



**NORTH WEST (OUTER) AREA COMMITTEE**

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**Meeting to be held at Cookridge Methodist Church, Otley Old Road, Cookridge,  
Leeds 16 on Monday, 22nd September, 2008 at 1.30 pm**

***N.B. Please note revised commencement time of meeting***

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**MEMBERSHIP**

Councillors

B Anderson	-	Adel and Wharfedale
J L Carter	-	Adel and Wharfedale
C Fox	-	Adel and Wharfedale
S Andrew	-	Guiseley and Rawdon
J Bale	-	Guiseley and Rawdon
G Latty	-	Guiseley and Rawdon
A Barker	-	Horsforth
B Cleasby	-	Horsforth
C Townsley (Chair)	-	Horsforth
C Campbell	-	Otley and Yeadon
R Downes	-	Otley and Yeadon
G Kirkland	-	Otley and Yeadon

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**Stuart Robinson**

**W N W Area Manager: Steve Crocker  
Tel: 395 0966**

## **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

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**APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS**

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)

(\*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Chief Democratic Services Officer at least 24 hours before the meeting)

**EXCLUSION OF THE PUBLIC**

1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.

2 To consider whether or not to accept the officers recommendation in respect of the above information.

3 If so, to formally pass the following resolution:-

**RESOLVED** – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-

Item 13 Appendix 1 ‘Pricing and Lettings Policy for Community Centres’

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3			<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>	
4			<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 12 of the Members Code of Conduct</p>	
5			<p><b>APOLOGIES FOR ABSENCE</b></p>	
6			<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>	
7			<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>To receive and approve the minutes of the previous meeting held on 23<sup>rd</sup> June 2008.</p>	1 - 10
8			<p><b>WELL-BEING BUDGET REPORT</b></p> <p>To consider a report of the Director of Environment and Neighbourhoods providing the Area Committee with a current position statement on the well-being budget, details of proposed projects and small grant applications.</p>	11 - 16

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9			<p><b>THE NEWLY FORMED WNW ENVIRONMENTAL ACTION TEAM</b></p> <p>To consider a report of the Director of Environment and Neighbourhoods providing information to Members about the newly formed Environmental Action Team and how they will be working in the Outer North West area.</p>	17 - 20
10			<p><b>AREA COMMITTEE ROLES FOR 2008/09</b></p> <p>To consider a report of the Director of Environment and Neighbourhoods presenting the Area Committee with details of their area function schedules and roles in relation to these service areas for 2008/09.</p>	21 - 92
11			<p><b>OUTER NORTH WEST AREA DELIVERY PLAN 2008-11</b></p> <p>To consider a report of the Director of Environment and Neighbourhoods seeking the approval of the Area Committee on the Outer North West Area Delivery Plan (ADP) for 2008-2011.</p>	93 - 124
12			<p><b>KEY MESSAGES FROM AREA COMMITTEES SUB GROUPS AND FORUMS</b></p> <p>To consider a report of the Director of Environment and Neighbourhoods updating the meeting on progress made at the Area Committee sub groups and ward forums that have taken place since the last Area Committee.</p>	125 - 128
13	Appendix 1 10.4 (3)		<p><b>PRICING AND LETTINGS POLICY FOR COMMUNITY CENTRES</b></p> <p>To consider a report of the Director of Environment and Neighbourhoods outlining proposals for a new pricing and lettings policy for Leeds City Council managed Community Centres.</p>	129 - 160

Item No	Ward	Item Not Open		Page No
14			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Monday 3<sup>rd</sup> November 2008 at 2.00pm (venue to be confirmed)</p> <p><b>MAP OF TODAY'S MEETING</b></p> <p>Cookridge Methodist Church, Otley Old Road, Cookridge, Leeds LS16 7DF</p>	

# Agenda Item 7

## NORTH WEST (OUTER) AREA COMMITTEE

MONDAY, 23RD JUNE, 2008

**PRESENT:** Councillor C Townsley in the Chair

Councillors B Anderson, J Bale, A Barker,  
C Campbell, B Cleasby, R Downes, C Fox,  
G Kirkland and G Latty

### 1 Election of Chair 2008/09

The Chief Democratic Services Officer submitted a report explaining the arrangements for the annual election of the Chair of the Area Committee.

The Chief Democratic Services Officer reported that one nomination for the position of Chair had been received, on behalf of Councillor Townsley.

#### **RESOLVED –**

- (a) That the contents of the report be noted.
- (b) That following an overall majority of votes cast by those Elected Members present at the meeting eligible to vote, Councillor C Townsley be elected as Chair of the North West (Outer) Area Committee for the Municipal Year 2008/09.
- (c) That Councillor G Latty be appointed as Deputy Chair of the North West (Outer) Area Committee for the Municipal Year 2008/09 as proposed by Councillor B Anderson and seconded by Councillor J Bale.

### 2 Exclusion of Public

**RESOLVED –** That the public be excluded from the meeting during consideration of the following parts of the agenda designated exempt on the grounds that it is likely, in the view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information so designated as follows:-

Appendix 1 to the report referred to in Minute 17 under the terms of Access to Information Rule 10.4(3) on the grounds that this document disclosed information on how discounts could be applied to the various groups. In these circumstances it was considered that the public interest in maintaining the exemption in relation to this appendix outweighs the public interest in disclosing the information by reason of the fact that by disclosing these details, information relating to the financial affairs of the named groups would become public knowledge, which could have a detrimental impact on the organisations.

### **3 Late Items**

In accordance with his powers under Section 100B(4)(b) of the Local Government Act 1972, the Chair consented to the submission of a late item of business relating to the Outer North West Area Delivery Plan 2008-11 (Agenda Item 14) (Minute No 13 refers). The report had been completed and circulated after the agenda despatch due to the late receipt of information received from a number of organisations.

### **4 Declaration of Interests**

The following personal declarations were made:-

- Councillor R Downes in his capacity as a cyclist on Quarry Farm Road, Pool-in-Wharfedale (Agenda Item 7) (Minute 6 refers)
- Councillor J Bale in view of his wife and daughter who attended the Art Class Park Lane College held at Yeadon Town Hall (Agenda Item 11) (Minute 17 refers)
- Councillor B Anderson in his capacity as Chairman of West North West Homes ALMO (Agenda Item 15) (Minute 12 refers)
- Councillor G P Kirkland in his capacity as a Foundation Governor at Prince Henry's Grammar School, Otley (Agenda Item 15) (Minute 12 refers)
- Councillor G P Kirkland in view of his involvement with the work of Aireborough Voluntary Services to the Elderly with Disabilities (Agenda Item 15) (Minute 12 refers)
- Councillor G P Kirkland in his capacity as a Member on Otley Town Council (Agenda Item 16) (Minute 15 refers)

### **5 Apologies for Absence**

Apologies for absence were received on behalf of Councillor S Andrew, Councillor J L Carter and Jane Pattison, Area Management Officer.

### **6 Open Forum**

In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee.

In summary, specific reference was made to the following issues:-

- Quarry Farm Road, Pool-in-Wharfedale

Hazel Lee, a local resident referred to the above issue and informed the meeting that Quarry Farm Road, Pool-in-Wharfedale was currently un-adopted and that urgent work was now required in relation to flooding and erosion issues.



At the request of the Chair, Councillor R Downes responded and provided the meeting with background information.

Following discussions, the West and North West Area Manager agreed to investigate this matter further with a report back at the next meeting.

- Rawdon Littlemoor Primary School Quiz Night

Hazel Lee, a local resident reported on a very successful quiz night held recently at Rawdon Littlemoor Primary School in conjunction with the Otley and Yeadon Road Safety Committee.

## **7 Minutes of the Previous Meeting**

**RESOLVED** – That the minutes of the previous meeting held on 14<sup>th</sup> April 2008 be approved as a correct record.

## **8 Matters Arising from the Minutes**

(a) Well-being Budget Report (Minute 76(a) refers)

The Chair referred to the project regarding the corner of High Street/ Victoria Avenue and enquired if the works had now been completed by Highways.

Jason Singh, Deputy Area Manager responded and agreed to provide a further update at the next meeting in September 2008, together with progress on the bollards issue.

(b) Well-being Budget Report (Minute 76(b) refers)

The Chair referred to the proposed erection of a youth shelter being installed on West Busk Lane in Otley and informed the meeting that the works had now been completed.

(c) Key Messages from Area Committee Sub Groups and Forums (Minute 76(d) refers)

The Chair again referred to the urgent need to convene a joint meeting between the Community Safety sub group and the Children and Young People's sub group.

## **9 Well-being Budget Report**

Referring to Minute 77 of the meeting held on 14<sup>th</sup> April 2008, the Director of Environment and Neighbourhoods submitted a report providing the Area Committee with a current position statement on the well-being budget, details of proposed projects and small grant applications received to date.

Discussion ensued on the contents of the report.

Carla van Hal from CASAC was in attendance to provide the meeting with background information in relation to the CASAC Burglary Reduction project.

**RESOLVED –**

- (a) That the contents of the report and appendices be noted.
- (b) That this Committee notes the current position of the Well-being budget as detailed in Sections 1.0 and 2.0 of the report now submitted.
- (c) That the following projects as outlined in Section 3.0 of the report be dealt with as follows:-

<u>Name of Project</u>	<u>Name of Delivery Organisation</u>	<u>Decision</u>
Community Skips Budget	North West Area Management	Agreed £4,000 revenue
Small Grants Budget	North West Area Management	Agreed £12,000 revenue (£3,000 per ward)
Green Check	Groundwork	Agreed £12,000 revenue (£1,000 Adel and Wharfedale; £2,000 Guiseley and Rawdon; £3,000 Horsforth; £3,000 Otley and Yeadon)
Horsforth Hall Park Cricket Club Roof Refurbishment	Horsforth Hall Park Management Committee	Agreed £6,000 capital
Green Meadows Play Canopies	Green Meadows PTFA	Agreed £9,500 revenue (£7,500 Guiseley and Rawdon; £1,500 Otley and Yeadon)
Guiseley Theatre Heating Repairs	Guiseley Amateur Operatic Society	Agreed £1,600 revenue
Provision of toilet to include disabled and baby change facilities	St Peter's Church, Rawdon	Agreed £3,000 capital
Otley Courthouse Arts and Resource Centre Manager	The Courthouse Project (Otley) Ltd	Agreed £4,836 revenue
CASAC Burglary Reduction	CASAC Leeds	Agreed £60,000 revenue

- (d) That the small grants as detailed in Sections 4.1 and 4.2 be noted and that in relation to the Pool E News application, the West and North West Area Manager be requested to supply further background information to the Committee prior to the next meeting.

**10 Well-being 2007/08 Year End Monitoring Report**

The Director of Environment and Neighbourhoods submitted a report providing the Area Committee with a year end summary of Well-being projects for 2007/08.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Revenue Funded Projects for 2007/08 (Appendix 1 refers)
- Capital Funded Projects for 2007/08 (Appendix 2 refers)
- Additional Project Information (circulated at the meeting)

**RESOLVED** – That the contents of the report and appendices be noted.

**11 Key Messages from Area Committee Sub Groups and Forums**

The Director of Environment and Neighbourhoods submitted a report updating Members on the Area Committee sub groups and ward forums that have taken place since the last Area Committee meeting.

Discussion ensued on the contents of the report and specific reference was made of the need to convene an early meeting of the Streetscene Sub Group.

**RESOLVED** –

- (a) That the contents of the report be noted.
- (b) That in relation to the Streetscene Sub Group, the West and North West Area Manager be requested to make the necessary arrangements with a view to convening a meeting as soon as possible.

**12 Local Authority Appointments to Outside Bodies**

The Chief Democratic Services Officer submitted a report outlining the Committee's role in relation to its Elected Member appointments to the community and local engagement category appointments to outside bodies which had been delegated to the Area Committee to decide.

**RESOLVED** –

- (a) That the contents of the report and appendices be noted.
- (b) That in respect of the Outside Body schedule, approval be given to the following appointments being made for the Municipal Year 2008/09:-

- Aireborough Voluntary Services to the Elderly with Disabilities                      Councillor R Downes
- Bramhope Youth Development Trust                      Councillor C Fox

- Horsforth Live at Home Scheme Councillor A Barker
- Prince Henry's Grammar School - Foundation Governors (for the period 2008-2011) Councillor R Downes
- Rawdon and Laneshaw Bridge Trust (for the period 2008-2011) Mr D Longley
- ALMO Outer North West Area Panel Councillor G Latty  
Councillor C Fox

(c) That in relation to the current vacancy for the Rawdon and Laneshaw Bridge Trust, this Committee notes that a nomination would be put forward by the Trust in October 2008

### 13 Outer North West Area Delivery Plan 2008-11

Referring to Minute 82 of the meeting held on 14<sup>th</sup> April 2008, the Director of Environment and Neighbourhoods submitted a report informing the Area Committee of the proposed content and format of the Area Delivery Plan (ADP) for 2008/9-2010.

Appended to the report was a copy of the draft Area Delivery Plan 2008-2011 for the information/comment of the meeting.

Steve Crocker, West and North West Area Manager presented the report and specifically updated the meeting on the action outcomes in respect of the following theme leads:-

- Area Management Teams
- Jobs, Enterprise and Training Partnerships
- District Children Leeds Partnership
- City Development Directorate
- Local Tasking Partnerships; Environment Action Teams and Wardens; Streetscene Sub Group
- Health and Social Care Partnership
- District Partnership, JE&T Partnership, Divisional Community Safety Partnership

Jane Maxwell, Children's Services, Chief Executive's Department was also in attendance to provide the meeting with background information on children's issues.

Detailed discussion ensued on the contents of the report and appendices.

During discussions, Members made a number of amendments / revisions to the draft Area Delivery Plan 2008/09 which were duly noted by the West and North West Area Manager.

It was also noted that a further meeting of the Area Delivery Plan Members Sub Group would be held on 23<sup>rd</sup> July 2008 to discuss proposed amendments/revisions to the draft Plan.

**RESOLVED –**

- (a) That the contents of the report and appendices be noted.
- (b) That the amendments/additions made by Members at the meeting be fed and agreed through a further meeting of the Area Delivery Plan Members Sub Group on 23<sup>rd</sup> July 2008.
- (c) That, in the interim period, Members of the Area Committee be requested to forward any further comments on the Outer North West Area Delivery Plan 2008-11 to the Deputy Area Manager within the next seven days.

**14 Community Safety Issues in Outer North West Leeds**

The Director of Environment and Neighbourhoods submitted a report updating the Area Committee on community safety issues in Outer North West Leeds.

At the request of the Chair, Inspector S Hepwoth, West Yorkshire Police was in attendance to update the meeting on community safety issues in Outer North West Leeds.

Arising from discussions it became apparent that, unknown to Members of the Committee, the Police were currently undergoing restructuring changes within the force which had major implications at Horsforth and Otley police stations and across the Outer North West Leeds area.

**RESOLVED-**

- (a) That the contents of the report be noted.
- (b) That the verbal update from West Yorkshire Police be noted.
- (c) That in relation to the current restructuring proposals being undertaken within West Yorkshire Police, Inspector S Hepworth, in conjunction with the West and North West Area Manager, be requested to address the most appropriate way forward in terms of briefing Area Committee Members on the proposals, either through the Community Safety Sub Group or arranging a meeting at Weetwood Police Headquarters.

**15 Area Management Income from Advertising on Lamp Posts**

The Director of City Development submitted a revised report on area management income from advertising on lamp posts.

Mr Ian Moore, Streetlighting PFI Contracts Manager, presented the report and responded to Members' queries and comments.

Detailed discussions ensued on the contents of the report and appendices and it was the consensus of the meeting that it would be totally inappropriate for Members of the Area Committee to suggest sites for lamp post adverts.

Following discussions, the Chair, on behalf of the Area Committee, requested the Director of City Development to prepare a further report identifying

suggested sites for lamp post adverts within the Outer North West ward for future consideration by the Area Committee.

**RESOLVED –**

- (a) That the contents of the report and appendices be noted.
- (b) That the West and North West Area Manager be requested to inform the Director of City Development that it is the view of this Committee that it would be totally inappropriate for Members of this Area Committee to suggest sites for lamp post adverts.
- (c) That the Director of City Development be requested to prepare a further report identifying suggested sites for lamp post adverts within the Outer North West ward for future consideration by the Area Committee.

**16 Future Plans for Partnership Working**

Referring to Minute 80 of the meeting held on 14<sup>th</sup> April 2008, the Director of Environment and Neighbourhoods submitted a report on proposals for providing Members of the Outer North West Area Committee with oversight of the partnership and interagency arrangements within the area.

Steve Crocker, West and North West Area Manager presented the report and responded to Members' queries and comments.

Discussion ensued on the contents of the report with specific reference to the need to identify Members with an interest and the availability to lead the two sub groups relating to Business and Employment and Health and Wellbeing.

**RESOLVED –**

- (a) That the contents of the report be noted.
- (b) That this Committee endorses the principle of utilising the Sub Groups to provide an oversight of partnership working in the Outer North West Area.
- (c) That the following Members on the Area Committee be identified with an interest to lead the following two Sub Groups:-
  - Business and Employment – Councillor B Cleasby
  - Health and Well-being – Councillor G Latty
- (d) That in relation to the proposed timetable for partnership reporting to the Sub Groups as outlined in Section 3.6 of the report, the West and North West Area Manager be requested to liaise directly with each Chair of the Sub Groups with a view to identifying a suitable month.

(Councillor C Campbell and Councillor R Downes left the meeting at 3.50 pm at the conclusion of the above item)

**17 Pricing and Lettings Policy for Community Centres**

The Director of Environment and Neighbourhoods submitted a report providing the Area Committee with details of a revised Pricing and Lettings Policy for Community Centres.

Jason Singh, Deputy Area Manager presented the report and responded to Members' queries and comments.

Detailed discussion ensued on the contents of the report and appendices with specific reference to the following issues:-

- Clarification/definition of the charging policy
- clarification of what contribution (if any) was received from Primary Care Trusts
- the need to address the charging policy in relation to educational activities
- the need for specific information on actual costs and the rationale behind the charges, prior to a planned programme of consultation being undertaken with the user groups at each of the affected centres

Following consideration of appendix 1 to the report designated as exempt under Access to Information Procedure Rule 10.4(3) which was considered in private at the conclusion of the meeting it was:-

**RESOLVED –**

- (a) That the contents of the report and appendices be noted.
- (b) That the West and North West Area Manager be requested to prepare a further report on the proposed pricing structure for consideration at the next meeting in September 2008 to include specific information on actual costs and the rationale behind the charges, prior to a planned programme of consultation being undertaken with the user groups at each of the affected centres.

**18 Date and Time of Next Meeting**

Monday 22<sup>nd</sup> September 2008 at 2.00 pm (venue to be confirmed)

(The meeting concluded at 4.15 pm)

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## Report of the Director of Environment and Neighbourhoods

### North West (Outer) Area Committee

Date: 22<sup>nd</sup> September 2008

### Subject: Well-Being Budget Report

<p><b>Electoral Wards Affected:</b></p> <p>All</p> <p><input type="checkbox"/> Ward Members consulted (referred to in 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>	
<p>Council Function <input type="checkbox"/></p>	<p>Delegated Executive Function available for Call In <input checked="" type="checkbox"/></p>	<p>Delegated Executive Function not available for Call In Details set out in the report <input type="checkbox"/></p>

**Executive Summary**

This report provides the Area Committee with a current position statement on the well-being budget, details of proposed projects and small grant applications received to date.

## 1.0 Background

- 1.1 Members are advised that Well-being allocations of £199,800 (£49,950 per ward) revenue funding for and £104,601 capital funding (£26,150 per ward) have been awarded for the period April 2008 to 31<sup>st</sup> March 2009.
- 1.2 The carry-forward of unallocated revenue funding for 2007/08 was £89,130. A total therefore of £288,930 is available for supporting revenue priorities in this years Area Delivery Plan (ADP).

