wards Affected:

Chapel Allerton  
Moortown  
Roundhay

Ward members consulted  
(referred to in this report)

#### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council  
Function

Delegated Executive  
Function available  
for Call In

Delegated Executive  
Function not available for  
Call In Details set out in the  
report

## Executive Summary

This report contains details of projects commissioned since the last Area Committee meeting and also the recommendations of the Well-Being Fund Working Group on new project applications received. The Area Committee is asked to note the projects commissioned, and indicate if they are supportive of the new bids received.

## **Purpose of this report**

1. The purpose of this report is to update the Area Committee on projects that have been commissioned since the last meeting when this approach was agreed. It also presents proposals for consideration that have been received as grant applications rather than been commissioned to deliver an action from the Area Delivery Plan.
2. The Area Committee is requested to note the projects that are being commissioned to deliver specific actions in the Area Delivery Plan and ratify the amount of funding required.
3. In addition, the Committee is asked to consider if they wish to support the projects that have applied for funding outside of the commissioning process. The recommendations of the Well-Being Fund working group are included for these proposals to aid the Committee in decision making.
4. The report also updates the Committee on small grants approved since the last meeting, attached as appendix 1.
5. The Area Committee is also asked to note that an extra £50,000 has been made available by the Executive Board for each Area Committee to spend in 2007/08. The funding cannot be spent on projects that include on-going costs. The Executive Board has identified two areas of strategic importance that they would like the Area Committees to consider when deciding how to spend this money. They are:
  - Carrying out a Conservation Area Review of conservation areas in their geographical area
  - Introducing Residents' Only parking / extra parking provision in particular areas of concern.
6. It is suggested that members identify any possible schemes and discuss these with the Area Management Team at the next round of ward member meetings in order to progress the spending of this money.

## **Background**

7. At the last meeting the Area Committee agreed to split the Well-Being Fund between the themes identified in the Area Delivery Plan 2007/08 and also set aside some of the funding for ward based projects. The Area Committee then agreed to take a commissioning approach with the theme funding in order that projects can be implemented that specifically deliver activities that will achieve one or more of the actions identified in the plan.

8. As was noted in the last Well-Being Fund report, the final allocation for 2007/08 and the close down of accounts for 2006/07 had not taken place when the report was prepared. As a result the final figure available to spend on revenue projects in 2007/08 is slightly less than the figure reported in March. Please see table below for the updated picture. Appendix 2 gives details of the projects approved in March.

Theme / Ward	Allocation	Allocated at March meeting
Chapel Allerton	10,000	
Moortown	10,000	
Roundhay	10,000	
Ongoing commitments (K Fund, small grants, community engagement)	35,317	35,317
Children & Young People	59,944	
Safer & Stronger Communities	50,000	13,000
Healthier Communities & Older People	28,399	
Economic Development & Enterprise	18,399	15,000
<b>Total</b>	<b>£222,059</b>	<b>£63,317</b>

9. Since the last meeting, the Area Management Team have been working with other departments and local voluntary organisations to work up projects that will deliver Area Delivery Plan actions. These are detailed below. The Area Committee is requested to ratify the amount of Well-Being Fund required to deliver each project.

## **Commissioned projects**

### **Children and young people theme**

#### **Youth Service activities (INE.07.14.LG)**

10. The Youth Service have developed proposals that will deliver on actions A1 and A3 in the 2007/08 Area Delivery Plan. Specifically the Well-Being Fund will enable them to deliver holiday programmes throughout the 2007/08 academic year across all three wards. The funding will also be used to deliver a motorbike project targeting particular priority estates (Brackenwoods, Queenshills, Spencer Place area) aimed at young people identified as at risk of offending or causing anti-social behaviour. The programme has been implemented in Meanwood last year and has proved very effective. The final element of the Well-Being Fund will be spent on establishing cyber suites at the Mandela and Prince Philip Centres. All of these activities are in addition to Youth Service core delivery and will enable more young people to benefit from additional activities across inner north east.
11. The Youth Issues working group have discussed these activities and are supportive of commissioning the funding to the Youth Service. **Total to ratify - £17,400**

#### **REEMAP Making the Difference programme (INE.07.08.LG)**

12. REEMAP are identified in the Area Delivery Plan as a key voluntary organisation who can deliver on a specific action (A5) to raise educational attainment at GCSE level. They received funding in 2006/07 to deliver their programme targeting BME

young people and also providing support to their parents. This year the Well-Being Fund will be used to continue this work but with a new set of up to 157 BME young people. In addition this year's programme has two new elements – developing partnership work with Chapeltown 10-2 Club, and the White Rose project, which is targeting 10 young people from non BME background that are identified by their school as needing additional academic support to improve their attainment. REEMAP run their programmes in partnership with Carr Manor, Allerton Grange and Roundhay High Schools. **Total to ratify - £15,000**

### **Safer stronger communities theme**

#### **A tree management plan for Roundhay (INE.07.03.LG)**

13. Developing a tree management plan for Roundhay is an identified action in the Area Delivery Plan (B7). Parks & Countryside with Area Management have worked up a project plan for a 12-16 week project surveying all the street trees within the Roundhay Conservation Area in order to map the location of the trees, identify tree protection issues, tree planning and management issues and to inform a maintenance and replanting programme. The bulk of the work will be undertaken by a Arboricultural student from an LCC recognised training college and will be supervised by Parks & Countryside staff. **Total to ratify £7,800**

### **Healthier communities and older people theme**

#### **Summer sports activities (INE.07.09.LG)**

14. The Area Delivery Plan highlights action around the provision of sporting activities and working in partnership with voluntary sector sports clubs in the area to enhance provision. Community Sports have developed a project that targets 8-13 year olds and will run throughout the 2007 summer holiday. It will deliver sports and recreational activities at Thomas Danby, Ramgarhia Sikh Centre, Carr Manor High School and Scott Hall Sports Centre. The programme will target young people from across the area through working with existing sports clubs and local schools to advertise the sessions and encourage their members to attend. The Area Committee funded a similar project last summer which proved very successful. Inner East Area Committee are being approved to provide funding to cover half the costs of the sessions at Ramgarhia Sikh Centre, and Outer North East Area Committee for a small contribution towards the costs of running the sessions at Carr Manor High School as it is expected some children will attend who live in Alwoodley ward. **Total to ratify £8,735**

### **Non commissioned projects**

15. The following projects were received as grant applications. The Well-Being Fund working group met and discussed the applications, their recommendations are contained below. The Area Committee is requested to consider each application and indicate if they support the amounts recommended by the working group.