## 2.0 2008/09 Allocation

- 2.1 At the June meeting Members agreed a budget of £12,000 to support small grants and a total of £4,000 was approved to spend on community skips. To date £750 has been spent on providing 7 skips and there is £3,250 available for the remainder of the financial year.
- 2.2 Following allocations agreed at the last meeting in June, a total of £188,494 remains available for supporting revenue priorities in this year's ADP.

- 2.3 The following table includes details per ward of the total available revenue for 2008/09 including carry-forward, total revenue spent in 2008/09 and the balance remaining.

Ward	2008/09 allocation + carry forward 2007/08	Total revenue spent 08/09	Balance Remaining
Adel & Wharfedale	£94,322	£20,000	£74,322
Guiseley & Rawdon	£63,665	£30,100	£33,565
Horsforth	£51,842	£22,000	£29,842
Otley & Yeadon	£79,101	£28,336	£50,765

- 2.4 Following allocations agreed at the last meeting in June, a total of £143,258 remains available for supporting capital priorities in this year's ADP.
- 2.5 The following table details the total available capital for 2008/09 including carry-forward, total capital spent in 2008/09 and the balance remaining:

Ward	2008/09 allocation + carry forward 2007/08	Total capital spent 08/09	Balance Remaining
Adel & Wharfedale	£41,359	Nil	£41,359
Guiseley & Rawdon	£48,100	Nil	£48,100
Horsforth	£34,164	£9,000	£25,164
Otley & Yeadon	£28,635	Nil	£28,635

### 3.0 Well Being Projects 2008/09

- 3.1 Details of new expressions of interest requesting funding from the well-being budget are outlined here. The Area Committee is asked to consider each project.

3.2 **Name of Project:** Westfield Avenue Tree Planting

**Ward Affected:** Guiseley & Rawdon

**Name of delivery organisation:** LCC Highways Services

**Amount Requested:** £1,260 revenue.

This project will pay for the planting of twelve trees along Westfield Avenue, where several trees have been removed due to the trees' health or safety complications. In the past verges have been parked on by residents but as the road and its footpaths are presently undergoing refurbishment it was considered appropriate to plant trees to re-gain the 'avenue' effect. Unlike the previous trees, which were not particularly

suitable for such a narrow verge, the proposed replants have narrow crowns and are less likely to effect traffic or residents.

**3.3 Name of Project:** Weston Estate Litter Bins

**Ward Affected:** Otley & Yeadon

**Name of delivery organisation:** Weston Estate Community Day Steering Group

**Amount requested:** £2,000 revenue

The project is to install 5 litter bins on the Weston Estate. A lack of litter bins in this area was raised as a concern at the Community Day planning event that was held in Summer 2007 and was raised again at the event in Summer 2008. The locations of the bins will be decided by the steering group based on the suggestions that were put forward at the planning event.

**3.4 Name of Project:** Upgrading of Bar facilities

**Ward Affected:** Otley & Yeadon and Guiseley & Rawdon

**Name of delivery organisation:** Yeadon Town Hall Users Licence Committee

**Amount requested:** £10,000 revenue (equal split between G&R and O&Y).

Funding is required for the upgrading of the bar to improve the existing facilities to comply with modern standards particularly in relation to increased environmental health standards. Several of the existing facilities need replacement and as a result of changes in drinking habits from draught beer to bottled beer, additional storage and associated refrigeration is required. Compliance with environmental standards is also necessary ensuring improvements in overall hygiene.

**3.5 Name of Project:** Yeadon Westfield Junior School PTA "Jack's Garden"

**Ward Affected:** Guiseley & Rawdon

**Name of delivery organisation:** Yeadon Westfield PTA

**Amount requested:** £1,347.88 revenue.

Funding is required to renew the fencing around Jack's Memorial Garden which is within the grounds of Westfield Junior School. Funding will also pay for perennial planting of borders. New fencing will improve the look of the grounds, maintain the area where the garden is and provide a peaceful place for children and visitors.

**3.6 Name of Project:** Queensway Children's Centre Play Scheme

**Ward Affected:** Guiseley & Rawdon

**Name of delivery organisation:** Queensway Children's Centre

**Amount requested:** £1,000 revenue.

The aim of the project is to offer 20 free places on a 5 day October half-term holiday activity scheme. Places will be offered to children and young people aged 5 – 11 yrs attending school and /or living within the Aireborough Cluster. The aim is to provide an opportunity to increase levels of participation in physical activity and sport in line with local and national targets. The programme also contributes to an identified priority of reducing childhood obesity. The priority will be to offer places to families with young people at risk of social exclusion through poverty or disadvantage,

ensuring they are given the opportunity to participate in a variety of sports activities. Places will be offered via schools, social services and health professionals.

**3.7 Name of Project:** Otley Market Place Regeneration

**Ward Affected:** Otley & Yeadon

**Name of delivery organisation:** LCC West North West Area Management

**Amount requested:** £20,000 capital.

This project will be delivered as part of the Otley Town & District Centre Regeneration scheme. The scheme will be delivered by contractors who will be managed by LCC Highways Department. The tenders for the work came in at a higher amount than the funding made available for Otley. Savings have been made on the scheme by removing some elements and making use of the term contractor. The length of the contract has also been reduced which means whilst the costs have reduced, the market stall holders will be required to relocate some of their stalls on a temporary basis. The Area Committee is being asked to fund the £20,000 shortfall in order to allow the scheme to be implemented.

**3.8 Name of Project:** Replacement of mains water supply pipe

**Ward Affected:** Adel & Wharfedale

**Name of delivery organisation:** St Wilfrid's Church Parochial Church Council

**Amount requested:** £1677.31 revenue

The Church has recently found it necessary to replace the mains water supply pipe due to a leak which has taken place in the old lead pipe. The pipe needed replacement with 37 metres of plastic piping. The parish has very modest reserves and in 2007 had a deficit of £1072 despite raising an income of £35,000.

**3.9 Name of Project:** Conservation Area Review of Town Gate and Park Gate

**Ward Affected:** Guiseley & Rawdon

**Name of delivery organisation:** City Development Sustainable Development Unit

**Amount requested:** £13,000 revenue

This project will review the Guiseley Town Gate and Park Gate Conservation Areas with a modified version of the appraisal developed by English Heritage. The process takes approximately 15 weeks per conservation area. The Guiseley Town Gate and Park Gate Conservation Areas will have an up-to-date boundary and published character appraisal.

**3.10 Name of Project:** Cookridge Village Hall Electrical Refurbishment

**Ward Affected:** Adel & Wharfedale

**Name of delivery organisation:** Cookridge Village Association

**Amount requested:** £7,500 revenue

An inspection of the electrics at Cookridge Village Hall has revealed that the current electrics are not totally safe and do not adhere to current safety standards. The first stage in updating the electrics is the renewal and replacement of all fuse boxes which includes a great deal of rewiring.

The second stage is the renewal of all the stage wiring and new equipment (Dimmer Boxes etc) which will then mean all of the electrical equipment is “fit for purpose”. It is important to bring the Village Hall upto date and to a safe standard to ensure that it remains a valuable community asset.

**3.11 Name of Project:** Pool-in-Wharfedale Village Hall Refurbishment

**Ward Affected:** Adel & Wharfedale

**Name of delivery organisation:** Pool-in-Wharfedale Village Memorial Hall Management Committee

**Amount requested:** £6,000 revenue

The village hall is a well used community facility which celebrates its 50<sup>th</sup> anniversary this year. Funding is requested to carryout much needed refurbishments and redecoration to the main hall, kitchen, entrance and toilets, meeting room and stairs. The project will benefit new and existing users of the hall which includes a Mums and Tots group, Otley Action for Older People, an indoor Bowls group, football and cricket clubs.

**3.12 Name of Project:** Friday Night Project

**Ward Affected:** Adel & Wharfedale

**Name of delivery organisation:**

**Amount requested:** £642.00 revenue

This project is to deliver a 6 week programme of youth activities that will run 5.00pm to 7.00pm every Friday, aimed at 11 to 14 year olds. The project will run in partnership with Extended Services, Youth Services, Holt Park Leisure Centre, Lawnswood YMCA and Holt Park Library. Consultation has been undertaken with local children and young people which has demonstrated the need and demand for improved youth provision in this area. The project will be match funded with Weetwood ward MICE money.

**4.0 Small Grants**

4.1 The following table details the small grants allocations per ward for 2008/09 the total spend on small grants to date and the balance remaining.

<b>Ward</b>	<b>Allocation</b>	<b>Details of spend</b>	<b>Balance remaining</b>
Adel & Wharfedale	£3,000	£555	£2445
Guiseley & Rawdon	£3,000	£600	£2400
Horsforth	£3,000	Nil	£3000
Otley & Yeadon	£3,000	£1421	£1579

4.2 The following small grant applications are not included in the above table and are presented for information:

- Green Meadows Garden, £500 (G&R)
- Bulb Bonanza, £250 (G&R, H, O&Y, A&W)
- Horsforth Cricket Club, £410 (H)

## **5.0 Recommendations**

5.1 Members of the Outer North West Area Committee are requested to:

- Note the current position of the well-being budget as set out at 1.0 and 2.0
- Consider and agree the projects as outlined at 3.0
- Note the small grants as detailed at 4.1 and 4.2

List of background papers:

None



Originator: Ruth Lees

Tel: 2476545

**Report of :Ruth Lees, WNW Environmental Action Team Manager**

**Outer North West Area Committee**

**Date: September 22<sup>nd</sup> 2008**

**Subject: The newly formed WNW Environmental Action Team**

<p><b>Electoral Wards Affected:</b></p>   <p><input type="checkbox"/> Ward Members consulted (referred to in 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>	
<p>Council Function <input type="checkbox"/></p>	<p>Delegated Executive Function available for Call In <input type="checkbox"/></p>	<p>Delegated Executive Function not available for Call In Details set out in the report <input type="checkbox"/></p>

## Executive Summary

### Purpose Of This Report

1.1 This report is to provide information to members about the newly formed Environmental Action Teams and how they will be working in the Outer North West area.

### 2.0 Background Information

2.1 Prior to May 12<sup>th</sup> 2008 issues relating to Environmental crime and grime were dealt with by two teams located in two different Departments, City Services and Neighbourhoods and Housing. Although each team had its own distinct work area there was considerable overlap in some areas, particularly relating to waste and burning.

2.2 The restructure formed three new Environmental Action Teams which work in each of the three wedges of the City. The old roles of enforcement officer and Environmental Health Technician no longer exist and have been replaced by one generic role of Technical Enforcement Officer. Or as they are frequently referred to Environmental Action Officers.

### 3.0 Main Issues

3.1 The changes have resulted in one high profile team whose aim is to provide a rapid response to Environmental Crime and Grime. The teams work with partner agencies through multi agency operations such as Operation Champion to focus that resource to areas where it is needed on a proactive basis.

- 3.2 The main element of the work carried out is responding to requests for service from the public, members, partner agencies and other departments. In its first 15 weeks of operation 439 requests for service, ie 30 per week have been dealt with in the Outer North West area. ( 2069 in the WNW wedge)
- 3.3 The main areas which the Environmental Action teams cover are:
- Domestic noise nuisance
  - Fly tipping
  - Domestic waste, including leaving bins out, untidy gardens etc
  - Commercial waste, including the requirement to have a contract in place.
  - Overhanging vegetation
  - Drainage
  - Littering, including on the spot fines
  - Obstructions of the footpath
  - Illegal banners and A boards
  - Flyering and fly posting
  - Odour from domestic premises
  - Burning
  - Illegal carrying of waste
  - Education and awareness re anti littering
  - Project improvements eg bin yard improvement schemes.
  - Empty properties
  - Rodents and nuisance properties

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

4.1 none

#### **5.0 Legal And Resource Implications**

- 5.1 Legisaltive enforcement in addition to education and awareness is carried out by the Environmental Action Teams. Currently insufficient staff are available to provide a presence in all of the townships all the time. However it is hoped that a presence will be provided to provide a high profile patrol some of the time. There is scope, should it be wanted, to provide additional resources in an area but clearly this would have a cost implication. An example of this could be to have a high profile litter patrol in certain areas in addition to that which can normally be provided by funding being made available through the area committee specifically for that activity.
- 5.2 Some projects which are identified and implemented by the team such as bin yard improvement schemes have a cost attached to them. Members have previously funded bin yard improvement work and may wish to consider this or similar projects in the future However it should be noted that as part of the scheme the team also carry out both advisory and enforcement action in the area to hopefully secure a long term improvement.

#### **6.0 Conclusions**

- 6.1 The newly formed WNW Environmental Action Team is actively working to reduce environmental crime and grime in the Outer North West area.



6.2 Additional resources can be made available if members wish to identify projects which they would like to benefit by providing additional funding.

## **7.0 Recommendations**

7.1 That members note the contents of this report.

**List of Background Documents:**  
**none**

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Originator: Jane Pattison

Tel: 395 2832

## Report of The Director of Environment and Neighbourhoods

**Meeting: Outer North West Leeds Area Committee**

**Date: Monday 22nd September 2008**

**Subject: Area Committee Roles for 2008/09**

<p><b>Electoral Wards Affected:</b>                  Adel &amp; Wharfedale                  Guiseley &amp; Rawdon                  Horsforth                  Otley &amp; Yeadon</p> <p><input type="checkbox"/> Ward Members consulted                  (referred to in 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>	
<p>Council Function <input type="checkbox"/></p>	<p>Delegated Executive Function available for Call In <input checked="" type="checkbox"/></p>	<p>Delegated Executive Function not available for Call In Details set out in the report <input type="checkbox"/></p>

## EXECUTIVE SUMMARY

This report presents the Area Committee with details of their area function schedules and roles in relation to these service areas for 2008/09. The attached report and appendices were agreed by the Executive Board on 16<sup>th</sup> July 2008 and includes further development of Area Committee responsibilities from this year onwards.

### 1.0 PURPOSE OF THIS REPORT

1.1 To report to the Area Committee their area function schedules and roles for 2008/09 as agreed by the Executive Board on 16<sup>th</sup> July 2008.

### 2.0 MAIN POINTS

2.1 The attached report Area Committee Roles 2008/09 (Area Functions) was agreed by the Executive Board on 16<sup>th</sup> July 2008.

2.2 The Executive Board received a paper in November 2007, the Area Management Review which proposed to further develop the responsibilities of the Area Committees during 2008/09. The attached report gives details of the proposed new responsibilities for the Area Committees in 2008/09 including changes to the Area Functions Schedule.

### **3.0 RECOMMENDATIONS**

3.1 The Committee is asked to note the contents of this report.

#### **List of background documents**

Executive Board Report 17 July 2008



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**Report of the Director of Environment and Neighbourhoods**

**Executive Board**

**Date: 16 July 2008**

**Subject: Area Committee Roles for 2008/09**

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**Electoral Wards Affected:**

All

Ward Members consulted  
(referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

Eligible for Call In

Not Eligible for Call In

(Details contained in the report)

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**EXECUTIVE SUMMARY**

The Area Management Review, agreed by Executive Board in November 2007 proposed to further develop the responsibilities of the Area Committees during 2008/09, using this year as a period of transition to allow for dialogue between Area Committees and Services in advance of service planning for 2009-10.

This report outlines the proposed new responsibilities for the Area Committees in 2008/09. These include changes to the Area Function Schedule and new consultative responsibilities relating to Council and Well Being Functions.

Executive Board is asked to agree the amended Area Functions Schedule for 2008/09 and endorse the development of Area Committee roles in relation to Council and Well Being Functions

**1.0 Purpose of this report**

- 1.1 To seek Executive Board agreement to the development of Area Committees' responsibilities for 2008/09.

## **2.0 Background information**

- 2.1 As part of the Area Management Review, presented to Executive Board in November 2007, it was agreed to extend and enhance the roles of the Area Committees with 2008/09 being a development/transition year. The review report was subsequently placed on the agendas of all the Area Committees and feedback on the proposals was used to inform the development of information about the roles for 2008/09. Each year the Executive Board agrees the functions delegated to the Area Committees. The Area Functions Schedule section in the Council's Constitution (Part 3., section 3C) is then amended accordingly and this information is presented to each of the Committees.
- 2.2 The Constitution also sets out the role of Area Committees in the governance framework of the Council. The Terms of Reference for Area Committees are set out in the Council's Constitution (Part 3, section 2B). They include Council Functions and Executive Functions. Executive Functions in turn include Area Functions and the promotion and improvement of the economic, social and environmental well being of the Committee's area or Well Being Function. Executive Functions are exercised concurrently by the Executive Board and in accordance with the officer delegation scheme (executive functions) by Directors; and decisions flowing from them are subject to call in.
- 2.3 This report does not propose any changes to the Terms of Reference for Area Committees or to their relationship to the Executive Board and its Members. Whilst a key function of the Area Committees is to champion the concerns of their local communities the appropriate channel for that role is in their ability to make representations to the Council as set out in their Terms of Reference. Area Committees cannot make Area Function or Well Being decisions which contradict the policies and priorities agreed by the Executive Board. Officers will ensure that proper advice and support is available to Area Committees and their Chairs to ensure that delegated Executive Functions continue to be exercised in accordance with this principle.
- 2.4 In responding to the conclusions of the Area Management review, the report does propose alterations to the number of Area Functions delegated to Area Committees. For these, the detail about the function is proposed for inclusion in the Council's Constitution. In addition the report sets out a more detailed framework for the exercise of the Well Being Function and delegated Council Functions set out in the Constitution (Part 3, section 2B) relating to the representation of community interest and the consideration of the performance, targeting, frequency and co-ordination of services.
- 2.4 It is proposed to further develop the roles for Area Committees in relation to a number of services where they will have increased influencing, developmental and consultative responsibilities. Key points for each of the proposed roles are highlighted in sections 3 and 4 below. These set out the formal Area Functions and other roles which are being enhanced. Full schedules for both sets of responsibilities are attached in the appendices which accompany the report.

### 3.0 Proposed Area Functions for 2008/09

3.1 The table below highlights the proposed Area Functions for 2008/09. Further detail is covered in Appendix One in relation to these functions.

<b>Role</b>	<b>Summary</b>
Area Well Being Budgets	This covers the annual capital and revenue allocation to each Committee to support the promotion and improvement of the economic, social and environmental well being of the Committee's area. Area Committees are responsible for taking decisions and monitoring activity relating to the use of well being budgets.
Community Centres	This covers responsibility for a portfolio of 65 community centres now vested with the Regeneration Service, 48 directly managed by the Council and 17 currently managed by community organisations. 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.
Neighbourhood Wardens	This covers responsibility for a team of 30 Neighbourhood Wardens deployed in specific areas which 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 environmental and community safety issues. Area Committees will continue to oversee local budgets and operational arrangements and links to area delivery plan priorities. The function schedule reflects the current deployment of wardens across the City.
CCTV	This covers 129 fixed cameras across the city and CCTV operators who are employed to carry out 24/7 monitoring operations. Area Committees will maintain an overview of the service in their area and receive regular information about it. The function schedule reflects the current deployment of cameras across the City.
Neighbourhood Management Co-ordination	This covers the identification of priority neighbourhoods across Leeds that require more intensive resources to drive service improvements and better local outcomes. This includes improving the co-ordination of key services across the council and local partners and piloting new ways of working. Area Committees will be responsible for agreeing priority neighbourhoods through Area Delivery Plans and will agree and monitor Neighbourhood Improvement Plans for each individual area. Area Committees will approve plans for the use of locally targeted budgets for neighbourhood improvement work (e.g. SSCF, Area Committee Well Being).

3.2 The Authority to exercise Area Functions will be held concurrently by the Executive Board, Area Committees and relevant Directors/Chief Officers (within their scheme of delegated authority). Any proposed changes to resources relating to these functions would need to be made in consultation with the relevant service Director/ Chief Officer(s) and with the agreement of the Area Committee and Executive Board where appropriate.

#### 4.0 Other Area Committee Roles for 2008/09

4.1 The table below highlights a number of new proposed enhanced roles for Area Committees in relation to a number of services where they will have increased influencing, developmental and consultative responsibilities. Further detail is covered in Appendix Two in relation to these roles.