### **Children and young people theme**

#### **Environmental summer playscheme (INE.07.07.LG) requesting £7,800**

16. Meanwood Valley Urban Farm wish to run a summer playscheme for children aged 8-12 during the first three weeks of the summer holidays. The playscheme will focus on the environment. There will be a 50% discount on the £3 cost of taking part for all children from the LS7 postcode area to encourage children from Meanwood and



Chapelton in particular. They have secured some funding from the Playscheme grant.

17. **Recommendation:** They are a key local voluntary organisation and the programme targets a number of Area Delivery Plan actions under the children and young people theme. **Recommend - £7,800**

### **Safer stronger communities theme**

#### **Community fair & capacity building project (INE.07.12.LG) requesting £3,287**

18. To bring together different faith communities in Moortown and Chapel Allerton wards. The Muslim women's group at the Iqra Centre would like to hold a community event jointly with the women's faith group from Stainbeck United Reform Church to offer a positive contribution to the community, breakdown barriers and challenge stereotypes. The day will include stalls, food and entertainment for children and provide an opportunity for bringing communities together. The event will be held at Carr Manor High School on Sunday 2<sup>nd</sup> September 2007.
19. The second element of the project is for the women's groups to jointly undertake capacity building work through training with the aim of bringing the women of the two communities closer and hopefully establish long term links.
20. **Recommendation:** The project meets the Area Delivery Plan action of community engagement and will foster cohesion between different communities. The working group would also recommend that the project make links with the Sikh Welfare Trust. **Recommend - £2,500 contribution**

### **Ward based projects**

21. The Area Committee has set aside £30,000 for ward based initiatives in 2007/08. In order that these can be processed efficiently, it is suggested that the following process is used to approve the projects;
- Application received either via ward member suggestion or directly from an organisation. In these circumstances, if a project application is received that will only benefit residents living in one ward then the Area Management Officer will treat it as a ward based initiative
  - Application is circulated to relevant ward members
  - Ward members given 10 working days to respond with comments / approval / rejection
  - Area Committee is updated of all ward based projects approved through the Well-Being Fund report at the next Committee meeting
22. One ward based application has been received since the last Area Committee meeting. Because the above process has not been approved yet, the project has been to the Well-Being Fund working group for discussion and recommendation.

## Chapel Allerton

### **Yorkshire Gold (INE.07.06.LG) requesting £5,000**

23. RJC Dance, based at the Mandela Centre wish to develop a dance-drama that follows the real life stories of 3 African descendents and their links to Leeds in the 1800's. This is a local response to the 200<sup>th</sup> anniversary of the abolition of slavery. RJC Dance wish to inform young people (targeting black young people) of this past, the hidden associations of the characters with their anti-slavery activities, local burials places and for them to learn some acrobatic skills. The funding will be used to pay for Director costs, choreographer, writer, music and production costs. They have applied to other funding sources for £2,500 to make the full project cost of £7,500.
24. **Recommendation:** The project will meet a priority of the Area Delivery Plan to support projects that relate to the 200<sup>th</sup> anniversary of the abolition of slavery. The young people involved will all come from Chapeltown. **Recommend - £2,500 contribution**

## **Capital projects**

25. The Area Committee has not split the capital fund by theme or ward. Therefore the Area Committee is requested to consider the following applications and indicate if they are supportive of approving the amounts suggested by the Well-Being Fund working group.
26. For information, at the March meeting the following projects were approved funding from the capital pot;

<b>Project</b>	<b>Allocated</b>
Gledhow Valley Path	10,120
North Leeds Cricket Club	15,000
7 Community Arts Centre	20,000
<b>Total</b>	<b>45,120</b>
<b>Remaining</b>	<b>£224,880</b>

### **Moor Allerton Sports & Social Club car park improvement works (INE.07.04.LG) requesting £12,000**

27. The Centre has experienced a growth in usage with membership increasing by 70% over the last 3 years. The Centre is used by a variety of different groups including U3A group (activities include local history, music, outside speakers), Little Kickers under 5's football group, senior dancing, weight loss groups, dancing, ballet and bowls, bridge, snooker, table tennis and tennis. This growth in use has led to wear and tear on the fabric of the building and external areas. The car park requires extending and resurfacing of worn and unsafe areas. Up to 50 more people will be able to attend the Centre at any one time by extending the car park.