Role	Summary
Community Engagement	This is proposed as a specific function and requirement of the Area Committees, flowing from the Area Committees' delegated Council Function 'to advise or make representations to the Council, the Executive Board, Scrutiny Boards or Regulatory Panels on all matters affecting community interests'. It is proposed that each Committee agrees a local community engagement plan based on an agreed template to ensure consistency across the city and that there is an annual report to each Committee and Executive Board on progress and future proposals.
Community Greenspace	This covers 73 community parks vested with the Parks and Countryside Service. These include a wide variety of recreation facilities, sports pitches, play areas, formal and informal horticultural features. Area Committees will influence the development and use of community parks and be consulted about proposals for the development and use of them, for example proposals for refurbishment and installation of new play equipment.
PCSOs, Neighbourhood Policing Teams and Multi Agency Crime and Grime Operations	This covers the deployment of PCSOs, the work of Neighbourhood Policing Teams (which are now aligned to ward and Area Committee boundaries) and multi agency crime and grime initiatives to tackle local priorities and hot spots. The new arrangements will allow staff to work more closely together on the ground and improve consultation with and reporting arrangements to the Area Committees.
Environmental Action Teams	This newly created service, with around 60 staff in total across the City in three area based teams, will be responsible for a range of neighbourhood related enforcement activities including noise nuisance, waste in gardens, overgrown vegetation, littering, placards, A-boards, graffiti, waste from domestic and commercial bins, drainage, pest control. The teams will carry out the



	<p>enforcement and preventative work, rather than the litter picking, waste collection role which is done by other staff. Area Committees will receive regular reports about this new combined service and be able to influence service planning and local priorities for action based on local knowledge about issues and hotspots. Operational policies will be created for Leeds, but the priority afforded these could be influenced by local issues, such as littering and bin yards. Close working arrangements will be developed with neighbourhood wardens.</p>
Street Cleansing	<p>This covers teams of staff and specialist equipment to provide mechanical sweeping of adopted carriageways and footpaths, manual litter picking and litter bin emptying. Area Committees would be regularly presented with information about the services in their area and given opportunities to influence service planning and local priorities and hotspots. This would be primarily based on ward level discussions with Elected Members.</p>
Highways Maintenance	<p>This covers the annual and forward programme of planned maintenance on local roads, traffic management schemes and minor maintenance schemes to keep highways safe. Current arrangements would be retained whereby ward members are consulted on and informed about the progress of schemes in their ward.</p>
Grounds Maintenance	<p>This covers various elements of maintenance work including grass cutting, shrub and rose bed maintenance and hedge maintenance. The current Ground Maintenance Contract runs to February 2010. Environmental Services currently has the contract administration function for this contract which it carries out on behalf of the three ALMO's and Highways Services. An annual Service Improvement Plan is produced and ways to engage local members in this will be considered over the course of 2008/09. A procurement timetable is in place for a new Grounds Maintenance Contract from March 2010. Work on this will include details on the contract package, contract administration and opportunities for the involvement of local Members in service planning, prioritisation and monitoring. There is currently, therefore, no detailed information prepared for this role at present.</p>
Local Children and Young People Plans	<p>Development and review of local area (wedge) Children and Young People's Plans (CYPP), as an integral part of the area delivery plan, which will identify and drive local priorities, and inform and influence the citywide Children and Young People's Plan. Area Committees will continue to take part in the development and review of the local plan thereby influencing the strategic direction of the plan in relation to the 5 Every Child Matters outcomes and local need. The committees will have a local democratic oversight, demonstrated by endorsing the plan and local priorities identified</p>

	within it. Committees will have an additional monitoring function, ensuring the 5 Every Child Matters outcomes and the improved integration of children's services e.g. as with the Breeze Youth Promise, are embedded as part of the delivery objectives of the wedge based Children Leeds Partnership and Area Delivery plans.
Health and Well Being. (including Adult Social Care)	As part of their responsibility to promote local well being Area Committees have an important role in helping to improve health and tackling health inequalities by ensuring coordinated and focused activity across Council services and with key partners such as the Leeds PCT at the local level. Adult Services and the PCT are organising their resources to work more effectively at a local level helping Area Committees through regular reporting arrangements to influence local priorities and action, and monitor the health and well-being targets linked to the Leeds Strategic Plan.
Area Based Regeneration Schemes and Town and District Centre Projects	Also consistent with the promotion of well-being, Area Committees will have responsibility for formal consultation and monitoring of area based regeneration schemes and town and district centre projects. They will be supported in this by officers in the Regeneration Service. Future new capital funding availability would be subject to a process to be agreed by Executive Board.
Conservation Area Reviews	This covers an initial programme of reviews in 16 designated conservation areas; in each case to assess its special character, to propose any changes to its boundary and to make proposals for its management. Area Committees have agreed reviews in these areas and ward members will be directly involved in consultation work.
Advertising on Lampposts	The council has agreed a 15 year contract for the installation of advertising on lamp posts. This will generate income for each site and may eventually result in advertising on around 800 sites across the City. Area Committees will receive a 20% share of the annual income for every lamp post site which has planning consent to spend on local priorities.

4.2 Briefing sessions for Officers and Members will be arranged to provide clarity on this extended range of roles for the Area Committees.

## 5.0 Implications for council policy and governance

5.1 The work described in this report and the recommendation fits with existing Council policy and governance arrangements.

## 6.0 Legal and resource implications

6.1 There are no new resource or legal implications arising from the proposed extended roles of the Area Committees.

## **7.0 Recommendations**

7.1 The Executive Board is asked to:

7.1.1 Agree the Area Functions to be delegated to Area Committees for 2008/09 as summarised above and detailed in Appendix 1

7.1.2 Endorse the enhanced roles of Area Committees as summarised above and detailed in Appendix 2

7.1.3 Request that this information is reported to the Area Committees at the next cycle of meetings

7.1.4 Request that the Area Functions referred to are incorporated into the Council's Constitution at the next available opportunity

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# Area Committee Roles for 2008/09

## Area Functions

Note: This gives details of functions delegated to the Area Committees.

A related document gives details of services where Area Committees have an enhanced role in influencing, developmental and consultative responsibilities.



## ***Area Functions Information – 2008/09***

Area Well Being Budgets	Pages 3 - 6
Community Centres	Pages 7 - 11
Neighbourhood Wardens	Pages 12 - 16
CCTV	Pages 17 - 21
Neighbourhood Management Co-ordination	Pages 22 - 25

## Area Functions Information – 2008 / 09

<b>FUNCTION:</b> <b>Area Well Being Budgets – Capital and Revenue Allocations</b>
<b>DESCRIPTION</b>
<b>HEADLINE INFORMATION:</b>  Well being budgets delegated to Area Committees to support local priorities.
<b>OVERVIEW OF RESOURCES:</b>  Annual Revenue and Capital allocation for each Committee area. Officer support from Area Management Teams.
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b>  Regular reports to Area Committees on allocations, project approvals, monitoring of spend and activity.
<b>EXECUTIVE MEMBER:</b>  Cllr Les Carter
<b>RESPONSIBLE OFFICERS:</b>  DIRECTOR: Neil Evans CHIEF OFFICER: Stephen Boyle LEAD OFFICER FOR FUNCTION SCHEDULE: Martyn Stenton

**OUTCOMES AND PERFORMANCE INFORMATION****LINK TO LEEDS STRATEGIC PLAN OUTCOMES:**

Area Delivery Plans cover local priorities for well being spend and these are linked to the Leeds Strategic Plan outcomes and improvement priorities.

**GOVERNANCE****DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:**

Taking of decisions and monitoring of activity relating to utilisation of well being budgets within the framework of the Council's Constitution and in accordance with Local Government Act 2000.

**MANAGEMENT AND CO-ORDINATION****PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2008/09:****TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

Centrally Managed Service With Management Contacts for Each Area	
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Area Management Teams provide support to enable effective administration of well being budgets in each area. Some central technical support /co-ordination particularly in relation to financial management.

**LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:**

Council Constitution  
Local Government Act 2000  
Area Delivery Plans



**HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES****Citywide Budget For Service / Function 08/09****£000s****Net Revenue Budget****3,144****Net Capital Budget****1,676****Key Funding Sources**

<b>Funding Provider</b>	<b>£000s</b>	<b>%</b>
LCC:		
Revenue Base	2,007	
Capital Base	1,000	
Unallocated Revenue carried forward from 07/08	1,137	
Unallocated Capital carried forward from 06/08	676	
<b>Net Budget</b>	<b>4,820</b>	

**DESCRIPTION OF WHAT THE BUDGET REPRESENTS:**

Revenue and Capital allocations to the Area Committees.

**DESCRIPTION OF THE FORMULA USED FOR APPORTIONING BUDGET ACROSS DIFFERENT AREAS:**

Continuation of previously agreed formula based on population and deprivation in each area.

**REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:**

Based on formula used previously and agreed by Executive Board.

**DETAIL OF ANY SIGNIFICANT SERVICE / BUDGET VARIATIONS ACROSS THE CITY:**

Reflects population and deprivation characteristics of different areas.

## AREA COMMITTEE BREAKDOWN – Area Well Being Budgets – Capital and Revenue Allocations

		City Wide	East		North East		North West		South		West	
			Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
<b>Net Revenue Budget</b>	Base budget for 08/09	<b>2,006,430</b>	290,780	216,360	173,510	140,410	215,140	199,800	243,000	203,880	150,440	173,110
	Carry forward from 07/08	<b>1,137,247</b>	130,298	63,219	88,213	154,113	41,224	233,497	109,546	153,136	27,680	136,321
	Total available to allocate 08/09	<b>3,143,677</b>	<b>421,078</b>	<b>279,579</b>	<b>261,723</b>	<b>294,523</b>	<b>256,364</b>	<b>433,297</b>	<b>352,546</b>	<b>357,016</b>	<b>178,120</b>	<b>309,431</b>
<b>Net Capital Budget</b>	Base budget for 08/09	<b>1,000,000</b>	125,900	113,300	90,800	73,500	112,600	104,600	109,400	106,700	72,600	90,600
	Unallocated carry forward from 07/08	<b>675,700</b>	123,900	8,100	0	131,400	91,500	65,100	33,100	109,900	19,800	92,900
	Total available to allocate 08/09	<b>1,675,700</b>	<b>249,800</b>	<b>121,400</b>	<b>90,800</b>	<b>204,900</b>	<b>204,100</b>	<b>169,700</b>	<b>142,500</b>	<b>216,600</b>	<b>92,400</b>	<b>183,500</b>

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Notes:

- The revenue well being base budget allocation reflects a 2% inflationary uplift on last year's figures
- 'Carry forward from 07/08' represents the balance of what was not actually spent in 07/08. In some cases Area Committees may have already made allocations against this amount and spend will take place in 08/09 on it.
- The 'total available to allocate' revenue figures represent the amounts for Area Committees to allocate to local priorities over the course of the year (assuming that none of the carry forward amount is already allocated). As in previous years, it is assumed that not all the allocation will be actually spent within the financial year. For budget management purposes it is assumed that £250k will be carried forward into the next financial year. This will be monitored by Officers in Environment and Neighbourhoods over the course of the year.

## Area Functions Information – 2008 / 09

<b>FUNCTION:</b>	<b>Community Centres</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b>	
<p>Responsibility for a portfolio of community centres vested with 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.</p>	
<b>OVERVIEW OF RESOURCES:</b>	
<p>65 community centres city wide Managed by Regeneration Service Caretaking, cleaning, lettings, surveying and maintenance provided by Corporate Property Management Service</p>	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b>	
<p>List of centres and management arrangements with data sheets and budget information, Lettings and Pricing policy.</p>	
<b>EXECUTIVE MEMBER:</b>	
<p>Cllr Les Carter – Environment and Neighbourhoods</p>	
<b>RESPONSIBLE OFFICERS:</b>	
<p>DIRECTOR: Neil Evans CHIEF OFFICER: Stephen Boyle LEAD OFFICER FOR FUNCTION SCHEDULE: Martyn Stenton</p>	

**OUTCOMES AND PERFORMANCE INFORMATION****LINK TO LEEDS STRATEGIC PLAN OUTCOMES:**

Harmonious Communities

**IMPROVEMENT PRIORITIES:**

HM-1a An increased number of local people engaged in activities to meet community needs and improve the quality of life for local residents

HM-1b An increase in the number of local people that are empowered to have a greater voice and influence over local decision making and a greater role in public service delivery

HM-2a Enable a robust and vibrant voluntary, community and faith sector to facilitate community activity and directly deliver services

HM-2b An increased sense of belonging and pride in local neighbourhoods that help to build cohesive communities

**GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:**

(E.g. SOA, ward, quarterly, yearly)

Annual survey – resident perception of neighbourhood and local facilities

Data sheets for each centre updated at least annually

**GOVERNANCE****DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:**

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.

**PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:**

Ward members are involved in discussions about significant changes to particular centres.

Proposals on significant issues which affect one or more centres in a Committee's portfolio are then subject to a report to the Area Committee.

**HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:**

(E.g. formal and informal arrangements, frequency)

Mid year and year end update on portfolio and budgets.

Reports as required on key issues affecting centres in the committee's area.

**MANAGEMENT AND CO-ORDINATION****PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2008/09:****TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

Centrally Managed Service With Management Contacts for Each Area	
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Facilities Management (caretaking, cleaning, maintenance, lettings) is provided by a central team in Corporate Property Management. Co-ordination, technical support and budget management is provided by a central team in Regeneration. Local support, management of day to day issues, development of proposals and consultation is undertaken by staff in each of the Area Management Teams.

**LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:**

Facilities Management staff ensure that relevant legislation is followed when operating and maintaining public buildings.

**LINKS TO OTHER CITY COUNCIL SERVICES:**

Community space in other council buildings complements the space available in community centres.

**LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:**

Support the delivery of a number of community based services provided by the council and other partners.

**CONTRACT / COMMISSIONING****DESCRIPTION OF ANY CONTRACT / COMMISSIONING / SERVICE LEVEL AGREEMENTS FOR SERVICE / FUNCTION:**

Service Level Agreement with Facilities Management in place for caretaking, cleaning, facilities management and lettings

**ANY KEY CURRENT / FUTURE ISSUES FOR AREA COMMITTEE TO BE AWARE OF REGARDING SERVICE / FUNCTION**

Lettings and Pricing Policy being agreed by all Area Committees for implementation in 2008/09

Budget detail is complicated and some elements have a time lag e.g. utilities costs therefore caution is required when looking at budget information at any point in time. Corporate Property Management are responsible for repairs and maintenance of buildings and securing funding to address backlog maintenance.

**HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES****Citywide Budget For Service / Function 08/09****£000s****Net Revenue Budget****2,955****Net Capital Budget****Key Funding Sources**

<b>Funding Provider</b>	<b>£000s</b>	<b>%</b>
LCC	<b>3,470</b>	
Income from Charges		
LCC – other Council Services	<b>-260</b>	
External bookings and office use	<b>-255</b>	
Other		
Other		
Other		
<b>Net Budget</b>	<b>2,955</b>	

**DESCRIPTION OF WHAT THE BUDGET REPRESENTS:**

Revenue costs associated with the operation of the community centres.

**DETAIL OF ANY NON CONTROLLABLE ELEMENTS:**

Provision of insurance cover and liability

Non-controllable capital asset charges.

These elements cannot be effectively monitored or controlled at an area level.

**DESCRIPTION OF THE FORMULA USED FOR APPORTIONING BUDGET ACROSS DIFFERENT AREAS:**

Budgets apportioned based on revenue figures for centres in each area, adjusted each year to account for changes in the portfolio and operating costs of each centre.

Backlog maintenance budget for the city will be prioritised according to service requirements and local needs

**REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:**

Suits this function and allows monitoring of costs for individual centres.

Any revenue savings generated in year can be re-invested into other community facility priorities within the same area.

**DETAIL OF ANY SIGNIFICANT SERVICE / BUDGET VARIATIONS ACROSS THE CITY:**

Budget for each centre depends on size, usage and income. There are therefore significant variations between budgets from centre to centre.

Time lag in receiving meaningful information on budgets centres by centre due to nature of charges (e.g. utility bills) and income.

Seasonal fluctuations affect budgets e.g. utility costs higher in second part of year.

## AREA COMMITTEE BREAKDOWN – Community Centres

		City Wide	East		North East		North West		South		West	
		Total	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
<b>Resource Availability</b>												
Community Centres	Directly Managed	48	11	7	3	2	5	4	4	8	3	1
	Managed by Community Orgs.	17	0	3	0	1	2	3	3	3	1	1
<b>Net Revenue Budget</b>	Budget for 08/09	2,954,640	720,020	320,250	217,970	113,900	329,340	410,260	221,700	428,220	139,460	53,520
	Mid year progress											
	Year end outcome											

Notes: 1 Covers centres in the Regeneration service portfolio as of 1<sup>st</sup> June 2008.

2 Centres which are being / have been disposed of and ones which are anticipated to be added to the portfolio from other services are not included in these figures.

## Area Functions Information – 2008 / 09

<b>FUNCTION:</b>	<b>Neighbourhood Wardens</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b>	
<p>30 Neighbourhood Wardens deployed in specific areas which 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 environmental and community safety issues. Area Committees will continue to oversee local budgets and operational arrangements and links to area delivery plan priorities. The function schedule reflects the current deployment of wardens across the City.</p>	
<b>OVERVIEW OF RESOURCES:</b>	
<p>28 Neighbourhood Wardens and 2 Senior Wardens. Managed locally by Area Management teams.</p>	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b>	
<p>Regular reports from Area Management Teams on performance and deployment.</p>	
<b>EXECUTIVE MEMBER:</b>	
<p>Cllr. Les Carter</p>	
<b>RESPONSIBLE OFFICERS:</b>	
<p>DIRECTOR: Neil Evans CHIEF OFFICER: Stephen Boyle LEAD OFFICER FOR FUNCTION SCHEDULE: Martyn Stenton</p>	



**OUTCOMES AND PERFORMANCE INFORMATION****LINK TO LEEDS STRATEGIC PLAN OUTCOMES:**

SO: Environment

IP: Address neighbourhood problem sites, improve cleanliness and access to and quality of green spaces

NI: 195

SO: Thriving Places

IP: reduce crime and fear of crime, reduce anti social behaviour

NI: 24

SO: Harmonious Communities

IP: increased sense of belonging and pride

NI: 1

**GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:**

(E.g. SOA, ward, quarterly, yearly)

Area Management Area  
Quarterly

**GOVERNANCE****DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:**

This covers overseeing revenue budgets, operational arrangements.

**PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:**

Ward members are involved in discussions about significant changes to Warden service in their areas. Proposals which affect the deployment of Wardens overall in an area are subject to a report to the Area Committee.

**HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:**

(E.g. formal and informal arrangements, frequency)

Regular updates to area Committees from Area Management Teams on deployment / service priorities.

Half yearly update on outputs and service status.

**MANAGEMENT AND CO-ORDINATION****PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2008/09:****TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

Centrally Managed Service With Management Contacts for Each Area	
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Operational management, local support, development of proposals from within Area Management teams. Budget management, recruitment, training, service planning is co-ordinated centrally within the Regeneration Division.

**LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:**

Staff ensure that relevant legislation and priorities set out in the Area Delivery Plan for each Area Committee are followed.

**LINKS TO OTHER CITY COUNCIL SERVICES:**

Close links with other Council services particular in multi agency crime and grime operations (Operation Champion) and newly formed Environmental Action Teams.

**LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:**

Close links with other agencies (particularly the West Yorkshire Police) about tackling hotspots of crime and anti-social behaviour and close links with a range of partners particularly in multi agency crime and grime operations (Operation Champion)

**CONTRACT / COMMISSIONING****DESCRIPTION OF ANY CONTRACT / COMMISSIONING / SERVICE LEVEL AGREEMENTS FOR SERVICE / FUNCTION:**

SLAs with RSLs  
Information sharing protocol with West Yorkshire Police

**ANY KEY CURRENT / FUTURE ISSUES FOR AREA COMMITTEE TO BE AWARE OF REGARDING SERVICE / FUNCTION**

NRF transitional funding has been secured for 08/09 to maintain the service at its current level. This funding is significantly reduced for 09/10. Service review to take place.

**HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES****Citywide Budget For Service / Function 08/09****£000s****Net Revenue Budget****934****Net Capital Budget****Key Funding Sources**

<b>Funding Provider</b>	<b>£000s</b>	<b>%</b>
LCC	<b>310</b>	33
NRF	<b>594</b>	64
RSLs	<b>30</b>	3
<b>Net Budget</b>	<b>934</b>	<b>100</b>

**DESCRIPTION OF WHAT THE BUDGET REPRESENTS:**

Staffing and equipment costs for neighbourhood wardens.

**DESCRIPTION OF THE FORMULA USED FOR APPORTIONING BUDGET ACROSS DIFFERENT AREAS:**

Pro rata per location of Neighbourhood Wardens.

**REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:**

Suits this type of function

**DETAIL OF ANY SIGNIFICANT SERVICE / BUDGET VARIATIONS ACROSS THE CITY:**

## AREA COMMITTEE BREAKDOWN – Neighbourhood Wardens

		City Wide	East		North East		North West		South		West	
			Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
<b>Resource Availability</b>												
<b>No of Wardens</b>		30	9.5	2.75	4.5	0.75	2.5	0	7	0	1	2
<b>Net Revenue Budget</b>	Budget for 08/09	934,670	295,301	87,622	139,880	23,313	77,711	0	217,590	0	31,084	62,169
	Mid year progress											
	Year end outcome											

Notes: Figures reflect current deployment of Wardens.  
Does not include additional Wardens funded through local Area Committee and ALMO contributions.

## Area Functions Information – 2008 / 09

**FUNCTION:**

**CCTV**

**HEADLINE INFORMATION:**

Leeds Watch monitors the city for crime and records public space CCTV images 24 hours, 7 days a week.

- Provide 24 hour 365 days a year monitoring of CCTV in areas of operation.
- Contribute to reducing the fear of crime by facilitating the apprehension and prosecution of offenders and assisting in preventing and aiding detection of crime committed in public areas where CCTV in areas of operation.
- Liaise with Area Management/Divisional Community Safety Partnerships and Neighbourhood Policing Teams on multi-agency operations.

**OVERVIEW OF RESOURCES:**

34 CCTV operators are employed to carry out the 24/7 operations. There are 129 cameras across the city and the majority of costs are related to fixed cameras and staffing.

**TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:**

Leedswatch produce a weekly CCTV report which is sent out to Ward Members, Enforcement, ASBU, Area Management and West Yorkshire Police. The service will also be enhanced to a digital system during 08/09 allowing for the improvement of performance data available. It is hoped that this enhancement will be complete by March 2009.

**EXECUTIVE MEMBER:**

**Councillor Les Carter**

**RESPONSIBLE OFFICERS:**

DIRECTOR: Neil Evans

CHIEF OFFICER: Richard Jackson

LEAD OFFICER FOR FUNCTION SCHEDULE: Wayne Clamp

**OUTCOMES AND PERFORMANCE INFORMATION****LINK TO LEEDS STRATEGIC PLAN OUTCOMES:****Environment**

Cleaner, greener and more attractive city through effective environmental management and changed behaviours.

**Thriving Places**

Reduced crime and fear of crime through prevention, detection, offender management and changed behaviour.

**Harmonious Communities**

Improved Community cohesion and integration through meaningful involvement and valuing equality and diversity.

**GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:**

(E.g. SOA, ward, quarterly, yearly)

Leedswatch produce a weekly CCTV report which is sent out to Ward Members, Enforcement, ASBU, Area Management and West Yorkshire Police.

**GOVERNANCE****DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:**

Public Space surveillance CCTV has to comply with Human Rights Legislation and data Protection Act and all CCTV operators must be Security Industry Authority (SIA) trained and Licensed. All operators must also comply with the Leedswatch Codes of Practice.

There is no scope for devolved governance arrangements in terms of determining the target areas for CCTV due to the nature of the function.

Area Committees will, through area management, be able to access information about joint Operations (e.g. ASBU operations) in advance having been informed of the chosen target areas and advise on specific issues they wish to see tackled during the operations.

**PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:**

Liaison with Leedswatch Management concerning operations and co-ordinated jointly by the Area Community Safety Co-ordinator and the relevant Neighbourhood Policing Team Inspector.

**HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:**

(E.g. formal and informal arrangements, frequency)

Formal statistics are provided to Area Management Officers on a quarterly basis to be included in Area Committee reports.

**MANAGEMENT AND CO-ORDINATION****PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2008/09:****TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

Centrally Managed Service With Management Contacts for Each Area	The function is managed by LeedsWatch local – coordination through Liaison with LeedsWatch Management concerning operations and co-ordinated jointly by the Area Community Safety Co-ordinator and the relevant Neighbourhood Policing Team Inspector.
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	

**LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:**

Council Business Plan 2008-2011  
 Leeds Strategic Plan 2008-2011  
 Area Delivery Plans  
 Safer Leeds Annual Plan  
 Divisional Community Safety Partnership Plans  
 Safer Leeds Service Plan  
 Crime & Disorder Act 1998

**LINKS TO OTHER CITY COUNCIL SERVICES:**

LeedsWatch work closely with ASBU, Enforcement, Peace & Emergency Planning, Land Drainage, Licensing, Security Services, Planning Department, Highways, ALMO's, Area Management Teams.

**LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:**

Crime and Disorder Reduction Partnership – Safer Leeds Executive and Safer Leeds Board.  
 GOYH – Home Office  
 LeedsWatch have CCTV links to METRO, Bradford, Wakefield, Huddersfield and Calderdale.  
 LeedsWatch also share images with Urban Traffic Control, Land Drainage and Peace & Emergency Planning.

**CONTRACT / COMMISSIONING****DESCRIPTION OF ANY CONTRACT / COMMISSIONING / SERVICE LEVEL AGREEMENTS FOR SERVICE / FUNCTION:**

LeedsWatch have SLA's in place for all CCTV installations within Area Management, ALMO's, West Yorkshire Police.  
 A 5yr BT Contract for CCTV Fibre Provision.  
 A CCTV Contract expandable up to 5 yrs for CCTV Installations and Maintenance.

**HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES****Citywide Budget For Service / Function 08/09****£000s****Net Revenue Budget****984****Net Capital Budget****Key Funding Sources**

<b>Funding Provider</b>	<b>£000s</b>	<b>%</b>
LCC	<b>768</b>	78
Neighbourhood Renewal Fund	<b>216</b>	22
<b>Net Budget</b>	<b>984</b>	

**DESCRIPTION OF WHAT THE BUDGET REPRESENTS:**

Staffing, Premises, Supplies and Services, travel and reallocations excluding maintenance.

**DESCRIPTION OF THE FORMULA USED FOR APPORTIONING BUDGET ACROSS DIFFERENT AREAS:**

Apportionment has been made on the number of camera in each area, with the exception of £92k BT line rental which has been made on the basis of actual costs.

**REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:**

Delegated budgets account for most fixed costs apart from city wide and centralised functions.

**DETAIL OF ANY SIGNIFICANT SERVICE / BUDGET VARIATIONS ACROSS THE CITY:**



## AREA COMMITTEE BREAKDOWN – CCTV

		City Wide	East		North East		North West		South		East	
			Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
<b>Resource Availability</b>												
<b>Number of cameras</b>		129	5	2	19	4	11	0	75	7	4	2
<b>Net Revenue Budget</b>	Budget for 08/09	984,820	38,160	16,700	146,090	33,370	83,830		567,580	52,660	30,420	16,010
	Mid year progress											
	Year end outcome											

Notes:

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1. This year the area management function schedule has been compiled using current information from BT Redcare. Only cameras that are managed and maintained by LCC are included in the schedule, this is a change from previous years where a distinction between costs for LCC cameras and other (rechargeable) cameras could not be made.

## Area Functions Information – 2008 / 09

<b>FUNCTION:</b>	<b>Neighbourhood Management Co-ordination</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b> Identification of priority neighbourhoods across Leeds that require more intensive resources to drive service improvements and better local outcomes. This includes improving the co-ordination of key services across the council and local partners and piloting new ways of working.	
<b>OVERVIEW OF RESOURCES:</b> Neighbourhood Improvement Plans cover dedicated resources for neighbourhood management work. This includes Safer Stronger Community Fund (SSCF) allocations in eligible neighbourhoods and other specific resources agreed through the Area Committee.	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b> Priority neighbourhoods agreed through Area Delivery Plans. Neighbourhood Improvement Plans for each individual area to be agreed and monitored by Area Committee. Area Committees to give thematic approval of any locally available budgets for neighbourhood improvement work (e.g. SSCF, Area Committee Well Being).	
<b>EXECUTIVE MEMBER:</b> Cllr Les Carter	
<b>RESPONSIBLE OFFICERS:</b> DIRECTOR: Neil Evans CHIEF OFFICER: Stephen Boyle LEAD OFFICER FOR FUNCTION SCHEDULE: Martyn Stenton	

**OUTCOMES AND PERFORMANCE INFORMATION****LINK TO LEEDS STRATEGIC PLAN OUTCOMES:**

Links to a range of strategic plan outcomes and improvement priorities apart from those which are explicitly related to the city as a whole.

**GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:**

Quarterly progress and monitoring reports to be collated by service.  
Annual report to be produced for Area Committee Members.

**GOVERNANCE****DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:**

Area Committees will oversee all neighbourhood management programmes in their area. This covers a responsibility for approving areas to be included in Area Delivery Plan, approving Neighbourhood Improvement Plans, monitoring progress annually and agreeing thematic priorities for any locally available funding.

**MANAGEMENT AND CO-ORDINATION****PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2008/09:****TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

Centrally Managed Service With Management Contacts for Each Area	
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Directly through or in partnership with Area Management Teams. Centrally based team in Regeneration Service provides support, co-ordination and policy development.

**LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:**

Local Government White Paper  
Local Government Act 2000 – well being powers  
Sustainable Communities Five Year Plan (2005)

**LINKS TO OTHER SERVICES:**

Links to range of council and partner services, particularly environmental, community safety, health, youth, jobs and skills.

**ANY KEY CURRENT / FUTURE ISSUES FOR AREA COMMITTEE TO BE AWARE OF REGARDING SERVICE / FUNCTION**

Some of this work reliant on targeted central Government funding which is not likely to be available to Leeds in the future.

**HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES****Citywide Budget For Service / Function 08/09****£000s****Net Revenue Budget****1,239****Net Capital Budget****0****Key Funding Sources**

	<b>£000s</b>	<b>%</b>
Safer and Stronger Communities Fund	<b>1,239</b>	<b>100</b>

**DESCRIPTION OF WHAT THE BUDGET REPRESENTS:**

This is the 2008/09 allocation available to Leeds for Intensive Neighbourhood Management Work.

**DESCRIPTION OF THE FORMULA USED FOR APPORTIONING BUDGET ACROSS DIFFERENT AREAS:**

Only areas which fell within the 3% most deprived SOAs nationally were eligible for funding under the Intensive Neighbourhood Management scheme. Target areas were selected and agreed with Government Office for Yorkshire and the Humber to comply with SSCF programme guidance in the context of the Leeds Local Area Agreement. Resource allocations to areas broadly reflect the number of SOAs within the 3% most deprived within each target area. There are seven target areas.

**REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:**

Funding was apportioned in this way as it was in line with the requirements of funders and also enabled Leeds to target its most deprived neighbourhoods.

**DETAIL OF ANY SIGNIFICANT SERVICE / BUDGET VARIATIONS ACROSS THE CITY:**

As outlined above only seven areas were eligible to receive INM funding.

## AREA COMMITTEE BREAKDOWN – Neighbourhood Management Co-ordination

		City Wide	East		North East		North West		South		West	
			Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
<b>Resource Availability</b>												
<b>SSCF Net Revenue Budget</b>	Budget for 08/09	1,239,000	445,600		223,460		86,730		396,480		86,730	
	Mid year progress											
	Year end outcome											

- Notes: 1 Figures shown are SSCF contributions to Intensive Neighbourhood Management Work in eligible neighbourhoods.  
 2 Well Being and partner agency contributions agreed locally and part of Neighbourhood Improvement Plans.

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# Area Committee Roles for 2008/09

## Other Roles

Note: This gives details of services where Area Committees have an enhanced role in influencing, developmental and consultative responsibilities.

A related document gives details of functions delegated to the Area Committees.



## ***Other Area Committee Roles – 2008/09***

Community Engagement	Pages 3 - 5
Community Greenspace	Pages 6 - 8
PCSOs, Neighbourhood Policing Teams and Multi Agency Crime and Grime Operations	Pages 9 - 12
Environmental Action Teams	Pages 13 – 14
Street Cleansing	Pages 15 – 18
Highways Maintenance	Pages 19 – 21
Local Children and Young People Plans	Pages 22 - 27
Health and Wellbeing (Including Adult Social Care)	Pages 27 – 30
Conservation Area Reviews	Pages 31 – 35
Grounds Maintenance	Page 36
Area Based Regeneration Schemes and Town and District Centre Projects	Page 36
Advertising on Lampposts	Page 36



## Area Committee Roles – 2008 / 09

<b>FUNCTION:</b>	<b>Community Engagement</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b>	
Overview of local engagement activities linked to improvement of local services and Area Delivery Plan priorities.	
<b>OVERVIEW OF RESOURCES:</b>	
Local engagement activities delivered primarily through Area Management teams. Allocations of Well Being resources agreed by Area Committees. Local partner inputs e.g. Police, PCT, Leeds VOICE.	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b>	
Area based community engagement plan to be produced setting out minimum standards including:	
<ul style="list-style-type: none"><li>• Community profile – update of local intelligence twice a year with information about local stakeholders and how to reach local communities</li><li>• Calendar of planned communication and engagement activities - including information in About Leeds for all households, minimum of one ward based engagement event per annum linked to priority setting and themed discussions at Area Committees</li><li>• Additional activities with particular neighbourhoods and communities linked to Area Delivery Plan priorities</li></ul>	
Annual report to Area Committees and Executive Board to give overview of progress.	
<b>EXECUTIVE MEMBER:</b>	
Cllr Les Carter	
<b>RESPONSIBLE OFFICERS:</b>	
DIRECTOR: Neil Evans	
CHIEF OFFICER: Stephen Boyle	
LEAD OFFICER FOR FUNCTION SCHEDULE: Rory Barke/Martyn Stenton	

**OUTCOMES AND PERFORMANCE INFORMATION****LINK TO LEEDS STRATEGIC PLAN OUTCOMES:**

Harmonious Communities

**IMPROVEMENT PRIORITIES:**

HM 1a – Increased number of people engaged in activities to meet community needs and improve quality of life

HM 1b – Increase in number of local people empowered to have greater voice and influence over local decision making and greater role in public service delivery

HM 2a – Enable robust and vibrant voluntary, community and faith sector to facilitate community activity and directly deliver services

HM 2b – Increase sense of belonging and pride in neighbourhoods

**GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:**

(E.g. SOA, ward, quarterly, yearly)

Annual report to Area Committees.

Information to be disaggregated to ward/neighbourhood level as appropriate.

Performance Indicators currently collated at City Wide level through annual survey.

**GOVERNANCE****DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:**

Area Committees responsible for overseeing and monitoring the work of the Area Management Teams in relation to local engagement activities.

**PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:**

Area Committees to agree plan and consider annual report.

Ward Members directly involved in ward/neighbourhood based activities.

**HOW / WHEN WOULD THE FUNCTION REPORT TO AREA COMMITTEES:**

Community Engagement Plan to be considered by Area Committee alongside Area Delivery Plan.

Annual report setting out progress and future priorities along with summary of information about engagement work of other key services and local partners.

Other specific reports/updates as required during the year.

## **MANAGEMENT AND CO-ORDINATION**

### **TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Area Management teams lead on range of community engagement work in partnership with other services and local partners. Area Management teams and central team provides support to other consultation and engagement activities undertaken by the Council and partners.
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### **LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:**

Leeds Strategic Plan, Council Business Plan, Equality Standard, Compact for Leeds, Parish and Town Council Charter

### **LINKS TO OTHER CITY COUNCIL SERVICES:**

Strong links to many council services as the majority of services undertake engagement and consultation activities with a locality dimension. Key links to other Regeneration Teams, Corporate Communications Team and Equalities Team.

### **LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:**

Key partners are Voluntary Community and Faith Sector, Police and PCT.

### **ANY KEY CURRENT / FUTURE ISSUES FOR AREA COMMITTEE TO BE AWARE OF REGARDING SERVICE / FUNCTION**

Government emphasis on Empowerment – White Paper due Summer 08  
Participatory Budgeting pilot work currently underway in two areas of Leeds (Inner West, Outer South).

### **BUDGET / RESOURCES INFORMATION**

Area Committees and partners allocate specific budgets and staff resources for community engagement activity.  
Area Management Teams seek partner contributions to local engagement activities.

## Area Committee Roles – 2008 / 09

<b>FUNCTION:</b>	<b>Community Greenspace</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b>  73 community parks vested with the Parks and Countryside Service. These include a wide variety of recreation facilities, sports pitches, play areas, formal and informal horticultural features, etc.	
<b>OVERVIEW OF RESOURCES:</b>  Community parks are managed and maintained by the Parks and Countryside service.	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b>  Leeds Quality Park (LQP) assessments for assessed sites Residents' perception information from Satisfaction Surveys (2004, 2005, 2006)	
<b>EXECUTIVE MEMBER:</b>  Cllr John Procter – Leisure	
<b>RESPONSIBLE OFFICERS:</b>  DIRECTOR: Jean Dent CHIEF OFFICER: Martin Farrington LEAD OFFICER FOR FUNCTION SCHEDULE: Mike Kinnaird	
<b>OUTCOMES AND PERFORMANCE INFORMATION</b>	
<b>LINK TO LEEDS STRATEGIC PLAN OUTCOMES:</b>  This service has direct and indirect links to a number of strategic Plan outcomes	
<b>IMPROVEMENT PRIORITIES:</b>  The service is half way through implementing the Parks Urban Renaissance programme utilising £3.7m for improvements to 21 community parks during 2005/09. However, less than a third of the city's community parks have been included within this programme and work is ongoing to identify the funding requirement to bring all community parks to the minimum acceptable standard identified within the Green Flag criteria.	
<b>GEOGRAPHY &amp; FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:</b>  (E.g. SOA, ward, quarterly, yearly)	

Performance Indicator (reported annually): *The percentage of parks and countryside sites assessed internally that meet the Green Flag criteria*

## **GOVERNANCE**

### **DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:**

Area committees influence the development and use of community parks and are consulted about proposals for the development and use of community parks, for example proposals for refurbishment, installation of new play equipment, etc.  
Executive Member involvement in sensitive/contentious issues.  
Development of major policy and proposals through Executive Board.

### **PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:**

Ward members (and community groups) are consulted about proposals for the development and use of community parks, for example proposals for refurbishment, installation of new play equipment, etc.  
Area Committee involvement sought where proposals impact on more than one site within a Committee's portfolio.

### **HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:**

(E.g. formal and informal arrangements, frequency)

Ward members are involved in discussions about the development and use of community parks.  
Proposals on significant issues which affect one or more community parks in a Committee's portfolio are also subject to a report to the Area Committee.  
Regular update/progress reports to Area Committees.

## **MANAGEMENT AND CO-ORDINATION**

### **PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2008/09:**

Operational management of day to day issues (user liaison, horticultural work, event management, and general maintenance, etc.) is provided by area based teams in Parks and Countryside.  
Area based teams are supported by the professional services of a central workshop, countryside and access team, forestry team, training section and quality assurance unit (amongst others).  
The service maintains a flexible approach to enable resources and expertise from an area to be brought across to another area when required to ensure the successful completion of projects.  
Development of proposals and consultation is undertaken by staff in each of the area management teams, with support in the form of co-ordination, technical support and budget management being provided by a central team in Parks and Countryside.

**TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

Centrally Managed Service With Management Contacts for Each Area	Park based horticultural staff are supported by professional and/or technical central services
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	

**LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:**

- Vision For Leeds
- Cultural Strategy
- The Parks and Greenspace strategy
- Fixed Play Strategy
- Playing Pitch Strategy
- Leeds Forest Strategy
- Rights of Way Improvement Plan (and statutes relating to PROW)
- Every Child Matters
- The emerging Physical Activity Strategy
- Leeds Childhood Obesity Prevention and Weight Management Strategy 2006 - 2016
- Older Better A strategy to promote a healthy and active life for older people in Leeds 2006–2011
- The Leeds Health and Wellbeing Plan 2005 -2008

**LINKS TO OTHER CITY COUNCIL SERVICES:**

Community access at other P&C managed Greenspace complements the recreational/educational/conservation opportunities available in community parks. P&C work with schools in community parks and other sites to provide an environmental education resource.

**LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:**

Police  
Primary Care Trusts

**CONTRACT / COMMISSIONING****DESCRIPTION OF ANY CONTRACT / COMMISSIONING / SERVICE LEVEL AGREEMENTS FOR SERVICE / FUNCTION:**

Concessions (e.g. ice cream, hot food, etc.)

## Area Committee Roles – 2008 / 09

**FUNCTION:** PCSOs, Neighbourhood Policing Teams and Multi Agency Crime and Grime Operations

### DESCRIPTION

#### HEADLINE INFORMATION:

- Co-ordination of Neighbourhood Policing Teams linked to political wards each with an NPT Inspector and PCSOs.
- The aim is to contribute to the reduction of Crime and Disorder (including ASB) by providing a visible presence on the street.
- PCSO's provide reassurance to communities through high visibility patrols and improved public contact.
- Crime and grime issues are tackled through local tasking arrangements where partnership activity is co-ordinated.
- A minimum of one multi agency operation is carried out per month per Police Division.

#### OVERVIEW OF RESOURCES:

- Dedicated NPT Inspectors
- Dedicated 5 PCSOs per ward with an additional 3 in the Richmond Hill and Burmantofts Ward and an additional 2 in the Gipton and Harehills Ward.
- Resources across partner agencies linked to neighbourhood management tasking arrangements.
- The provision of a range of services, via uniformed patrols of PCSOs to reassure, reduce anti social behaviour and the fear of crime
- Pre planned days of action to tackle crime and grime in targeted areas based on need as determined by Police based National Intelligence Model, co-ordinated locally by Area Community Safety Co-ordinators and relevant NPT Inspector.
- Operations are supported financially through the normal day to day operational resources of those taking part with some additional funding available through Safer Leeds to provide promotional and publicity material plus some help with skips and venue hire, where required.

#### TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:

- Quarterly report prepared in each police division on PCSOs.
- Annual themed Community Safety Area Committee Report
- Information on activity undertaken is available through the Area Community Safety Co-ordinators at area management level

#### EXECUTIVE MEMBER:

Les Carter

#### RESPONSIBLE OFFICERS:

DIRECTOR: Neil Evans

CHIEF OFFICER: Stephen Boyle / Richard Jackson

LEAD OFFICER FOR FUNCTION SCHEDULE: Manny Mudhar / Rory Barke

## **OUTCOMES AND PERFORMANCE INFORMATION**

### **LINK TO LEEDS STRATEGIC PLAN OUTCOMES:**

#### **Environment**

Cleaner, greener and more attractive city through effective environmental management and changed behaviours.

#### **Thriving Places**

Reduced crime and fear of crime through prevention, detection, offender management and changed behaviour.

#### **Harmonious Communities**

Improved Community cohesion and integration through meaningful involvement and valuing equality and diversity.

### **IMPROVEMENT PRIORITIES:**

#### **Environment**

Address neighbourhood problem sites; improve cleanliness and access to and quality of green spaces.

Improve the quality and sustainability of the built and natural environment.

#### **Thriving Places**

Reduce Crime and fear of crime.

Reduce offending.

Reduce the harm for drugs and alcohol to individuals and society.

Reduce ant-social behaviour.

Reduce bullying and harassment.

#### **Harmonious Communities**

Enable a robust and vibrant voluntary, community and faith sector to facilitate community activity and directly deliver services.

An increased sense of belonging and pride in local neighbourhoods that help to build cohesive communities.

### **GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:**

(E.g. SOA, ward, quarterly, yearly)

- Annual themed report to Area Committee
- DCSP Strategic Performance Framework – 6 monthly review
- Neighbourhood management tasking meetings
- Safer Leeds Executive Report – quarterly
- Information is produced after each operation which shows the activities and outputs carried out by each agency. This information is available through the Area Community Safety Co-ordinator within Area Management



**GOVERNANCE****DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:**

- NPTs and PCSOs managed by West Yorkshire Police (WYP)
- Multi agency crime and grime meetings intelligence led by WYP but with involvement and influence by Area Committee of Council services (linked through Area Community Safety Co-ordinators).
- Area Committees can advise on specific issues they wish to see tackled during the operations

**PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:**

- Through invitation and involvement at multi agency operation pre briefs
- Community Safety Co-ordinator to act as link officer between Council and NPT Inspectors for influencing PCSO activity

**HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:**

(E.g. formal and informal arrangements, frequency)

Annual themed Community Safety Area Committee Report

**MANAGEMENT AND CO-ORDINATION****PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2008/09:****TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

Centrally Managed Service With Management Contacts for Each Area	
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	<ul style="list-style-type: none"> <li>• WYP having management responsibility for PCSO and NPTs</li> <li>• Multi agency operations and neighbourhood management taskings jointly managed by WYP and Area Management</li> <li>• Central support and co-ordination in Safer Leeds</li> </ul>

**LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:**

- Council Business Plan 2008-2011
- Leeds Strategic Plan 2008-2011
- Area Delivery Plans
- Divisional Community Safety Partnership Performance Framework 2008-2011
- Section 17 Crime and Disorder Act 1998

**LINKS TO OTHER CITY COUNCIL SERVICES:**

Impacts of all council services delivered at local level and their participation is variable depending on the nature of the target areas and the problems therein.

**LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:**

Crime and Disorder Reduction Partnership

GOYH – Home Office

Multi agency operations and NPTs engage in partnership with a range of partners such as:

West Yorkshire Fire Service, Arson Task Force, Arms Length Management

Organisations, Youth Offending Teams, Enforcement Area Action Teams, Youth

Services, Anti Social Behaviour Unit

**CONTRACT / COMMISSIONING****DESCRIPTION OF ANY CONTRACT / COMMISSIONING / SERVICE LEVEL AGREEMENTS FOR SERVICE / FUNCTION:**

The deployment of match funded PCSOs is subject to an agreed Contract between Leeds City Council and West Yorkshire Police effective until 31<sup>st</sup> March 2009.

## Area Committee Roles – 2008 / 09

<b>FUNCTION:</b>	<b>Environmental Action Teams</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b>	
<p>The EATs are responsible for a range of neighbourhood related enforcement activities including noise nuisance, waste in gardens, overgrown vegetation, littering, placards, A-boards, graffiti, waste from domestic and commercial bins, drainage, pest control etc. The teams carry out the enforcement and preventative work, rather than the litter picking, waste collection etc role. The teams are based in 3 locations, co-terminus with area management areas. They have been created from combining City Services Enforcement with Environmental Health area teams. The teams “went live” from May 12<sup>th</sup> 2008.</p>	
<b>OVERVIEW OF RESOURCES:</b>	
<p>Each team comprises approximately 20 staff and will deal with reactive and proactive work within each area. Close links with Neighbourhood wardens should improve service delivery on the ground.</p>	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b>	
<p>Committees would receive regular reports about this new combined service and be able to inform area management on how to influence service planning and local priorities for action based on local knowledge about issues and hotspots. Operational policies will be created for Leeds, but the priority afforded these could be influenced by local issues, such as littering, bin yards etc. There is potential for close working arrangements to be put in place with neighbourhood wardens and these new teams.</p>	
<b>EXECUTIVE MEMBER:</b>	
Councillor Steve Smith	
<b>RESPONSIBLE OFFICERS:</b>	
DIRECTOR: Neil Evans	
CHIEF OFFICER: Andrew Mason	
LEAD OFFICER FOR FUNCTION SCHEDULE: Graham Wilson	
<b>OUTCOMES AND PERFORMANCE INFORMATION</b>	
<b>LINK TO LEEDS STRATEGIC PLAN OUTCOMES:</b>	
<p>The work contributes to many of the SOCs, but the key ones affected are:            Cleaner, greener and more attractive.            Health &amp; Wellbeing – healthy life choices and protecting against risks            Reduced fear of crime</p>	
<b>IMPROVEMENT PRIORITIES:</b>	
<p>Business improvement priorities will focus on using good quality information to deliver better outcomes.</p>	
<b>GEOGRAPHY &amp; FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:</b>	
<p>The teams are aligned with area management areas. Quarterly performance reviews will be conducted by the service.</p>	

**GOVERNANCE****DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:**

Lead/Exec Member involvement in contentious issues  
 Several aspects of service rely on external funding and hence have external finance and performance reporting requirements

**PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:**

The number of Area Committee meetings may be insufficient for adequate influence and monitoring to take place only via this route. It would be possible for a sub group to be created by the Area Committee for a representative number of local ward Members to have greater involvement through this route.

**MANAGEMENT AND CO-ORDINATION****PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2008/09:****TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

Centrally Managed Service With Management Contacts for Each Area	
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Locally managed service with significant support from central support and co-ordination. A service manager and deputy will be available for each team.

**LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:**

A range of statutory requirements and legislation impact on the work of this service.

**LINKS TO OTHER CITY COUNCIL SERVICES:**

Street scene operations, other environmental health services, community safety, regeneration, housing, highways, ALMOs, building control, legal, licensing (not exhaustive list)

**LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:**

Trading standards, env agency, highways agency, police, statutory undertakers, duty bodies (not exhaustive list)

## Area Committee Roles – 2008 / 09

<b>FUNCTION:</b>	<b>Street Cleansing</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b>	
Mechanical sweeping of adopted carriageways and footpaths, manual litter picking and litter bin emptying.	
<b>OVERVIEW OF RESOURCES:</b>	
Current resources across the city are	
<ul style="list-style-type: none"><li>• 14 compact suction pavement sweepers</li><li>• 6 medium carriageway suction sweepers</li><li>• 4 large carriageway suction sweepers</li><li>• 51 manual de-littering staff</li><li>• 10 Litter patrol teams ( litter bin emptying +shop front sweeping + supporting de-littering staff)</li></ul>	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b>	
Guideline schedule of street cleaning. NI 195 measure of environmental cleanliness. (From April 2008 replaces BV199). Environmental Protection Act Code of Practice - zoning information and responsibilities. Service Plan.	
<b>EXECUTIVE MEMBER:</b>	
Councillor Steve Smith	
<b>RESPONSIBLE OFFICERS:</b>	
DIRECTOR: Neil Evans	
CHIEF OFFICER: Andrew Mason	
LEAD OFFICER FOR FUNCTION SCHEDULE: Stephen Smith	

**OUTCOMES AND PERFORMANCE INFORMATION****LINK TO LEEDS STRATEGIC PLAN OUTCOMES:**

To create a Cleaner, Greener and more Attractive city through effective environmental management and changed behaviour.

**IMPROVEMENT PRIORITIES:**

- To address neighbourhood problem sites
- To improve cleanliness and access to and the quality of green spaces.

**GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:**

(E.g. SOA, ward, quarterly, yearly)

DLEQS surveys to be carried out every 4 months to provide a measure of environmental quality and identify problem areas. This information will be used to achieve the most efficient allocation of resources.

NI195 reports every 4 months with an annual report every 12 months. SOA currently have specific DLEQS surveys

**GOVERNANCE****DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:**

Local oversight of Street Cleaning functions – mechanical sweeping of adopted highways, footpaths and carriageways. Manual de-littering of adopted footpaths, litter bin emptying.

**PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:**

- Ward members will be involved in discussions about service developments (priority areas).
- Area Committee sub-groups established to improve elected member involvement in service development and delivery
- Regular update/progress reports to Area Committees.
- Proposals on significant issues and or changes to service to be presented to Area Committees as formal reports.

**HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:**

(E.g. formal and informal arrangements, frequency)

- DLEQS (Inc NI195) results collated every 4 months and reported annually in a formal report.
- Service Delivery Issues – reported as and when required both formally and informally

**MANAGEMENT AND CO-ORDINATION****PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2008/09:****TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

Centrally Managed Service With Management Contacts for Each Area	X
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	

**LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:**

- Vision for Leeds to create a cleaner, greener and safer city and contribute towards narrowing the gap.
- Environmental protection Act – obligation to keep the streets clean and free from litter
- Key objective is to become the Cleanest City in Europe by 2020

**LINKS TO OTHER CITY COUNCIL SERVICES:**

- EPA Code of Practice on Street Litter and Refuse – Streetscene Service provide the link with all services within the Council that have a responsibility for land and keeping it clean and litter free.
- Links with other service areas within Environmental services i.e., waste strategy, refuse collection, gully emptying, graffiti removal, fly-tip removal, public convenience cleaning, needle picking, grounds maintenance, Intensive Neighbourhood Management, environmental enforcement, environmental health.
- Links to other Council Services – ALMOs, parks and Countryside Highway Services.
- PEPU

**LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:**

- West Yorkshire Police – operation champion
- West Yorkshire Fire and Rescue Services – operation champion
- West Yorkshire Probation Service

**CONTRACT / COMMISSIONING**

**DESCRIPTION OF ANY CONTRACT / COMMISSIONING / SERVICE LEVEL AGREEMENTS FOR SERVICE / FUNCTION:**

Streetscene Services carry out this function on behalf of Highways Services who have the statutory responsibility for the highways across the city.

**ANY KEY CURRENT / FUTURE ISSUES FOR AREA COMMITTEE TO BE AWARE OF REGARDING SERVICE / FUNCTION**

These services are currently provided seven days per week.  
Current operational boundaries are not co – terminus with area management wedge or ward boundaries. Any redevelopment of the service to match these boundaries may incur short to medium term costs



## Area Committee Roles – 2008 / 09

<b>FUNCTION:</b>	<b>Highways Maintenance</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b>	
<p>Responsibility for keeping highway safe for all users and carrying out planned maintenance. Providing modern and reliable street lighting, traffic management systems for safe travel and managing road space to avoid congestion and disruption.</p>	
<b>OVERVIEW OF RESOURCES:</b>	
<p>Resources to deliver highways maintenance programme</p>	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b>	
<p>Consultation with Ward members on planned maintenance programme and traffic management schemes.</p>	
<b>EXECUTIVE MEMBER:</b>	
<p>Cllr. Andrew Carter</p>	
<b>RESPONSIBLE OFFICERS:</b>	
<p>DIRECTOR: Jean Dent          CHIEF OFFICER: Gary Bartlett          LEAD OFFICER FOR FUNCTION SCHEDULE: Faizal Mamujee</p>	
<b>OUTCOMES AND PERFORMANCE INFORMATION</b>	
<b>LINK TO LEEDS STRATEGIC PLAN OUTCOMES:</b>	
<p><b>Stronger and Safer communities</b>  <b>Attractive Clean and Green</b>  <b>Stronger and safer communities</b></p>	
<b>IMPROVEMENT PRIORITIES:</b>	
<p> </p>	
<b>GEOGRAPHY &amp; FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:</b>	
<p>(E.g. SOA, ward, quarterly, yearly)</p>	
<p><b>Annual survey on Streetscene/Streetscape.</b></p>	

**GOVERNANCE****DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:**

- Commenting on annual and forward programme of planned maintenance of local roads
- Commenting on traffic management proposals affecting local roads
- minor maintenance schemes to keep highway safe.

**PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:**

Ward members comment in writing to Highways or have a meeting to express their views.

- Former Highway Design & Construction of Development Department and highway services of City Services combined under Chief Officer Highways of City Development
- Executive member involvement in sensitive and contentious issues including maintenance programme.
- Highway Policy and Plan approved by Executive Board
- On going interest by the Scrutiny Board.

**HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:**

Reporting / consultation primarily via Ward Members as per current arrangements

**MANAGEMENT AND CO-ORDINATION****PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2008/09:****TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

Centrally Managed Service With Management Contacts for Each Area	Highway Maintenance planned programme of works, major design and construction schemes and traffic management schemes undertaken by the Chief Officer Highways after consultation with Ward Members.
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	

**LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:**

- Highways ensure compliance with Highways Act, Traffic management Act, Traffic Signs and Regulation, Road Traffic act, Road traffic Regulations Act and Health and Safety Act.
- Highway Maintenance Policy and Plan
- Central Government Guidelines on management of highway network.

**LINKS TO OTHER CITY COUNCIL SERVICES:**

- Street Scene services, Park & Countryside, Housing, Transport services.

**LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:**

Bus companies, Utilities, Emergency services, and Highway Agency of DTp.

**CONTRACT / COMMISSIONING****DESCRIPTION OF ANY CONTRACT / COMMISSIONING / SERVICE LEVEL AGREEMENTS FOR SERVICE / FUNCTION:**

Service Level agreement with transport services for maintenance of fleet. Highways fleet is used by the depots to deliver highway maintenance function and winter service.

## Area Committee Roles – 2008 / 09

<b>FUNCTION:</b>	<b>Local Children and Young People's Plans</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b> Development and review of local area (wedge) Children and Young People's Plans (CYPP), as an integral part of the area delivery plan, which will identify and drive local priorities, and inform and influence the citywide Children and Young People's Plan of the Children Leeds Partnership. Responsibility for performance monitoring to achieve identified citywide and local priorities and realise the 5 Every Child Matters outcomes.	
<b>OVERVIEW OF RESOURCES:</b> Operating within the context of the Children's Trust Arrangements, resources remain with partners and providers, the role of the Children and Young Peoples Plan being to influence the use of those resources, often collectively, to meet the needs of children and young people more effectively, thereby improving outcomes.	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b> Local area (wedge) Children and Young People's Plans (CYPP), as an integral part of the area delivery plan, will provide information at area committee level. The plans are formulated and shaped by the use of local data and intelligence and discussion with councillors and include localised action plans within the framework of the children and young people plan priorities. The development and review of these plans, through partnership with local partners and stakeholders will ensure an increased ability to secure improvements to local services impacting on children, young people and their families, with reporting and performance monitoring provided at a meaningful local level for area committees.	
<b>EXECUTIVE MEMBER:</b> Councillor S Golton - Children's Services	
<b>RESPONSIBLE OFFICERS:</b>	
DIRECTOR:	Rosemary Archer
CHIEF OFFICER:	Mariana Pexton
LEAD OFFICER FOR FUNCTION SCHEDULE:	Amanda Jackson

**OUTCOMES AND PERFORMANCE INFORMATION****LINK TO LEEDS STRATEGIC PLAN OUTCOMES:**

Improved outcomes for children and young people, the vision being all children and young people in Leeds to be happy, healthy, safe, successful and free from the effects of poverty.

This vision informs the planning and work of the Director of Children's Services Unit. It is at the centre of what we do, leading us to improve the lives of children and young people of Leeds.

Specific priorities identified within the CYPP as a means of improving outcomes are attached as an annex.

**IMPROVEMENT PRIORITIES:**

Specific priorities identified within the CYPP as a means of improving outcomes are attached as an annex.

**GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:**

(E.g. SOA, ward, quarterly, yearly)

Annual review of citywide and local children and young people's plans.

Resident perception annual survey.

Participation events / feedback.

Extended Services Cluster plans ( approximately ward level)

## **GOVERNANCE**

### **DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:**

The local children and young people's plan outlines key priorities for the five wedge based Children Leeds Partnerships which are part of the Leeds children's trust arrangements.

The Children's Trust approach is based on a strategic commissioning model, with the Director of Children's Services Unit forming the core strategic commissioning unit working with key children's service providers both within and outside the council.

The Director of Children's Services Unit has set an accountability and integration framework to ensure a coherent approach to service planning and accountability and delegation arrangements for council services. The unit coordinates all performance information from within existing departments using the corporate framework and is currently developing a fully integrated performance management system as part of the structure for children's services.