28. **Recommendation:** The groups who use the centre contribute towards achieving a number of Area Committee priorities. However, the working group were unable to reach agreement on a recommendation and so the full Area Committee is asked to discuss and agree any contribution. **Recommend – full Area Committee decision**
- ‘Room for all’ Lidgett Park Methodist Church (INE.07.05.LG) requesting £25,000**
29. The Church wish to improve their kitchen facilities, install new toilets and add storage to the part of the premises used by the community. Current groups who use the church are children’s groups (after-school, play centre, youth club, babies & toddlers, uniformed organisations). The total cost of the project is £140,000. The Church have so far raised £65,000 and expect other Methodist sources to contribute £12-15,000.
30. **Recommendation:** Although the activities hosted by the Church building contribute towards priorities of the Area Committee, the primary aim is to improve the facilities for existing users. The Church do hope to establish a luncheon club once the kitchen facilities have been improved. **Recommend - £7,000 contribution**
- Roundhegians Sports Association kitchen upgrade (INE.07.10.LG) requesting £2,544**
31. The Association are seeking a contribution towards a larger facilities improvement programme. The upgrade of kitchen facilities is needed to enable volunteers to deliver better quality catering to support sport activities (particularly rugby) but also to help promote wider use of the club for social and income generating purposes. The club draws membership from across the area and also involves schools (primary and high) in outreach sporting activities and rugby festivals.
32. **Recommendation:** The total cost of this phase of the project is £5,775. The club have fundraised the remaining monies. They have good links with schools across the inner area including Carr Manor and Roundhay High Schools. **Recommend - £2,544**
- Deen youth project (INE.07.15.LG) requesting £8,000**
33. The youth project is run by Deen Enterprises Community Association, based at the Islamic Centre in Chapeltown. The project provides sports activities for young people including badminton, table tennis, pool and indoor football. They are hoping to expand their project to include delivering a drugs programme and providing advice and guidance on training and employment initiatives. The project works in partnership with the Youth Service. They have recently been awarded £8,000 from the Channel 4 Secret Millionaire programme and wish to purchase a minibus to help deliver their programmes more efficiently.
34. **Recommendation:** A minibus would be a useful resource for other local voluntary groups and the Youth Service. Well-Being Funds could be approved to help purchase a bus, but this should be on condition that other organisations are able to hire the minibus when the Deen youth project are not using it. The working group also have some concerns that the organisation is trying to achieve too much for one project as their aims according to the application form are to improve school attendance, raising achievement, preventing anti-social behaviour, reducing crime , drugs programme and improving quality of life amongst other priorities. The project also currently only serves young people who attend the Islamic Centre and the working group would like to see the project benefiting all young people who live in the area. **Recommend – Full Area Committee decision**

## **Recommendations**

35. The Area Committee is requested to note the contents of this report and;
- a) ratify the commissioned revenue projects
  - b) indicate if they support the amounts recommended by the working group for the non commissioned projects both revenue and capital
  - c) approve the process for approving ward based projects

**WELL BEING FUND SMALL GRANTS APPROVED****INE.06.18.SG – Friends of Potternewton Park Spring Celebration 2007**

Friends of Potternewton Park were established in 2002 and they hold a Spring Celebration Event every May Day Bank Holiday. The group also hold bulb planting sessions, tree walks and organise music events in the park.

The Spring Celebration held on 7 May is always well received in community and they invite people to come along and participate in activities involving poetry, dance and music, these being – circus stalls, bug hunts, tree walks, sports (football, cricket, tennis etc.). The event aims to show people how they can use the park respectfully and how it belongs to the vibrant communities that surround the park.

The group were awarded £500 towards the cost of hiring a marquee.

**INE.06.19.SG – Baba Dal Vaisakhi Celebration Day**

The Baba Dal Community Group wanted to provide transport to Millennium Square on 13 April 2007 so that people could enjoy the Vaisakhi Celebration. A group of 80 elderly people, irrespective of faith or culture, used the transport. The need for this was identified during consultation with elderly people who felt that without transport they would not be able to participate in the procession and celebrate the event.

The group were awarded £500 which was used to fund the hire of a coach, two open vans, fuel and refreshments.

**INE.06.20.SG – Deen Enterprises Community Forum**

Deen Enterprises is the name used by a group of volunteer youth workers (who are supported by, trained and have been CRB checked by the Youth Service) who run youth activities at the Islamic Centre in Chapeltown. They currently have a membership of 42 young people.

They wanted to run sporting activity sessions in the centre on a Saturday and Sunday (5pm – 7pm) aimed at young people from the Chapeltown area who are at risk of being involved in anti-social behaviour or crime. Activities will include football, badminton, table tennis and indoor cricket. They will also provide support for young people who are in need of employment, education and training using the computers loaned to the group by the Islamic Centre.

The group were awarded a grant of £471 to purchase a table tennis set, bibs for team sports, 8 badminton raquets, 4 indoor footballs, a rounders set, cricket equipment and a set of whistles.

**INE.06.21.SG – NE Leeds Junior Football Club**

The club want to start an under 11 football team for the North East Leeds region to play in the Garforth Junior League. This will involve recruiting Year 6 children from areas such as Meanwood, Scotthall, Brackenwood, Moortown, Chapeltown, Harehills and Chapel Allerton. The project has two coaches who are F.A. qualified and hold first aid and child protection certificates and up to date CRB checks. The club also aims to include girls teams and other age groups. There will be weekly training sessions and fixtures every Sunday between September and May. During the Summer organised friendlies will be arranged and participation in Gala tournaments.

The group were awarded a grant of £272.41 to purchase football equipment.

## 2007/08 Well-Being Fund

<b>Project</b>	<b>WBF approved</b>
Grant/K Fund project	25,317
Small grants allocation	5,000
Community engagement	5,000
Meanwood Festival	2,000
Roundhay Design Statement	10,000
Sound of Steel with Angel Voices	1,000
Chapelton Townscape Heritage Initiative	15,000
<b>Total</b>	<b>£63,317</b>

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**Report of the North East Area Manager**

**North East (Inner) Area Committee**

**Date: 25<sup>th</sup> June 2007**

**Subject: North East District Partnership update**

<p><b>Electoral Wards Affected:</b> Chapel Allerton Moortown Roundhay</p> <p><input type="checkbox"/> Ward members consulted (referred to in this report)</p>	<p><b>Specific Implications For:</b></p> <p>Ethnic minorities <input type="checkbox"/></p> <p>Women <input type="checkbox"/></p> <p>Disabled people <input type="checkbox"/></p> <p>Narrowing the Gap <input type="checkbox"/></p>
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Council Function <input type="checkbox"/>	Delegated Executive Function available for Call In <input checked="" type="checkbox"/>	Delegated Executive Function not available for Call In Details set out in the report <input type="checkbox"/>
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**Executive Summary**

This report provides Members with a summary of recent actions and achievements of the North East District Partnership.