Members of the local area committee will continue to take part in the development and review of the local plan, as an integral part of the area delivery plan, thereby influencing the strategic direction of the plan in relation to the 5 Every Child Matters outcomes and local need.

The committee will have a local democratic oversight, demonstrated by endorsing the plan and local priorities identified within it.

The committee will have an additional monitoring function, ensuring the 5 ECM outcomes and the improved integration of children's services e.g. as with the Breeze Youth Promise, are embedded as part of the delivery objectives of the wedge based Children Leeds Partnership and Area Delivery plans for the Area Committee.

### **PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:**

Local members, within their designated corporate roles would act as champions for children's services and act to influence where appropriate. It is proposed that area committees also have specific strategic theme related champions, therefore there will be a strong link and support role from the Children Leeds Area Partnerships to members of the area committees.

There would also be other specific roles such as Corporate Parent, or for example, where members are involved in children's centres, act as school governors or as members of ALMO boards or regeneration boards.

### **HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:**

(E.g. formal and informal arrangements, frequency)

There will be regular reporting to the area committee, in a number of forms. The new role for members of strategic theme champion within area committees, will allow a regular and consistent update of ongoing activities, with the provision of regular reports and presentations to the area committee regarding local progress in improving outcomes. Additionally there may be informal arrangements in place with ward councillors regarding specific ward related issues.

## MANAGEMENT AND CO-ORDINATION

### PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2008/09:

The Director of Children's Services Unit is responsible for the strategic management and leadership of children's services but does not have day-to-day operational management responsibilities for the key children's services. Operational management for council run services, for example Early Years and Youth Services, are delivered and managed by the relevant Chief Officer. These Chief Officers, along with providers such as Education Leeds, Leeds Primary Care Trust and the voluntary sector, together with the Director of Children's Services form the Children's Services Leadership Team, which operates within the context of the wider children's trust arrangements.

### TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

Centrally Managed Service With Management Contacts for Each Area	Undertaken by Chief Officers on behalf of the Director of Children's Services
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Locality Enablers, on behalf of the Director of Children's Services, coordinate and influence the work of partners in the development of a local area plan.

### LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:

The Children and Young Peoples Plan  
The Children Act 2004  
Education and Inspections Act  
The Childcare Act.  
Every Child Matters Agenda – the 5 outcomes  
The National Service Framework (NSF) for Children, Young People and Maternity Services  
The Five Year Education Strategy  
The Ten Year Childcare Strategy  
Choosing Health  
Youth Matters  
Care Matters  
The Ten Year Youth Strategy - Aiming High  
The Children's Plan

The CYPP supports the ['Vision for Leeds'](#) and the Local Area Agreement through recognizing how improvements in these strategic aims will benefit the lives of children and young people in Leeds.

### LINKS TO OTHER CITY COUNCIL SERVICES:

City Council Services e.g. Social Care, are partners within the local Children Leeds partnerships and therefore have an active part in achieving the outcomes within the local plan. Increasingly this relationship is reaching into other less obvious areas, such as housing, which impact significantly on outcomes for children and young people.

**LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:**

Other Public Sector Services, e.g. health and police, are partners within the local Children Leeds partnerships and therefore have an active part in achieving the outcomes within the local plan. This is particularly the case for those partners named as 'relevant partners' such as police and probation. Representatives of the area Local Safeguarding Children's Board and also the Area Management Board (Education) are also members of the local Children Leeds partnership

**CONTRACT / COMMISSIONING****DESCRIPTION OF ANY CONTRACT / COMMISSIONING / SERVICE LEVEL AGREEMENTS FOR SERVICE / FUNCTION:**

Some partners, including council services, will act in the role of provider/commissioner. In these cases hosting agreements will be in place. The agreement acknowledges and places on record a *leadership* role for the specific area of work being undertaken by the partner on behalf of the Director of Children's Services. It provides for the leadership of, and a framework for, securing effective partnership working to develop new strategies, initiatives, pilots or projects as required. The Agreement document will form an appendix to the Service Improvement Plan/Business Plan of the partner service / agency.

**ANY KEY CURRENT / FUTURE ISSUES FOR AREA COMMITTEE TO BE AWARE OF REGARDING SERVICE / FUNCTION**

The Children Leeds area (wedge) partnerships are presently in the initial stages of discussion with Schools AMB (Area Management Boards) around becoming a single more cohesive partnership that will encourage and enable more integrated working, as part of ongoing work to develop the Children's Trust Arrangements, specifically the locality dimension. This work is being undertaken to ensure a more effective mechanism for delivery of outcomes for children, young people and families, within the context of both the Area Delivery Plan and the Leeds Strategic Plan.



## Appendix to Local Children and Young People’s Plan Function Schedule

Priorities for improving outcomes:

Every Child Matters Outcome	Priority	Long Term Priority	Short term priority
Stay Safe	<b>1: Safeguarding</b>	Embedding a safeguarding culture	Improving the assessment and care of children in need
	<b>2: Safe communities</b>	Strengthening community safety and cohesion	Reducing bullying
Be Healthy	<b>3: Emotional Wellbeing</b>	Promoting emotional wellbeing for all	Improving services for children, young people and families with additional mental health needs
	<b>4: Activity and obesity</b>	Reducing obesity	Raising activity
	<b>5: Sexual Health</b>	Improving sexual health for all	Reducing teenage conception
Enjoy and Achieve	<b>6: Secondary Progress</b>	Improving the progress made in secondary schools	Narrowing the achievement gap for vulnerable pupils
	<b>7: Early Learning</b>	Improving early learning	Narrowing the achievement gap for children in the most deprived areas of Leeds
Make a positive contribution	<b>8: Positive opportunities</b>	Enhancing positive opportunities in and out of school	Reducing antisocial behaviour
Achieve Economic Wellbeing	<b>9: Qualifications and skills at 19</b>	Raising qualifications and skills levels for 19 year olds	Reducing the proportion of vulnerable groups not in education, training or employment
ALL	<b>10: Narrowing the gap in outcomes for the most vulnerable children and young people</b>		

Priorities for improving services:

Every Child Matters Outcome	Long term priority	Short Term Priority
Service Management	Extended services for every neighbourhood	Roll out of extended services in schools and children’s centres
Service Management	Parenting support for all	Proactive, tailored support for families facing the most severe challenges
Service Management	Personalised, joined up support for all	Roll out of Common Assessment Framework, Budget Holding Lead Professional and Individual learning plans

## Area Committee Roles – 2008 / 09

<b>FUNCTION:</b>	<b>Health and Wellbeing</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b> Health and well-being: the Council is required to play a key role in improving health and tackling health inequalities for the people of Leeds including the delivery of high quality social care services. The Director of Adult Social Services holds accountability for these actions, by ensuring coordinated and focused activity across Council services and with key partners such as the Leeds PCT. To be effective action needs to be coordinated at the local level and the Leeds PCT is organising its resources to achieve this. Area Committees will play a key role in influencing local priorities and action, and monitoring the health and well-being related targets linked to the Leeds Strategic Plan. Adult Social Care will support Area Committees in this work by liaising with key partners and services to present regular reports on the outcomes being achieved at the local level and seeking member's views on priorities and action plans.	
<b>OVERVIEW OF RESOURCES:</b>  Resources to deliver Health and Wellbeing improvement priorities within the Leeds Strategic Plan	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b>  (E.g. service plan, development plan, service standards, action plan, local priorities  Service Plans Health and Wellbeing Strategy (under development) Leeds PCT Local Delivery Plan	
<b>EXECUTIVE MEMBER: Councillor Peter Harrand</b>	
<b>RESPONSIBLE OFFICERS:</b>  DIRECTOR: Sandie Keene CHIEF OFFICER: John England LEAD OFFICER FOR FUNCTION SCHEDULE: John England	

**OUTCOMES AND PERFORMANCE INFORMATION****LINK TO LEEDS STRATEGIC PLAN OUTCOMES:**

Reduced health inequalities through the promotion of healthy life choices and improved access to services.

Improved quality of life through maximising the potential of vulnerable people by promoting independence, dignity and respect.

Enhanced safety and support for vulnerable people through preventative and protective action to minimise risks and maximise wellbeing.

**IMPROVEMENT PRIORITIES:**

Reduce premature mortality in the most deprived areas

Reduction in the number of people who smoke.

Reduce rate of increase in obesity and raise physical activity for all.

Reduce teenage conception and improve sexual health.

Improve the assessment and care management of children, families and vulnerable adults.

Improved psychological, mental health, and learning disability services for those who need it.

Increase the number of vulnerable people helped to live at home.

Increase the proportion of people in receipt of community services enjoying choice and control over their daily lives.

Improve safeguarding arrangements for vulnerable children and adults through better information, recognition and response to risk.

**GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:**

(E.g. SOA, ward, quarterly, yearly)

SOA level – citywide

Quarterly and annually

**GOVERNANCE****DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:**

The primary focus should be the outcomes, improvement priorities and targets within the Strategic Plan relating to health and well-being.

**PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:**

Through the Area Delivery Plan, and by working with key partners such as the Leeds PCT and Practice Board Commissioning Groups. The Area Committee role is one of influence, and an important conduit for the early identification of health priorities for the local area.

**HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:**

(E.g. formal and informal arrangements, frequency)

We are seeking to agree with Leeds PCT on joint reporting mechanism for the health and well-being theme. It is proposed to meet with each Area Committee on at least an annual basis, and more frequently, as required for those area committees covering SOA's with greatest health inequality indices.

**MANAGEMENT AND CO-ORDINATION****PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2008/09:**

City Council co-ordination accountability – Director of Adult Social Services co-ordinated via the Health and Well-being Strategic Leadership Team. Joint arrangements with Leeds PCT and other key stakeholders are through the Healthy Leeds Partnership and the recent formation of the Joint Strategic Commissioning Board under the aegis of the partnership.

**TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

Centrally Managed Service With Management Contacts for Each Area	Delivery structures under development, drawing from the Children's Services model.
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	

**LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:**

Health and Well Being Strategy (under development)

**LINKS TO OTHER CITY COUNCIL SERVICES:**

The health and well-being theme within the Strategic Plan has links to all five Directorates within the Council. There is a particularly strong link with Children's Services, as many of the specific targets relate to children and young people. However the outcomes we are working to achieve in the medium to long term relate to the whole population.

**LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:**

Leeds PCT and Health Service Trusts. Adult Social Care works closely with a range of public sector partners including West Yorkshire Police, Department for Work and Pensions, West Yorkshire Passenger Transport

## Area Committee Roles – 2008 / 09

<b>FUNCTION:</b>	<b>Conservation Area Reviews</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b>  A programme to review 16 designated conservation areas; in each case to assess its special character, to propose any changes to its boundary and to make proposals for its management.	
<b>OVERVIEW OF RESOURCES:</b>  The work is being undertaken by the Sustainable Development Unit within the City Development Directorate	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b>  A quarterly written update on progress	
<b>EXECUTIVE MEMBER:</b> Cllr Andrew Carter, Development	
<b>RESPONSIBLE OFFICERS:</b> DIRECTOR: Jean Dent, City Development CHIEF OFFICER: Steve Speak, Chief Strategy & Policy Officer LEAD OFFICER FOR FUNCTION SCHEDULE: Richard Taylor, Conservation Team Leader, SDU	

**OUTCOMES AND PERFORMANCE INFORMATION****LINK TO LEEDS STRATEGIC PLAN OUTCOMES:**

Please see SDU Service Plan 2008-09

**IMPROVEMENT PRIORITIES:**

To produce up-to-date conservation area boundaries, appraisals and management plans

**GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:**

Quarterly reporting

**GOVERNANCE****DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:**

Review of conservation areas.  
Ward members directly involved in consultation process.  
Area committee overview and financial support through previously agreed well being allocations.

**HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:**

Quarterly written report

**MANAGEMENT AND CO-ORDINATION****PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2008/09:****TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

Centrally Managed Service With Management Contacts for Each Area	Centrally managed by SDU, with contacts in each Area
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	

**ANY KEY CURRENT / FUTURE ISSUES FOR AREA COMMITTEE TO BE AWARE OF REGARDING SERVICE / FUNCTION**

Opportunity for Area Committees to fund a continuation of programme beyond 31 March 2009 to review remaining designated conservation areas and to consider new ones.

**HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES****Citywide Budget For Service / Function 08/09****£000s****Net Revenue Budget****115.5****Net Capital Budget****Nil****Key Funding Sources**

<b>Funding Provider</b>	<b>£000s</b>	<b>%</b>
LCC	<b>115.5</b>	100
<b>Net Budget</b>	<b>115.5</b>	<b>100</b>

**DESCRIPTION OF WHAT THE BUDGET REPRESENTS:**

Revenue funding for salaries, on-costs and supplies.

**DESCRIPTION OF THE FORMULA USED FOR APPORTIONING BUDGET ACROSS DIFFERENT AREAS:**

Agreed costings of between £6k and £8k dependent on size of each area and whether community group directly involved with the work

**REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:**

Consistency, fairness and need for budgets to be in place at start of programme to allow temporary staff to be engaged

**DETAIL OF ANY SIGNIFICANT SERVICE / BUDGET VARIATIONS ACROSS THE CITY:**

Variations as shown in table below result from previous decisions taken by the Area Committees



## AREA COMMITTEE BREAKDOWN – Conservation Area Reviews

(Please complete as relevant for service/function)

		City Wide	East		North East		North West		South		West	
			Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
<b>Service Standards and Performance</b>												
<i>Number of completed CA reviews</i>	Target for 08/09		0	2	2	4	0	2	0	2	2	2
	Mid year progress											
	Year end outcome											
<b>Resource Availability</b>												
Percentage of budget allocation			0	14	12	26	0	10	0	14	10	14
<b>Net Revenue Budget</b>	Budget for 08/09		0	16,000	14,000	29,500	0	12,000	0	16,000	12,000	16,000
	Mid year progress											
	Year end outcome											

## **Other roles without detailed additional information at present**

### **Grounds Maintenance**

This covers various elements of maintenance work including grass cutting, shrub and rose bed maintenance and hedge maintenance. The current Ground Maintenance Contract runs to February 2010.

Environmental Services currently has the contract administration function for this contract which it carries out on behalf of the three ALMO's and Highways Services. An annual Service Improvement Plan is produced and ways to engage local members in this will be considered over the course of 2008/09.

A procurement timetable is in place for a new Grounds Maintenance Contract from March 2010. Work on this will include details on the contract package, contract administration and opportunities for the involvement of local Members in service planning, prioritisation and monitoring. There is currently, therefore, no detailed function schedule for this function at present.

### **Area Based Regeneration Schemes and Town and District Centre Projects**

Area Committees will have responsibility for formal consultation and monitoring of area based regeneration schemes and town and district centre projects. Consistent arrangements for this will be developed, linked to the implementation of a new staffing structure in the Regeneration Service and based on experience to date with a number of local schemes. Any future new capital funding availability would be subject to a process to be agreed by Executive Board. A more detailed function schedule for this responsibility will be developed over the course of 2008/09.

### **Advertising on Lampposts**

The council has agreed a 15 year contract for the installation of advertising on lamp posts. This will generate income for each site and may eventually result in advertising on around 800 sites across the City. Area Committees will receive a 20% share of the annual income for every lamp post site which has planning consent to spend on local priorities.



Originator: Jane Pattison

Tel: 395 2832

**Report of the Director of Environment and Neighbourhoods**

**Report to: Outer North West Area Committee**

**Date: 22<sup>nd</sup> September 2008**

**Subject: Outer North West Area Delivery Plan 2008-11**

**Electoral Wards Affected:**

Adel & Wharfedale  
Guiseley & Rawdon  
Horsforth  
Otley & Wharfedale

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 presents the Outer North West Area Delivery Plan (ADP) for 2008-11 for approval. The report informs Members of the proposed content and format of the ADP and provides detail of how it will link with the Leeds Strategic Plan.

**1.0 Purpose Of This Report**

1.1 The report seeks to inform Members of the content and format of the Area Delivery Plan (ADP) for 2008-2011. (Appendix 1) The report provides an overview of how the ADP will link with the Leeds Strategic Plan. Members are asked to approve the contents of the draft plan.

**2.0 Background and Main Issues**

2.1 The 'Corporate Planning Framework – A One Council Approach' September 2007 states that ADPs would set out how an area contributes to achieving strategic outcomes and improvement priorities as set out in the Leeds Strategic Plan and the Thematic Priority Plans.

2.2 It is proposed that the ADP for 2008–11 will be developed following the headings contained within the Vision for Leeds (which all have specific implications for equality and diversity, community cohesion and narrowing the gap) and will be a local

expression of the city's commitment to the Local Area Agreement and partnership working. The strategic themes are:

- Culture
- Stronger Communities
- Enterprise and Economy
- Transport
- Environment
- Health and Wellbeing
- Thriving Neighbourhoods
- Learning and Young People.

#### **4.0 Progress to date**

- 4.1 Members agreed at the April 2008 Area Committees to endorse the principle of utilising future Area Committee sub group meetings to brief members on partnership working and progress with the delivery of the ADP in Outer North West Leeds.
- 4.2 In addition members agreed to the formation of an Area Delivery plan sub-group to oversee the production of the new Area Delivery Plan. Councillors Anderson, Bale, Campbell and Townsley agreed to be the representatives and the sub-group subsequently met twice on May 21 and June 9 to develop the Area Delivery Plan and meet with relevant officers to discuss actions for the plan.
- 4.3 A further meeting of the sub-group was agreed at the Area Committee on the 23<sup>rd</sup> June to oversee any changes to the Plan. All Members were given the opportunity to further comment on the plan and make suggestions. The sub-group met again on July 23<sup>rd</sup> and agreed further additions and changes to the plan.

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

- 5.1 Members have been fully consulted and involved in the process of collecting information regarding the Area Delivery Plan.
- 5.2 The Area Management Team and its partners will be responsible for driving forward the delivery of the Area Delivery Plan.
- 5.3 Once approved by the Area Committee, the plan will be submitted to the Executive Board for its endorsement.

#### **6.0 Legal and Resource Implications**

- 6.1 There are no specific legal implications, however resource implications will be accommodated by the Well-being Budget and the Area Management Team and its partners.

#### **7.0 Conclusions**

7.1 The new planning framework within which the ADP sits, will provide a more coherent and effective planning process. In turn, the role of the ADP will be strengthened as a tool to steer actions in the Outer North West area over the period 2008-2011.

## **8.0 Recommendations**

8.1 The Area Committee is asked to approve the Area Delivery Plan as set out at Appendix 1.

List of Background Documents:

'Corporate Planning Framework – A One Council Approach' September 2007

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# Outer North West Area Committee

<b>Adel &amp; Wharfedale</b>	<b>Guiseley &amp; Rawdon</b>	<b>Horsforth</b>	<b>Otley &amp; Yeadon</b>
Cllr Barry Anderson	Cllr Stuart Andrew	Cllr Andy Barker	Cllr Colin Campbell
Cllr Les Carter	Cllr John Bale	Cllr Brian Cleasby	Cllr Ryk Downes
Cllr Clive Fox	Cllr Graham Latty	Cllr Chris Townsley	Cllr Graham Kirkland

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## **1.0 Chair's Foreword**

Welcome to the Outer North West Area Delivery Plan which covers the period 2008 - 2011. Inside you will find the outcomes and priorities agreed with our partners to help deliver local and citywide priorities. This year marks a much closer linkage between local and citywide planning with the Area Delivery Plan effectively being the local interpretation of the city-wide Leeds Strategic Plan. Our focus will remain on how we can best improve local services and neighbourhoods in Outer North West Leeds through effective partnership working. This plan builds upon the Area Committee's successes over the last three years. Through the actions in the plan we aim to give further support to local people to build on that success and ensure improvements in all communities in our area by seeking to further narrow the gap between our more disadvantaged areas and the rest. The Plan recognises that most local outcomes can only be achieved by joining up the efforts and resources of the City Council, other agencies like the Police, Fire Service, West/ North West Homes and the Primary Care Trust, with the individuals and groups within the local community. The Plan places responsibility for driving and shaping improvements with all of these partners who will in turn provide accountability through the Outer North West Area Committee. I hope you will support us in bringing our plan into effect and making a real difference.

**Cllr Chris Townsley, Chairman, Outer North West Leeds Area Committee**

## **2.0 Introduction**

Leeds City Council has a decentralised structure of decision making to provide local services which respond to local needs. There are three wedges covering the city, each comprising a number of council wards making up 10 area committees. The Outer North West Area Committee consists of the electoral wards of Adel and Wharfedale, Guiseley and Rawdon, Horsforth and Otley and Yeadon

Committee membership consists of the twelve ward members for the Outer North West area. It is supported by the West North West Area Management Team which also supports the work of Outer West, Inner West and Inner North West Area Committees.

Each area committee has prepared a three year area delivery plan setting out key actions aimed at meeting local and city wide targets linked to the Leeds Strategic Plan covering the period 2008-2011. This plan provides a profile of the Outer North West area, giving details of achievements during 2007/8 and highlighting key priority areas for future work by Area Management, the Area Committee and partner organisations. The action table is attached as Appendix A.



### 3.0 Role of Area Committee

The Area Committee has a role to ensure a high standard of service delivery in the local area. It can influence the Council's policies and strategies, and provide local views to inform the Council's business planning and setting of service standards. It works closely with other agencies and with local communities to deliver against these priorities.

Like all Council bodies the Area Committee is accountable to the Council's Executive Board and will be subject to scrutiny by the Council's Scrutiny Boards. The Area Delivery Plan will be agreed by the Executive Board, which will monitor the performance of the Area Committee.

The Committee meets approximately every two months, or six times per year. The dates are published on the Council's website and in local papers. The agenda for each meeting will be produced at least one week before the meeting and will be available in local libraries and on the Leeds City Council website <http://www.leeds.gov.uk>.

From consultation the Area Committee remains focused on reducing crime and anti-social behaviour, a cleaner and greener environment, services for young people, and the regeneration of neighbourhoods. Key to these priorities is effective community engagement and cohesion. The Area Committee has additional powers in relation to the following area functions:

<b>Function</b>	<b>Summary</b>
Area Well Being Budgets	An annual capital and revenue allocation to each Committee to support local priorities.
Community Engagement	A local community engagement plan with some minimum requirements will be put in place and an annual report to each Committee and Executive Board on progress and future proposals will be made.
Community Centres	Responsibility for a portfolio of community centres now vested with Regeneration Service within Outer North West. 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.
Community Greenspace	Area Committees will influence the development and use of community parks and be consulted about proposals for the development and use of them.

Neighbourhood Wardens	Neighbourhood Wardens deployed in specific areas which 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 environmental and community safety issues
PCSOs, Neighbourhood Policing Teams and Multi Agency Crime and Grime Operations	This covers the deployment of PCSOs, the work of Neighbourhood Policing Teams and multi agency crime and grime initiatives to tackle local priorities and hot spots.
CCTV	This covers fixed cameras across the area and CCTV operators who are employed to carry out 24/7 monitoring operations
Environmental Action Teams	This newly created service will be responsible for a range of neighbourhood related enforcement activities including noise nuisance, waste in gardens, overgrown vegetation, littering, placards, A-boards, graffiti, waste from domestic and commercial bins, drainage, pest control. The teams will carry out the enforcement and preventative work, rather than the litter picking, waste collection role which is done by other staff.
Street Cleansing	This covers teams of staff and specialist equipment to provide mechanical sweeping of adopted carriageways and footpaths, manual litter picking and litter bin emptying.
Highways Maintenance	This covers the annual and forward programme of planned maintenance on local roads, traffic management schemes and minor maintenance schemes to keep highways safe. The function schedule retains current arrangements whereby ward members are consulted on and informed about the progress of schemes in their ward.
Grounds Maintenance	This covers various elements of maintenance work including grass cutting, shrub and rose bed maintenance and hedge maintenance. .
Local Children and Young People Plans	Development and review of local area (wedge) Children and Young People's Plans (CYPP), as an integral part of the area delivery plan, which will identify and drive local priorities, and inform and influence the citywide Children and Young People's Plan. Area Committees will continue to take part in the development and review of the local plan thereby influencing the strategic direction of the plan in relation to the 5 Every Child Matters outcomes and local need.

Health and Well Being	Improving health and tackling health inequalities by ensuring coordinated and focused activity across Council services and with key partners such as the Leeds PCT.
Area Based Regeneration Schemes and Town and District Centre Projects	Area Committees will have responsibility for formal consultation and monitoring of area based regeneration schemes and town and district centre projects.
Neighbourhood Management Co-ordination	This covers the identification of priority neighbourhoods across Leeds that require more intensive resources to drive service improvements and better local outcomes. This includes improving the co-ordination of key services across the council and local partners and piloting new ways of working.
Conservation Area Reviews	This covers an initial programme of reviews in designated conservation areas as agreed by the area committee.
Advertising on Lampposts	Whilst a citywide function there will be a link to Area Committees with them having share of revenue generated from any local advertising on lampposts in their area.

#### 4.0 Area Management

The West North West Area Management team deliver and co-ordinate the work of the Area Committee. Key duties include;

- Provision of a service focused on local priorities, improving services and involving communities with effective monitoring of equality issues in place.
- Working with ward members to help deliver the Leeds Strategic Plan through implementation of the Outer North West Area Delivery Plan and its local actions.
- The co-ordination of local service delivery within priority areas in order to narrow the gap between the poorest communities and the rest.
- To put in place delivery arrangements to achieve measurable improvements in the local environment, worklessness , education, levels of crime, health and the viability of the local economy.
- To target and manage resources to meet identified needs.
- To develop and promote community cohesion and engagement to encourage our communities to become more harmonious.

Throughout these aims we will seek to base our actions on evidence and good practice about what works.

## 5.0 Funding

The Outer North West Area Committee has an area budget allocation of:

	£
Capital (2008/9)	104,601
Revenue Priorities Budget Allocation 2008/9	199,800

The Well-Being Fund is used to finance projects which meet the objectives of the Area Delivery Plan. Area Management are working with other services within the Council, with partner agencies and with local communities to take a strategic approach to using the Well-Being Fund which ensures best use of the funding.

A small grants fund will operate where local groups will be able to apply for grants up to £500 to deliver projects which build local capacity and are relevant to delivering the key priorities for the Outer North West area. Area Management can also provide skips for local community groups involved in clean ups.

## 6.0 Area Profile

### 6.1 Population

Outer North West Leeds has a population of 86,199 living in 37,029 households, 23% of whom are over the age of 60. (*Area Statistics, Leeds Initiative*).

### 6.2 The Indices of Deprivation 2007

The Index of Multiple Deprivation 2007 was published in December 2007. It updated the previous survey undertaken in 2004 and therefore allows a direct comparison to see how neighbourhoods are progressing, and to measure the success of measures to tackle health poverty and improvement of services. The seven “domain” statistics measured are as follows:

- Income deprivation
- Employment deprivation
- Health deprivation and disability
- Education, Skills and Training deprivation
- Barriers to Housing and Services
- Living Environment Deprivation
- Crime

In addition, there are two supplementary indices that measure Income Deprivation Affecting Children and Income Deprivation Affecting Older People.

### 6.3 Analysis

Overall the analysis of data shows that Outer North West Leeds continues to be an area of relative affluence with none of its neighbourhoods ranked in the most deprived 20% nationally on the index of multiple deprivation. The one neighbourhood that was previously ranked in the most deprived 20% bracket in 2004 - Holt Park /Holtdales has seen its ranking improve by almost 2000 places nationally - from 6081 in 2004 to 7991 in 2007.

The most notable improvements within the individual domains have been crime and disorder where the numbers of neighbourhoods within the most deprived 20% (for these issues) on the national scale fell; in the case of crime this fell from 6 in 2004 to 0 in 2007 and for living environment it from 15 in 2004 to 8 in 2007. In terms of crime alone, the Holt Park hotspot improved its position by over 5100 places.

### 6.4 Priority areas

The areas now in most need of attention (by rank order) are shown in the table below - these are all still priority neighbourhoods for key domains in Outer North West Leeds based on the 2007 Indices of Deprivation. Neighbourhood Improvement Plans will be used to improve performance and service delivery in parts of these areas over the next three years.

Ward	Neighbourhood
Adel & Wharfedale	Holt Park/ Holtdales
Guiseley & Rawdon	Coppice Woods, Shaws and Nunroyd Park
Otley & Yeadon	Weston Estate, Henshaws, Parkland View and Town Street
Horsforth	King Edwards/St James/St George

### 7.0 Key achievements in 2007/8

In the last year there has been a significant increase in the range of projects funded and initiatives undertaken in order to make improvements in the local area. Highlights of some of the work undertaken and supported by the Area Committee include:

- Increased youth provision in the area through further funding towards the provision of the mobile youth bus provision; support for summer holiday play provision; a new children's play activity area at West End Primary School in Horsforth funded in partnership with the PTA; an outdoor recreation and sport project for West Busk Lane in Otley; the provision of new changing facilities for the cricket club in Pool and funding for the children's book festivals in the local libraries.

- 4 Designated Public Place Order's for Horsforth, Guiseley, Yeadon and Otley were successfully put in place and complimented with additional police resources to help implement them; a Cumulative Impact Policy for Horsforth was established; the Area Management Team continued to organise and arrange successful Operation Champion and multi action crime and grime initiatives across the area; funding continued for the additional PCSO for Horsforth and to help support the services that are delivered by the Behind Closed Doors domestic violence project and funding was also allocated towards helping neighbourhood conflict resolution.
- A new community forum was established in Yeadon and has already met on three occasions and a community consultation and planning day was held on the Weston estate in Otley leading to the production of a community plan.
- The establishment of a working group to undertake the development of a neighbourhood design statement for Horsforth; the allocation of funding towards conservation area reviews for both Horsforth and Adel and funding towards the development of a conservation area for Pool.
- Improvements to the car parks in Chevin Forest Country Park; provision for a feasibility study for a new 100 space car park at Netherfield Road in Guiseley; funding towards the Green Check schools environmental project which aims to improve environmental performance by working with both pupils and staff; an additional site based gardener provided through Parks and Countryside to undertake general gardening duties in parks in Yeadon, Rawdon and Guiseley; a subsidised gardening scheme for the elderly provided by the Horsforth Live At Home scheme and funding towards a community inclusion worker for OPAL to help with the recruitment and training of volunteers to work with elderly people in the Holt Park area

## **8.0 Partnership working to achieve targets**

The action table attached at appendix 1 includes all planned actions by Area Management and partners under the Local Area Agreement agreed headings which were based on the original Vision for Leeds themes.

In order to achieve local and citywide targets we need to work effectively with partners to maximise use of available resources and reduce duplication of effort. Our work with partners will be fed back to the Area Committee by regular reports and through the efforts of both the Area Committee's Sub-groups and an informal officer co-ordination group made up of representatives of key agencies in the area. Priority areas include;

### **8.1 Housing and Regeneration**

This role is largely delivered through Area Management and the regeneration team with support from Development, Strategic Landlord and the West North West ALMO. The aspiration is to bring about improved quality of life through mixed neighbourhoods offering good housing options and better access to services. Restructuring has taken place in both West North West ALMO and Leeds City Council Regeneration Service aimed at maximising use of available resource to work towards:

- Improvements to key town centres through work such as the Town and District Centre scheme aiming to bring about infrastructure improvements to Otley, Yeadon, Guiseley and Horsforth and,
- Regeneration of priority areas through physical improvements funded by ALMO area panels and Area Committee Well Being funding.

## **8.2 Health and Well-Being**

The Primary Care Trust is finalising its structure in the move towards one trust for the city. It is still keen to ensure that locality arrangements are in place with appointments to be made to this role in the near future. Their key target is to focus on the “worst 10%” priority neighbourhoods with their main strategies in the coming year aimed at:

- Promoting health
- Tackling priority groups and neighbourhoods
- Improving urgent and planned care.

Key areas for linkage to Area Committee priorities would therefore be around the joint focus on disadvantaged areas and perhaps a shared focus on priority groups such as learning disability, child poverty, older people, BME communities and those with physical disabilities. This would also allow a focus on quality of primary care in disadvantaged neighbourhoods.

## **8.3 Children and Young People**

Each of the Children Leeds Locality Co-ordinators is undertaking a prioritisation exercise on the area based Children and Young People Plans. Area Delivery Plan

priorities tie in to these and the top priorities in Outer North West Leeds are:

- Emotional well-being
- Safeguarding young people
- Parenting support
- Progress at secondary school level
- Positive opportunities for young people

Linkage to the Area Committee is therefore tied into creating additional opportunities for young people including better integration of youth and play provision and work with the 8-13 age range, parenting support through schemes such as Signpost or other such provision and work in support of alternative curriculum work supporting improvements in attainment at secondary level.

## **8.4 Environment**

Following a restructure of the Environmental Health Service a new service called Environmental Action Team has been established for the wedge. In addition the relevant streetscene and parks and countryside staff will need to be engaged with the delivery of the Area Committee’s priorities. Key priorities will be to ensure a

cleaner, greener and more attractive city through effective environmental management. This will entail jointly tackling problems sites or “hot spots” within local neighbourhoods. We also need to improve the quality and sustainability of the natural and built environment through work to improve parks and greenspaces.

## **8.5 Community Safety**

Key links here are with our the Area Community safety Co-ordinator’s and the North West Police Division with through the Neighbourhood Policing Team. Work will continue in support of the five Safer Leeds Partnership outcomes:

- Creating safer environments by tackling crime
- Improving lives by reducing harm caused by substance abuse
- Supporting victims
- Reducing offending
- Improving community confidence (reducing fear of crime)

Within these priorities there are clear local links with the Area Committee in terms of effective neighbourhood management tasking, supporting projects aimed at tackling domestic violence / hate crime, support for work tackling anti-social behaviour and delivery of Operation Champion initiatives in target areas.

## **8.6 Enterprise and Economy**

The main strategic outcome here would be to bring about increased economic activity through targeted support to reduce worklessness and poverty. Leeds Ahead will be co-ordinating this element of partnership work and will involve Jobs and Skills and Job Centre Plus who both have plans to reduce worklessness focusing upon the most deprived areas.

## **9.0 Community Cohesion and engagement**

### **9.1 Local Consultation**

Area Committees give local people the opportunity to have more influence on how services are delivered in the area, residents are encouraged to attend area committee meetings. There are also five Parish and Town Councils in the area covering Horsforth, Otley, Bramhope, Pool-in-Wharfedale and Arthington who have a key role in improving neighbourhoods and delivering local services.

In addition to the above, the Area Committee also has two ward based forums in the Outer North West Area, Guiseley and Rawdon and Yeadon which meet every two months. The primary function of these is to consult widely in the community on particular issues or areas of interest and provide the opportunity for all members of the community to be heard. The Area Committee also supports and takes account of other local or issue based forums and residents groups in the area.



## **9.2 City-wide Consultation**

The Leeds Annual Residents survey (2007) aimed to measure satisfaction levels with various council services. Residents were also asked where improvements were needed and looking at the Outer North West Leeds respondents these were:

- More activities for teenagers
- More work on reducing anti-social behaviour
- Road and pavement repairs
- Reducing traffic congestion
- Reduction in crime
- Provision of affordable housing

While some of the issues are the same for North West residents as for the city as a whole (for example road and pavement repairs, anti social behaviour and activities for teenagers), the responses from North West also rank traffic congestion and clean neighbourhoods in the top 5. The proportion of respondents saying that traffic congestion needs improving fell however from 32% in 2005 to 19% in 2007, and crime fell from 24% in 2005 to 13% in 2007.

## **9.3 Community Cohesion and Equality Standards**

Community cohesion is a key element of the Area Committee / Area Managements work. Much of the support work carried out at a forum level or within local community centres is aimed at creating harmonious communities where people can come together in a spirit of cooperation to improve their area.

Leeds City Council is working towards achieving Equality Standard Level 4 accreditation which requires that in our day to day work that we are able to demonstrate a fully inclusive approach that seeks to engage with all members of the community. To support this aim we intend to review our forum membership and tailor future consultation events to ensure that all efforts are made to reflect this priority. It is important that we continue to monitor well being spend and that our work with partners also reflect this key aspect of our engagement work.

## **9.4 Community Centres**

Area Management have continued to work in support of community centres in Outer North West Leeds, working closely with Civic Buildings to ensure smooth booking operations and repairs within a limited budget. The current Area Committee Community Centre portfolio consists of:

- Cross Green Community Centre
- Stanhope Drive Youth centre
- Weston Lane Community Centre
- Yeadon Town Hall

## **10. Monitoring the actions**

The establishment of the Local Area Agreement linked to Area Delivery Plans aims to implement a statutory duty for partners to cooperate and develop a joint commissioning approach whilst extending the scope for scrutiny of service providers. This plan identifies our partners and allocates lead responsibility for delivery and thus provides focus for measuring performance and progress taking into account the needs of local communities, sustainability and value for money.

Regular reports on progress will be presented to the Area Committee by Area Management staff and others based on information supplied by council service providers and partners. An officer coordination group consisting of senior management representatives will ensure that progress is made against targets and outcomes.