## **Background Information**

1. This report has been prepared at the request of the Area Committee Chairs and Executive Board of the North East District Partnership. It provides a summary of key issues and the work programme of the North East District Partnership and decisions taken by the Executive Board.

## **Significant action and achievements since the last Area Committee meeting**

2. At its last meeting on 27<sup>th</sup> April the Executive Board of the North East District Partnership was presented with an update on the work of the Beckhill Implementation Group (BIG) and a draft action plan setting out the priorities and a set of actions for 2007/08. The voluntary sector representative on the BIG partnership informed the meeting of the challenges faced by the partnership and the need for commitment and awareness of partners to tackle a range of problems. There are significant strategic issues relating to the redevelopment and redesign of the estate and it was agreed by members of the Executive Board that work with the ALMO is essential. Plans of the proposed redevelopment will be submitted to the District Partnership Executive Board.

The BIG partnership has been in discussion with Carr Manor High School and the Extended Schools Advisor regarding the possibility of the site of Miles Hill school being retained and the buildings reused to provide services and facilities for the local community. The desired outcome is to link the site in with the Meanwood Extended Services initiative and fill the building with services and facilities that will be of benefit to the local community. In order for this to be a realistic proposal, there is scope for use of the buildings for office accommodation as well as front line services. Since the presentation took place further discussions have concluded that this proposal is unlikely to be a viable option. Officers are now exploring other options that will enable frontline services to be delivered on the estate.

3. The Theme Champion of the “Making things happen” section of the District Plan was asked to raise strategic issues relevant to this theme. The following actions were agreed
  - The Leeds Initiative representative on the Executive Board will take responsibility for the implementation of the communications strategy.
  - A 4<sup>th</sup> District Partnership conference will be held in the autumn.
  - In the light of recent and future organisational restructures within the PCT, Police, Adult and Children’s Services and the ALMO, and the impact of new strategic initiatives, for example Local Area Agreements, a half-day session for Executive Board members and satellite Chairs is to be held prior to the conference to consider challenges and opportunities for the North East District Partnership.
  - The Chair of the North East District Partnership and the North East Area Manager are holding 1-1 sessions with the Chairs of the satellite partnerships to discuss their action plans and targets aligned to the District Plan.
4. In order to progress the fuel poverty strategy the North East District Partnership has secured free training to front-line staff. Executive Board members were asked to nominate staff within their organisations who will benefit from this.

## **Recommendations**

5. Members are requested to note the recent actions and achievements and provide comment as appropriate.

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## Report of the North East Area Manager

### North East (Inner) Area Committee

Date: 25<sup>th</sup> June 2007

### Subject: Area Delivery Plan Quarter 1 Progress Report

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#### Electoral Wards Affected:

Chapel Allerton  
Moortown  
Roundhay

Ward members consulted  
(referred to in this report)

#### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council  
Function

Delegated Executive  
Function available  
for Call In

Delegated Executive  
Function not available for  
Call In Details set out in the  
report

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## Executive Summary

This report provides Members with an update of progress on actions in the Area Delivery Plan during Quarter 1 (April – June 2007).

## Purpose of this report

1. This report provides Members with an update of progress on actions in the Area Delivery Plan during Quarter 1 (April – June 2007). Details are provided in the attached table (appendix 2) and the Area Committee is particularly requested to note the highlights outlined below. Appendix 1 gives details of issues raised at past Area Committee meetings.

## Highlights

2. The Gating Orders for the Carrholm and Wensley Green schemes in Moortown were approved by the Joint Technical Board on 1<sup>st</sup> May and formally came into effect from 2<sup>nd</sup> May. The chosen gate supplier has been out on site taking final measurements and the Area Management Team have made contact with all residents who live directly adjacent to the ginnel entrance to ensure they are in agreement with the final locations. The order for work has now been placed and it is hoped that the gates will all be installed week commencing 23<sup>rd</sup> July.
3. Work is underway to facilitate improvements to Meanwood shopping centre area. The Area Management Team have been out visiting traders to discuss setting up a Traders Association. There is support for this so a meeting will be called shortly to progress this further. Graffiti was proving a real problem in the centre, but following intervention from the Area Management Team it has now been added to the regular schedule of works for the graffiti removal team, who also made several additional visits during April and May to deal with the immediate problem. Contact has also been made with the various private owners of the shopping centre and green space, and they have been asked to make good fencing and railings that are broken. In some cases these owners are also interested in being part of the Traders Association.
4. £400,000 Town & District Centre Funding has been approved in principle for the Oakwood regeneration scheme in Roundhay. Jacobs Babbie are preparing final display boards showing what improvements can be made with this funding, following the consultation events last year. These boards will be displayed in Oakwood Library and a meeting held with the Oakwood Traders Association in early July to finalise details in preparation for implementing the scheme.
5. In Chapeltown through the IMPaCT partnership, Archway have submitted a successful partnership bid for £34,500 to do more community engagement in the IMPaCT area.
  - plan to form a residents network, bringing together existing residents association and housing associations forums etc to create a base for more community engagement .
  - develop a cheque book for residents in the network so they report crime and grime issues into tasking meetings and provide us with more detailed information on priorities.
6. On 23<sup>rd</sup> May the Woodland Mount pocket park in Chapeltown was officially opened by Manchester City FC and England defender Micah Richards. Through the IMPaCT partnership the area, which had become a focal point for anti-social

behaviour and graffiti, has been transformed. Over £70,000 has been invested in the park to provide a safe place for children and adults.

## **Recommendations**

7. The Area Committee is requested to note the contents of this report.

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**APPENDIX ONE**

**Issues raised at Area Committee meetings**

	<b>Date Raised</b>	<b>Issue</b>	<b>Update</b>	<b>Status</b>
	26/03/2007	Planning Inspectorate has overturned appeals against turning houses into flats, which contradicts one of the priorities of IMPaCT to deconvert flats back to family houses.	Chief Planning Officer response – recent Housing Needs Study supports the provision of additional family accommodation. A case at appeal could be made with this background but the outcome would depend on individual circumstances.	Completed
		Children and Young People’s Plan Review 2007 to be discussed at the December 2007 Area Committee meeting	To be on the agenda for that meeting.	Ongoing
	04/09/2006	Yes Cyber – Area Management and Youth Service to attend a meeting of the management committee to provide advice and expertise.	Area Management and Youth Service attended the Management Committee meeting in May 2007 and were satisfied with the accountability and governance arrangements in place at the project.	Completed

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## North East (Inner) Area Committee - Area Delivery Plan 2007-08

### Children and Young People - Priorities

P1	Initiatives to improve school attendance and raise standards of achievement
P2	Initiatives to prevent anti-social behaviour involving children and young people
P3	Involvement of young people in decision making

### Children and Young People - Actions

Objective	Ref No.	Action	Timescale	Who responsible	Resources	Performance Indicator	Target	PROGRESS AGAINST ACTION Q1 07/08
A wide range of out of school provision for children and young people	A1	Target the provision of additional activities for children and young people	March 07 - April 08	Youth Service, Voluntary Sector, Private Sector	Core, Well-Being Fund, other external funds	Number of programmes and activities delivered supported by Well-Being Fund	Provision meets Youth Service PI's and specific WBF project outputs	Youth Service have developed set of proposals to meet this action - holiday programmes across all wards, targeted motorcycle project and cyber suites at Prince Philip and Mandela Centre. These activities are in addition to core Youth Service work across the inner area.
	A2	Raise the level of volunteering to increase youth provision through Youth Service and voluntary sector providers	By Jan 08	Youth Development Worker -Youth Service	Well-Being Fund	Number of volunteers trained and delivering activities, and of these the number of young people	Increase in provision for young people and increase in level of participation	See separate Youth Development Worker update as part of the Working Groups report
	A3	Deliver additional targeted holiday schemes	March 07 - April 08	Youth Service, Voluntary Sector	Core, Well-Being Fund	Number of programmes supported by the Well-Being Fund and number of young people participating	Provision meets Youth Service PI's and specific WBF project outputs	Holiday schemes developed by Youth Service with activities across all wards. In addition summer sports activities programme been developed by Community Sports running at Ramgarhia Sikh Centre, Carr Manor High School and other venues across the area. Also a proposal from Meanwood Valley Urban Farm to implement environmental activities across the summer holidays targeting young people.
Offer alternative curriculum and curriculum related activities to support attendance and raise standards of achievement	A4	Alternative curriculum provision at schools - Carr Manor High, Allerton Grange High, Roundhay High	March 07 - April 08	Voluntary Sector, Youth Service, Education Leeds	Well-Being Fund	Number of programmes delivered supported by Well-Being Fund	Improvement in school attendance and achievement levels of those pupils participating	AMT & Youth Service have been working with organisations to commission projects that will meet this target, these include Leeds REACH.

	A5	Academic support provision at schools or in a community setting	March 07 - April 08	Voluntary Sector, Youth Service, Education Leeds	Well-Being Fund	Number of programmes delivered supported by Well-Being Fund	Improvement in school attendance and achievement levels of those pupils participating	REEMAP will be commissioned to deliver projects in Carr Manor, Roundhay and Allerton Grange High Schools that will work with BME and non BME young people to improve their attainment at GCSE. The programme will commence in September 2007.
Offer diversionary and preventative activities	A6	Targeted activities and projects - Meanwood Intensive Family Support project, joint action arising from Tasking meetings, detached workers - Queenshills, Parkside, Carr Manors	March 07 - April 08	Area Management, Police, Voluntary Sector	Well-Being Fund, other external funds	Number of activities established and actions completed, Number of anti-social behaviour calls relating to young people	Reduction in the number of referrals to Cllrs and ASBU.	NRF funding for the Meanwood Intensive Family Support project secured for 2007/08. Annual review meeting held 8th June 2007 to identify any issues and set new priorities for 2007/08. The project is currently working with 10 families in Meanwood.
Increase uptake of leisure activities likely to improve health and fitness	A7	Variety of sporting activities provided by the Youth Service and Community Sport in partnership with voluntary sector providers, particularly targeting sports clubs in Moortown and Roundhay	March 07 - April 08	Community Sport, Youth Service	Core, Well-Being Fund	Number of sports programmes implemented, number of voluntary sector organisations involved as partners	Increase in provision for young people and increase in level of participation	Community Sports will be commissioned to deliver sports programmes at venues across the area over the 2007 summer holiday. The programme will include close working with voluntary sports clubs and will particularly aim to recruit children who live in Meanwood, Brackenwood and Chapeltown. Funding is also being sought from Inner East and Outer North East Area Committees to help fund activities on the borders of the inner north east area.
	A8	Improvements to King Alfred's Fields	March 07 - April 08	Parks & Countryside	Well-Being Fund, other external funds	Number of improvements carried out	Increase in provision for young people and increase in level of participation	AMT & Parks & Countryside site meeting on 31st May to assess what works need doing to improve the facilities. Parks & Countryside are costing up a proposal and seeking sources of funding in addition to any possible WBF contribution.
Young people feel empowered and part of the local decision making process	A9	Establish Youth Forums in Moortown and Roundhay and continue the Chapel Allerton youth forum	March 07 - April 08	Youth Service	Core	Number of forums established, number of young people involved	Improved opportunities for young people to be involved in making decisions	Chapel Allerton youth forum well established. Work on Roundhay and Moortown forums to begin in June/July.
	A10	Establish funding pot to spend on projects and activities young people identify through the Youth Forums	Funding pot agreed by July 07	Youth Service	Well-Being Fund	Number of activities supported by Well-Being Fund	Improved opportunities for young people to be involved in making decisions	Action not started yet.

Improve the range , reach and quality of services provided by LCC Youth Service and the voluntary sector from the Mandela Centre	A11	Develop the Mandela Centre as a centre for youth provision with voluntary sector partners	March 07 - April 08	Area Management - Rory Barke, Youth Service - Neil Bowden. Voluntary sector representatives	Core, external funding for capital refurbishment	Involvement of young people in the development of future plans for the Centre, number of organisations and users engaged at the Mandela Centre	Increase in provision for young people	Area Management Team met with stakeholders 23rd May. Space requirements for Yescyber identified. Clean-up of centre and disposal of old furniture and storage to be completed by 29th June in preparation for relocation of Yescyber and 10-2 club in September 2007.
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### Safer and Stronger Communities - Priorities

P4	Improve the quality of the local environment
P5	Reduce crime and the perception of crime
P6	Empower local people to have a greater voice and influence over local decision making and delivery of services
P7	Support partnerships working to address deprivation issues in priority neighbourhoods
P8	Support the delivery of Intensive Neighbourhood Management in Chapeltown and Harehills

### Safer and Stronger Communities - Actions

Objective	Ref No.	Action	Timescale	Who responsible	Resources	Performance Indicator	Target	PROGRESS AGAINST ACTION Q1 07/08
To tackle 'crime and grime'	B1	Multi-agency Operation Arrows targeting crime & grime hotspots throughout the year	March 07 - April 08	Area Management, Police	Core, Well-Being Fund	Number of Operation Arrows organised, results of each Operation	Number of operations and outputs of each one	Operation Arrow is now called Operation Champion. Operation Champion targeting Miles Hill, Beckhill & Stonegates took place 23rd -25th May 2007. Action included removing waste and flytipping, fire safety checks, DVLA vehicle checks, distributing crime prevention leaflets, environmental enforcement inspections, Police execute warrants for arrest and the removal of graffiti. In addition the ALMO held tenancy workshops and provided a debt counselling service.
	B2	Joint Tasking meetings	March 07 - April 08	Area Management, Police	Core, Well-Being Fund	Number of multi-agency actions completed	Monthly review	Joint tasking meetings take place every fortnight and actions completed recently include: Police and Youth Service working together to resolve ASB in Miles Hill and ASBU home visits to reduce ASB in Far Meanwood.
	B3	Environmental PRIDE Teams targeting hotspot locations & responding to referrals	March 07 - April 08	City Services	Core	Monthly updates of referrals completed	Completion of all referrals within month made	City Services provide monthly reports which are emailed to Members. Currently 90% of referrals made are dealt with within the month made.

Reduce crime and the perception of crime	B4	Projects to close or improve the safety of alleys and ginnels	March 07 - April 08	Area Management	Well-Being Fund	Number of ginnels closed, reduction in crime - ASB, criminal damage in the vicinity of the alleys and ginnels	To be agreed once new Community Safety Co-ordinator in post	See separate report.
	B5	Raising awareness of the facts around crime and crime prevention/local information in targeted locations - leaflets and publicity	March 07 - April 08	Area Management	Well-Being Fund	Number of calling cards produced, reduction in the number of people who feel unsafe in their area - survey	To be agreed once new Community Safety Co-ordinator in post	Action not started yet.
	B6	Targeted burglary reduction initiatives including target hardening, light timer switches, door alarms	March 07 - April 08	Area Management, Police	Well-Being Fund	Number of properties benefiting from burglary reduction work	To be agreed once new Community Safety Co-ordinator in post	Small underspend from 2006/07 WBF target hardening allocation will be offered to properties in burglary hotspots according to current police data.
Improve the environmental appearance of targeted areas	B7	Roundhay tree management project	Audit finished by July 07	Area Management - Sheila Fletcher	Well-Being Fund	Audit complete	Completion of audit by end July 07	AMT & Parks & Countryside have worked up a tree management scheme, details of which are contained in the WBF report to this meeting.
		Dedicated street litter picker for Roundhay ward	March 07 - April 08	City Services	Core, Well-Being Fund	Improvement in cleanliness of streets (as measured by ENCAMS grading)	Litter picker in post	Pride team to targeted areas specified by Roundhay Members every Tuesday, rather than pursue option of recruiting a new litter picker. Situation to be reviewed in 3 months for improvement.
	B8	Good neighbours' project in Moortown in partnership with Yorkshire Water	By Oct 07	Area Management - Sheila Fletcher	External/Well-Being Fund	Project complete	Completion of project by Oct 07	Deadline passed for scheme to be implemented. Voluntary group identified were unable to agree if they wanted to take part in the scheme and Yorkshire Water are no longer offering their services for a project.
	B9	Support community led Neighbourhood Design Statements in targeted areas	March 07 - April 08	Area Management	Well-Being Fund	Number of groups supported through the NDS process, Number of NDS adopted as supplementary planning guidance	First NDS completed by Dec 07	WBF allocated to support the Roundhay VDS. AMT are supporting the Blueprint Group for the Chapel Allerton VDS and are scheduling in to develop a Moortown project to start in Autumn.
Empowering local communities	B10	Festive light provision in targeted areas of Moortown, Roundhay & Chapel Allerton	By Dec 07	Area Management - Sheila Fletcher	Well-Being Fund	Number of festive lights put up, Number of businesses supporting festive light arrangements	Festive lights up at agreed locations by agreed deadline	Discussions to take place at next ward member meetings. Leeds Lights have confirmed funding will be required for each new motif and any electrical work to the lampposts. PFI providers have confirmed that if additional funding is made available and clear instruction over which columns they would be required on, when they replace the posts as part of the PFI schedule then the new columns will be able to take festive lights.
	B11	Volunteer Thank You Event	Dec-07	Area Management - Hannah Rees	Well-Being Fund	Number of voluntary organisations, community groups & individuals attending the event	Event held in Dec 07	

	B12	Community engagement activities - 3 per ward per year	March 07 - April 08	Area Management - Hannah Rees	Well-Being Fund	Proportion of adults who feel able to influence decisions of public bodies locally (linked to residents identifying priorities & projects for the Area Delivery Plan)	9 events held in 07/08	Members consulted at ward member meetings in May, further details contained in a separate report.
	B13	Project to commemorate the 200th anniversary of the abolition of slavery and support the bi-centenary transformation project	Apr-07	West Indian Centre	Well-Being Fund	External funding secured to support event	Event held in April 2007	WBF allocated to support the 'Sound of Steel with Angel Voices' event at the Mandela Centre on Easter Sunday. The event was co-ordinated by the Leeds Bi-centenary Project.
Improve the quality of life in priority neighbourhoods - Beckhill and the Moor Allerton (MAP) estates	B14	Multi-agency projects	March 07 - April 08	Beckhill - Hannah Rees, MAP - Alison Pickering	Core, Well-Being Fund, other external funds	Projects & activities established, An increase in the number of residents satisfied with delivery of local services	Outputs & targets achieved as per individual project specifications	MAP - a presentation on progress to date and future priorities was given to the Narrowing the Gap Executive Board in April 2007. For detailed information on the action plan progress contact Alison Pickering in AMT. BIG - have reviewed their existing action plan and are asking the District Partnership Executive Board to ratify the revised one at the meeting in July 2007. For detailed information on the action plan progress contact Hannah Rees in AMT.
	B15	Co-ordination of service delivery	March 07 - April 08	Beckhill - Hannah Rees, MAP - Alison Pickering	Core	An increase in the number of residents reporting an increase in satisfaction with their neighbourhoods and in disadvantaged areas showing a narrowing of the gap between these areas and the rest	Outputs & targets achieved as per BIG action plan	BIG - work is underway between the ALMO and City Services to agree joint management arrangements for operational staff on the estate.
Improve the quality of life in Chapeltown and support the delivery of the IMPaCT Intensive Neighbourhood Management project	B16	Multi-agency projects	March 07 - April 08	Area Management - Beki Allchin	SSCF, Well-Being Fund	Projects & activities established, An increase in the number of residents satisfied with delivery of local services	Outputs & targets achieved as per individual project specifications	Tendering process completed for use of SSCF resources to deliver the Neighbourhood Improvement Plan. IMPaCT website now live. Capital projects being worked up for Buslinthorpe Walk, Shepherd's Lane and Bin Yards
	B17	Co-ordination of service delivery	March 07 - April 08	Area Management - Beki Allchin	Core	An increase in the number of residents reporting an increase in satisfaction with their neighbourhoods and in disadvantaged areas showing a narrowing of the gap between these areas and the rest	Outputs & targets achieved as per IMPaCT action plan	Successful bid from Archway to develop an IMPaCT residents network - steering group set up and part time worker currently being recruited. IMPaCT tasking developing a new approach to do Environment Days

### Healthier Communities and Older People - Priorities

P9 The voluntary and community sector, especially neighbourhood networks for older people

P10 Chapeltown Community Facilities

P11 Fuel poverty

## Healthier Communities and Older People - Actions

Objective	Ref No.	Action	Timescale	Who responsible	Resources	Performance Indicator	Target	PROGRESS AGAINST ACTION Q1 07/08
To provide support for the voluntary and community sector, especially neighbourhood networks for older people	C1	Capacity building and support for securing funding solutions and social enterprise opportunities through the Grant & Fundraising Advice Officer	March - Oct 07	Area Management	Well-Being Fund, K Fund	Increased number of voluntary and community groups advised and amount of external funding secured	Evaluation of post completed by July 2007	Evaluation report being presented to the June meeting.
	C2	Variety of sporting activities provided by the Youth Service and Community Sport in partnership with voluntary sector providers, particularly targeting sports clubs in Moortown and Roundhay - REF ACTION A6	March 07 - April 08	Community Sports, Youth Service	Core, Well-Being Fund	Number of sports programmes implemented, number of voluntary sector organisations involved as partners	Outputs & targets achieved as per individual project specifications	See comment in A7
Well co-ordinated community facilities in Chapeltown	C3	Establish a lettings policy for delegated community centres in inner north east	By Jan 08	Area Management	Core	Increase in the number of groups using buildings	Lettings policy agreed by Jan 08	Members consulted on draft pricings and lettings policy. No plans to consult with users currently as all relevant community centres are in Chapeltown and are part of the Chapeltown facilities review work.
	C4	Implement the way forward from the Chapeltown community facilities review as agreed by the Executive Board	March 07 - April 08	Area Management	Core, possible external funding	Increase in resident satisfaction with community facilities in Chapeltown	Number of hits on the facilities page of Chapeltown website, articles promoting facilities & what's on in 4 publications, completion of business plan for West Indian Centre	Analnsis of stakeholder questionnaire currently being undertaken. Future events publicised on Chapeltown website which is up and running as of June 2007.
Fuel poverty	C5	Train Neighbourhood Wardens and other frontline staff to promote grants programme in target areas and support older people to complete application forms	March 07 - April 08	Area Management - Sheila Fletcher	Core, Well-Being Fund	Increased number of people over 60, disadvantaged groups and vulnerable groups who take up home insulation grants	Outputs & targets achieved as per individual project specifications	Training scheduled for mid June.

## Economic Development and Enterprise - Priorities

P12	Town and District Centre improvement projects
P13	Investment Plan and Land Use Framework for Chapeltown Road
P14	Tackle worklessness

## Economic Development and Enterprise - Actions

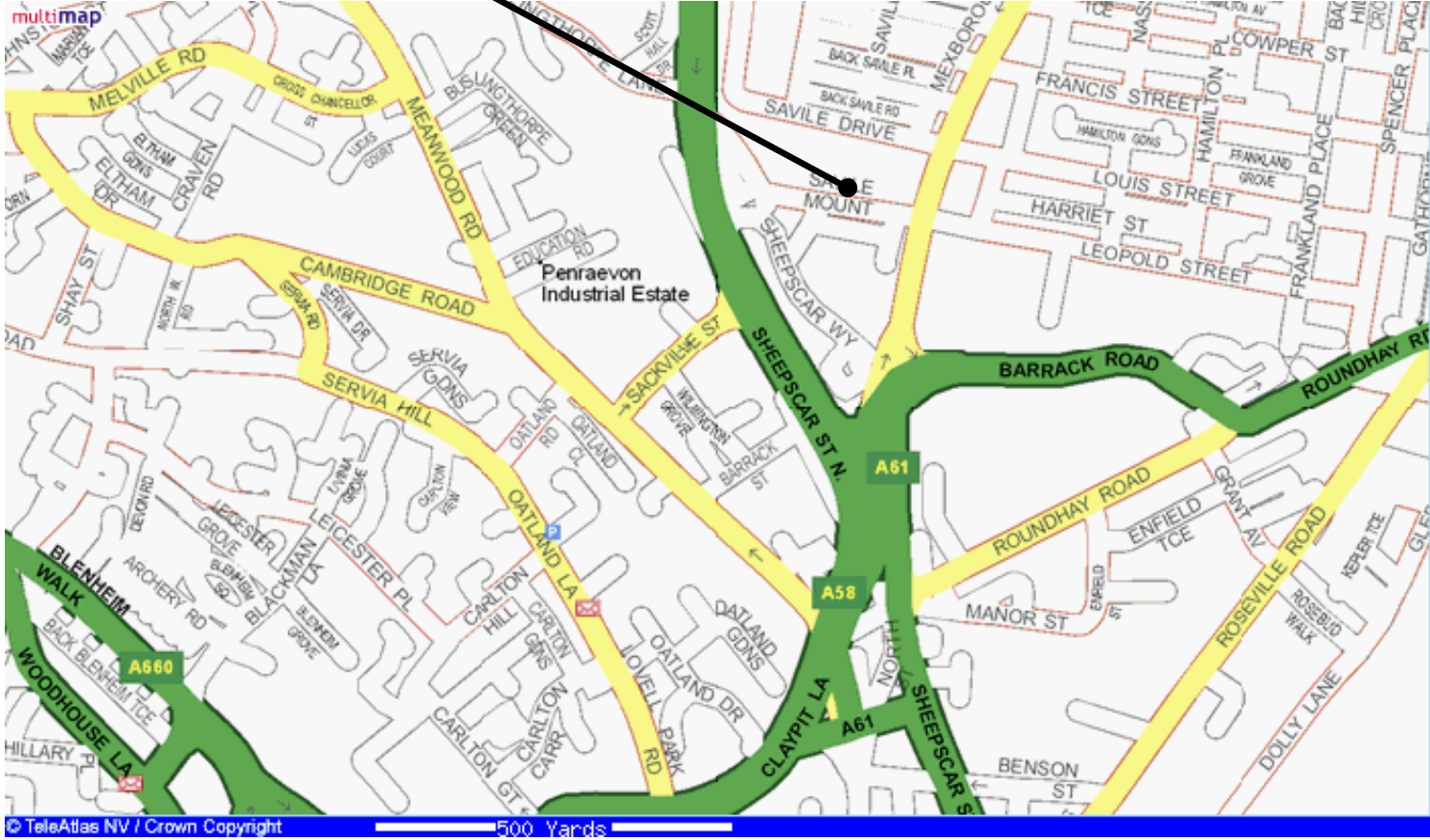
Objective	Ref No.	Action	Timescale	Who responsible	Resources	Performance Indicator	Target	PROGRESS AGAINST OUTPUT Q1 07/08
The economic regeneration of town and district centres	D1	Implement the Oakwood Town & District Centre business plan proposals	March 07 - April 08	Area Management, Major Projects Team	Town & District Centre Fund, Tesco, S106, Well-Being Fund	Full business plan developed and funding approved	Business plan approved by summer 2007	Programme Board approved £400k funding. Final scheme design being worked up by Jacobs Babbie for display in Oakwood Library and consultation with Oakwood Traders Association in early July.



	D2	Improvements to Meanwood district centre	March 07 - April 08	Area Management	Well-Being Fund	Improvement in the environmental appearance of the area	Establishment of Traders Association, individual environmental improvement projects	A meeting to discuss forming a traders association will be arranged shortly, following positive feedback from a number of shop owners and land owners in the area. In addition graffiti has been cleared and private owners of green space and highways have been requested to make improvements to their land. The lines at the junction of Green Road and Stonegate Road will be repainted by City Services this financial year.
	D3	Submit stage 2 bid in form of delivery plan for Chapeltown Rd Townscape Heritage Initiative (THI)	By Oct 07	Major Projects Team	Core, Well-Being Fund	Submission of bid to schedule	Bid submitted by Oct 07	Conservation Architects have been employed to carry out the appraisal for the extended Chapeltown Conservation Area. A training plan currently being prepared will identify ways to ensure training in heritage renovations work will be available to local residents. Building surveys and valuations of THI eligible buildings will start in June '07. On 23rd June, the NE AMT and Groundwork Leeds will raise awareness of the scheme at the Chapeltown Community Unity Fun Day.
Support the implementation of the Chapeltown Rd Investment Plan and Land Use Framework	D4	Identify lead agency to establish a Development Trust for Chapeltown	By Aug 07	Area Management - Rory Barke	LEGI	Lead agency identified	Agency identified by Aug 07	No new update available.
To reduce worklessness and develop a skilled workforce	D5	Ensure local labour clauses in areas of development locally	March 07 - April 08	Area Management - Rory Barke	LNEh, LCC procurement, RSLs	Increase in number of local people employed on development contracts in the locality	Local labour clause agreements agreed for local redevelopment sites by Oct 07	No new update available.

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