Leeds Strategic Plan Theme - Culture

Theme lead: Area Mangement Team

LSP Strategic Outcomes

P1	Increased participation in cultural opportunities through engaging with all our communities.
P2	Enhanced cultural opportunities through encouraging investment and development of high quality facilities of national and international significance

Actions

Local Improvement Priorities	National Indicators (up to 35)	Leeds Performance Indicator	Ref No.	Action 2008/09	Action 2009/10	Action 2010/11	Who responsible	Resources	Action Outcome	PROGRESS AGAINST ACTION	
										Q1&2 08/09	Q3&4 08/09
Enable more people to become involved in sport and culture by providing better quality and wider ranging activities and facilities.	NI 11 Engagement in the Arts	NI 8 Adult participation in sport. NI 9 Use of public libraries. NI 10 Visits to museums and galleries. NI 11 Engagement in the Arts.	A1	Support the delivery of local festivals, galas and carnivals			Local gala and festival committees	Well being small grants programme	Successful festivals and galas with increased attendances		
			A2	Support the delivery of local cultural activities			Otley Courthouse	Well being funding £4,836K	Successful delivery and promotion of the Otley Courthouse arts programme		
			A3	Support the local libraries Childrens Festivals			Leeds Library and Information Service	Well being funding	To showcase new books and encourage the enjoyment of words, books and stories		
			A4	Library service to promote 2008 as National Year of Reading			Leeds Library and Information service	Core			
			A5	Assist with the public consultation and delivery of improved sports facilities via the proposed PFI New Leaf Holt Park Leisure Centre			Sport and Active Recreation		Community consultation events. Successful application for PFI credits towards the provision of a new Leisure Centre		

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**Outer North West Area Committee - Area Delivery Plan 2008 - 11**

**Leeds Strategic Plan Theme - Enterprise and Economy**

**Theme leads: Jobs, Enterprise & Training Partnerships**

**LSP Strategic Outcomes**

P1 Increased entrepreneurship and innovation through marketing and investment in high quality infrastructure and physical assets, particularly in the city centre

P2 Increased international competitiveness through marketing and investment in high quality infrastructure and physical assets, particularly in the city centre

**Actions**

Local Improvement Priorities	National Indicators (up to 35)	Leeds Performance Indicator	Ref No.	Action 2008/09	Action 2009/10	Action 2010/11	Who responsible	Resources	Action Outcome	PROGRESS AGAINST	
										Q1&2 08/09	Q3&4 08/09
		Improvements to Town and District Centres	B1	Continue to deliver improvements via the Town and District Centre Regeneration scheme to Otley Market Place in accordance with the approved business plan.			WNW Area Management Team	Town and District Centre Regeneration funding, Well being	Increased footfall, safer surfacing leading to reduction in claims		
			B2	Continue to deliver improvements via the Town and District Centre Regeneration scheme to Yeadon High Street in accordance with the approved business plan.			WNW Area management Team	Town and District Centre Regeneration funding, Well being, Section 106	Increased footfall and accessibility for pedestrians		
			B3	Commission a feasibility study for the repair and relocation of the former Parkinson clock to Netherfield Road in Guiseley			WNW Area Management Team	Town and District Centre Regeneration funding	Determination of potential re-siting of the clock		
			B4	Continue to coordinate the steering group for the redevelopment of Netherfield Road car park			WNW Area Management Team		Completion of new 100 space car park for Guiseley		
			B5	Develop a business case for the redevelopment of the former Horsforth Library and the creation of a new youth centre			WNW Area Management Team - Asset Management	Town and District Centre Regeneration funding Youth Capital Fund	Funding and construction start date agreed		
			B6	Support the negotiations between Otley Town Council and Asset Management over the future investment in Otley Civic Centre			Asset Management WNW Area Management	Town and District Centre Regeneration funding	Long term future for the Civic Centre agreed		
			B7	Establish an Outer North West Business and Employment Area Committee sub group			WNW Area Management Leeds Ahead		The establishment of effective links with businesses in the area including LBIA		
			B8	Implement the Community Centre pricing policy for all directly managed community centres within the Area Committees portfolio			WNW Area Management		All users of community centres adhering to new pricing structure		

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**Outer North West Area Committee - Area Delivery Plan 2008 - 11**

**Leeds Strategic Plan Theme - Learning**

**Theme leads: District Children Leads Partnership**

**LSP Strategic Outcomes**

P1 Enhance skills of the current and future workforce through fulfilling individual and economic potential and investing in learning facilities

**Actions**

Local Improvement Priorities	National Indicators (up)	Leeds Performance	Ref No.	Action 2008/09	Action 2009/10	Action 2010/11	Who responsible	Resources	Q1&2 08/09	Q3&4 08/09
Develop extended services using sites across the city to improve support to children, families and communities			C1	Further develop extended services provision locally to ensure all partners are fully engaged in school and children centre cluster arrangements including the strengthening of local steering groups and new governance arrangements, the audit and coordination of services available in a school/children centre setting and workshops to identify local priorities <i>(To be added Aireborough, Otley (inc. Pool and Bramhope) and Horsforth Extended services cluster)</i>			Childrens Services			
			C2	Improve the engagement and involvement of children, young people and families in the design and delivery of our service improvements			Childrens Services			
Increase the proportion of vulnerable groups engaged in education, training or employment	NI 117 16-18 year olds who are not in education, training or employment (NEET)		C3	Develop links with local businesses via the Business and Employment sub group, to connect them to relevant agencies in order to provide a range of activities that will help to motivate and engage NEET groups			WNW Area Management Leads Ahead			

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**Outer North West Area Committee - Area Delivery Plan 2008 - 11**

**Leeds Strategic Plan Theme - Transport**

**Theme leads: City Development Directorate**

**LSP Strategic Outcomes**

P1 Increased accessibility and connectivity through investment in high quality, integrated transport influencing others and changing behaviours

**Actions**

Local Improvement Priorities	National Indicators (up to 35)/Leeds Performance Indicator	Ref No.	Action 2008/09	Action 2009/10	Action 2010/11	Who responsible	Resources	Action Outcome	PROGRESS AGAINST ACTION
Improve the quality, use and accessibility of public transport services in Leeds.	NI 177 Local bus passenger journeys originating in the authority area.	D1	Support and assist with consultation and communications between Metro and local bus and rail service providers			WNW Area Management Metro		Improved links with transport providers and increased use of and access to public transport	
Improve the condition of the streets and transport infrastructure by carrying out a major programme of maintenance and improvements.	NI 169 (Non-principal classified roads where maintenance should be considered).	D2	Deliver Town and District Centre improvements and new car park in Guiseley			WNW Area Management Development Highways		Improvements to shopping areas to improve the shopping experience and travel arrangements for local people	
Improve road safety for all our users, especially motor cyclists, pedal cyclists and pedestrians.	NI 47 (people killed or seriously injured in road traffic accidents).	D3	Support to community groups wanting to tackle speeding on roads through the use of Speed Indicator Devices					Speeding hotspots identified and reported and number of incidents reduced	
Deliver and facilitate a range of transport proposals for an enhanced transport system		D4	Seek to undertake a feasibility study for a local, outer north west, transport plan			Transport Planning WNW Area Management		Develop local policies and proposals for transport provision in the area	

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**Outer North West Area Committee - Area Delivery Plan 2008 - 11**

**Leeds Strategic Plan Theme - Environment**

**Theme leads: Local Tasking Partnerships; Environment Action Teams & Wardens; Streetscene Sub Group**

**LSP Strategic Outcomes**

Reduced ecological footprint through leading the response, influencing, mitigating and adapting to environmental and climate change.  
Cleaner, greener and more attractive city through effective environmental management and changed behaviours

**Actions**

Local Improvement Priorities	National Indicators (up to 35) /Leeds Performance Indicator	Ref No.	Action 2008/09	Action 2009/10	Action 2010/11	Who responsible	Resources	Action Outcome	PROGRESS AGAINST ACTION	
									Q1&2 08/09	Q3&4 08/09
Increase the amount of waste reused and recycled and reduce the amount of waste going to landfill.	NI 192 Household Waste Recycled and composted.	E1	Continued roll out of brown bins (need to check with Streetscene)			Streetscene	Core	Reduction in amount of garden waste going to landfill		
Undertake actions to improve our resilience to current and future climate change.	NI 188 (adapting to climate change)	E2	Investigate a Carbon Reduction Grant Scheme for outer north west in order to encourage and assist a variety of tree planting projects.			WNW Area Management	Well being funding	Awareness raising of climate change and a reduction in the amount of CO2 emissions		
Address neighbourhood problem sites; improve cleanliness and access to and quality of green spaces.	NI 195 Improved street and environmental cleanliness.	E3	Enforcement via the Environmental Action Team of hotspot areas for flytipping, A - Boards, litter, leaf clearing, parking etc. in targeted areas			EAT, WNW Homes Streetscene	Well being funding	High visibility enforcement and action taken against offenders		
		E4	Provide skips to community groups for environmental and clean up projects			WNW Area Management	Well being fund	Assistance for local community groups who conduct clean ups in their local area		
		E5	Continuation of the environmental CAST teams in the outer wards			WNW Area Management EAT		Improved quality of local greenspace		
		E6	Continue to support the Groundwork Streetscene Awareness project in local schools			Groundwork Leeds WNW Area Management	Well being fund plus contributions from local schools	Educational awareness programme delivered in local schools and an increased awareness of social responsibilities and recycling		
		E7	Provide support to local environment and 'In Bloom' groups			WNW Area Management Parks & Countryside In Bloom Groups	Well being fund	Areas enhanced through and reduction in litter and local eyesores		
		E8	Continue to support the development of Neighbourhood Improvement Plans (NIP's) for the Hoptales, Weston Estate in Otley and the Henshaw Estate in Yeadon. Progress work on NIP's for areas in Guiseley and Horforth.			WNW Area Management WNW Homes Streetscene		Identification of priority issues for each area and implement a co-ordinated service delivery approach for problem areas		

E9	Continue to support and co-ordinate the Operation Champion crime and grime initiative			WNW Area Management Safer Leeds Partner agencies	Improvement in cleanliness of greenspace and land in priority neighbourhoods		
E10	Continue to support the work of the Streetscene sub group to oversee the work of the Environmental Action Team and Streetscene Services			WNW Area Management EAT Streetscene Services	Improvement in delivery of services and cleanliness of streets, pavements and land across the area and action taken on graffiti and environmental enforcement	Core	
E11	Investigate the opportunity to create a North West Leeds Country Park and Green Gateway			Parks and Countryside WNW Area Management	To develop a trail through the area that links key parks and greenspaces	Well being	

**Outer North West Area Committee - Area Delivery Plan 2008 - 11**

**Leeds Strategic Plan Theme - Health and Wellbeing**

**Theme leads: Health & Social Care Partnership**

**District Children Leads Partnership**

**LSP Strategic Outcomes**

- P1 | Reduced health inequalities through the promotion of healthy life choices and improved access to services
- P2 | Improved quality of life through maximising the potential of vulnerable people by promoting independence, dignity and respect
- P3 | Enhanced safety and support for vulnerable people through preventative and protective action to minimise risks and wellbeing

**Actions**

Local Improvement Priorities	National Indicators (up to 35)	Leeds Performance Indicator	Ref No.	Action 2008/09	Action 2009/10	Action 2010/11	Who responsible	Resources	Action Outcome	PROGRESS AGAINST ACTION	
										Q1&2 08/09	Q3&4 08/09
Reduce rate of increase in obesity and raise physical activity for all.	NI 57 Children & Young People's participation in high-quality PE and sport.		F1	Delivery of holiday sports programmes			Sports Development	Well being fund	Numbers of young people engaged in holiday activity programmes		
			F2	Investigate and support, in partnership with local community and residents groups, opportunities for creating improved and new play areas			Parks and Countryside WNW Area Management	S 106 Well being	Identification of potential funding sources and areas developed		
			F3	Improve the timing of assessments for children and young people who are in need, at risk or looked after to ensure swift and easy referral to appropriate services by ensuring all partners understand the new guidance relating to levels of need and service response to make sure there is a quick response to children, young people and families			Childrens Services				
Embed a safeguarding culture for all.		Number of children looked after (expressed as a rate per 10,000)	F4	Increase the use of the common assessment framework to ensure the needs of children and young people are met earlier and therefore reduce the number of inappropriate referrals to social care			Childrens Services				
			F5	Develop improved working between the North West Safeguarding Board and the Corporate Parent role of elected members to improve outcomes for looked after children			Childrens Services		Corporate Parenting rota developed and visits made to childrens homes		
			F6	Establish successful integrated working practices, including the implementation of the Common Assessment framework, increasing the number of Lead Professional and improving information sharing arrangements between agencies			Childrens Services				
			F7	Establish a Multi-Agency Intervention Panel to coordinate intervention for those most at risk of family breakdown and exclusion			Childrens Services				

Local Improvement Priorities	National Indicators (up to 35)	Leeds Performance Indicator	Ref No.	Action 2008/09	Action 2009/10	Action 2010/11	Who responsible	Resources	Action Outcome	PROGRESS AGAINST ACTION	
										Q1&2 08/09	Q3&4 08/09
Improved psychological, mental health and learning disabilities for those who need it	NI 139 The extent to which older people receive the support they need to live independently at home		F8	Explore ways of being able to support the local Older People Networks in commissioning and delivering their services			WNW Area Management Older People Networks (AVSED, OPAL, HLAH, OAOB) Leeds PCT Adult Services	Well being fund	Increase in number of older people being supported and accessin local services and activities leading to improved health and well being		
				Establish a Health and Well Being Sub Group to oversee the delivery of services to vulnerable and older people in the area			WNW Area Management Adult Services, Leeds PCT				

**Outer North West Area Committee - Area Delivery Plan 2008 - 11**

**Leeds Strategic Plan Theme - Thriving Communities**

**Theme leads: District Housing Partnership; JE&T Partnership, Divisional Community Safety Partnership**

**LSP Strategic Outcomes**

P1	Improved quality of life through mixed neighbourhoods offering good housing options and better access to services and activities
P2	Reduced crime and fear of crime through prevention, detection, offender management and changed behaviours
P3	Increased economic activity through targeted support to reduce worklessness and poverty

**Actions**

Local Improvement Priorities	National Indicators (up to 35)	Leeds Performance Indicator	Ref No.	Action 2008/09	Action 2009/10	Action 2010/11	Who responsible	Resources	Action Outcome	PROGRESS AGAINST ACTION	
										Q1&2 08/09	Q3&4 08/09
Reduce the number of people who are not able to adequately heat their homes	NI 187 Tackling fuel poverty - people receiving income based benefits living in homes with a low energy efficiency rating		G1	All over 65's informed of the citywide Health Through Warmth scheme when invited for their flu vaccination			Leeds PCT		Reduction in the number of people in fuel poverty		
			G2	Liaison with FuelSavers to develop an awareness campaign to help identify potential funding opportunities for eligible residents in north west Leeds			WNW Area Management FuelSavers	Well being fund	Delivery of an Affordable Warmth event and reduction of the number of people in fuel poverty.		
			G3	Support neighbourhood Community Safety through the use of existing and additional funded Police Community Support Officers (PCSO's)			WNW Area Management West Yorkshire Police		High visibility community policing and increased community reassurance		
			G4	Support CASAC in delivering a package of target hardening across the area			CASAC WNW Area Management	Well being fund	Numbers of properties target hardened, a reduction in the number of burglaries and a reduction in the repeat burglary rate		
			G5	Support the Neighbourhood Policing Team and Trading Standards in initiatives to help tackle alcohol related crime in the town centres			West Yorkshire Police WNW Area management West Yorkshire Trading Standards	Well being fund	A reduction in the incidents of anti-social behaviour in the town centres		
Reduce crime and fear of crime	NI 16 Serious acquisitive crime rate. NI 20 Assaults with injury crime rate.										

Local Improvement Priorities	National Indicators (up to 35)	Leeds Performance Indicator	Ref No.	Action 2008/09	Action 2009/10	Action 2010/11	Who responsible	Resources	Action Outcome	PROGRESS AGAINST ACTION	
										Q1&2 08/09	Q3&4 08/09
			G6	Support the operational costs of CCTV camera systems in Horsforth, Otley and Yeadon			Leedswatch WNW Area Management	Well being fund	A reduction in the fear of crime and incidents of anti-social behaviour		
			G7	Thematic sub groups to be developed with the Divisional Safety Partnership to address acquisitive crime, vehicle and burglary crime and links to DIP & DOMU (offender management unit). Identify 'hotspots' and focus action and campaign days.			West Yorkshire Police		Reduction in crime and improved perception of crime in relevant neighbourhoods		
Reduce anti-social behaviour	N 24 Satisfaction with the way the police and local council dealt with anti-social behaviour.		G7	Co-ordinate the work of the multi-agency tasking team (MAT) to promote partnership working to tackle crime and anti-social behaviour			WNW Area Management		Reduction in crime and anti-social behaviour, safer neighbourhoods		
			G8	Continue to support and oversee the effective working of the Designated Public Places Orders for Horsforth, Guiseley, Yeadon and Otley			West Yorkshire Police WNW Area management	Well being fund	Reduction in alcohol related anti-social behaviour		



**Outer North West Area Committee - Area Delivery Plan 2008 - 11**

**Leeds Strategic Plan Theme - Stronger Communities**

**Theme leads: Area Management Team**

**LSP Strategic Outcomes**

P1 | More inclusive, varied and vibrant neighbourhoods through empowering people to contribute to decision making and delivering local services

P2 | Improved community cohesion and integration through meaningful involvement and valuing equality and diversity

**Actions**

Local Improvement Priorities	National Indicators (up to 35)	Leeds Performance Indicator	Ref No.	Action 2008/09	Action 2009/10	Action 2010/11	Who responsible	Resources	Action Outcome	PROGRESS AGAINST ACTION	
										Q1&2 08/09	Q3&4 08/09
An increased number of local people engaged in activities to meet community needs and improve the quality of life for local residents.		NI 6 Participation in regular volunteering. NI 110 Young people's participation in positive activities.	H1	Support the provision of a mobile youth facility			Youth Service WNW Area Management	Well being	Improved access to youth services for a greater number of young people		
			H2	Investigate the opportunity for delivering a Participatory Budget Scheme			WNW Area Management WNW Homes	Well being Area Panel funding	Environmental improvements and increased community capacity		
An increase in the number of local people that are empowered to have a greater voice and influence over local decision making and a greater role in public service delivery.	NI 4 Percentage of people who feel they can influence decisions in their locality.		H3	Promote more active participation of children and young people in decision making			Youth Service WNW Area Management		Increase in capacity of young people and their involvement in decision making		
			H4	Continued support and development of community facilities across the area			WNW Area Management . Faith and voluntary sector	Well being	Improvements to community buildings		
			H5	Continue to support and develop new and existing community forums			WNW Area Management		Greater involvement of local people in influencing decision making		
			H6	Strengthen consultation with local communities through the Area Committee in major developments that have an impact across the area			WNW Area Management City Development		Continued involvement and communication with developers		
			H7	Assist communities in developing Neighbourhood Design Statements			WNW Area Management City Development	Well being	Horsforth NDS completed. Local design groups supported		
			H8	Consider the scope for employing a Community Planning Officer for across the area			WNW Area Management City Development	Well being	Report and recommendation on the potential for such a post produced		

Local Improvement Priorities	National Indicators (up to 35)	Leads Performance Indicator	Ref No.	Action 2008/09	Action 2009/10	Action 2010/11	Who responsible	Resources	Action Outcome	PROGRESS AGAINST ACTION	
										Q1&2 08/09	Q3&4 08/09
			H9	Review the boundaries of conservation areas in selected areas and support new ones.	Review the proposals for a conservation area for Pool		City Development WNW Area Management	Well being	Produce review appraisals for Horsforth Town Street, Newlay and Adel.		
			H10	Develop a Police Community Forum for the area to encourage debate on local crime related issues			West Yorkshire police WNW Area Mangement		Police Community Forum established		
Enable a robust and vibrant voluntary, community and faith sector to facilitate community activity and directly deliver services		NI 7 Environment for a thriving third sector.	H11	Continue to maintain links and create a mechanism for future consultation with the Parish and Town Councils			WNW Area Parish and Town Councils		Improved links and support provided through the city wide forum		
			H12	Commission a £10K small grant fund for voluntary and community groups			WNW Area Management		Increased capacity and sustainability for local groups and activities		
			H13	Develop a mechanism for consultation on the Area Delivery Plan with the wider voluntary and community sector			WNW Area Management		Improved links with the local voluntary and community sector		
			H14	Continue to support local youth organisations in the delivery and expansion of their services			WNW Area management		Improved access to youth services for a greater number of young people		

**Report of the Director of Environment and Neighbourhoods**

**Outer North West Area Committee**

**Date: 22<sup>nd</sup> September 2008**

**Subject: Key Messages from Area Committee Sub Groups and Forums**

<p><b>Electoral Wards Affected:</b></p> <p>Adel &amp; Wharfedale Guiseley &amp; Rawdon Horsforth Otley &amp; Yeadon</p> <p><input type="checkbox"/> Ward Members consulted (referred to in 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>	
<p>Council Function <input type="checkbox"/></p>	<p>Delegated Executive Function available for Call In <input checked="" type="checkbox"/></p>	<p>Delegated Executive Function not available for Call In Details set out in the report <input type="checkbox"/></p>

**Executive Summary**

The purpose of this report is to update Members on progress made at the Area Committee sub groups and ward forums that have taken place since the last Area Committee meeting.

**1.0 Background**

- .1 The Area Committee has an ad-hoc policy group, and three sub groups looking at service provision within the delegated functions of Community Safety, Children & Young People and Streetscene. In addition, following agreement at the April Area Committee, there has been an Area Delivery Plan sub group, the details of which are covered under a separate report.
- .2 Under proposals agreed at the June Area Committee it was agreed that two new subgroup would be formed. One for Business and Employment, the role of which would be to develop links with major businesses and employing organisations to see how business can be encouraged to support local groups and to support the development of skills and employment, and the other on Health and wellbeing to help gain an understanding and oversight of local health partnerships.

- .3 There are currently two ward forums in the outer area in Guiseley & Rawdon ward and Yeadon forum in Otley & Yeadon ward. The forums meet on a regular basis approximately four or five times a year.

## **2.0 Community Safety Sub Group**

- 2.1 The Community Safety sub group plans to meet on the 18<sup>th</sup> September. An update will be given at the November area committee meeting. A further Community Safety sub group, held jointly with the Children and Young Peoples sub group is planned to be held on the 30<sup>th</sup> October.

## **3.0 Streetscene Sub Group**

- 3.1 There has been one meeting of the sub group since the last Area Committee on the 2<sup>nd</sup> July 2008. Key points raised were:

- Ruth Lees the Environmental Action Team (EAT) Manager for West North West attended the meeting and gave a brief update on the newly formed EAT. In terms of Streetscene issues the team deals with the following:
  - Enforcement – littering, fly tipping, commercial waste, domestic waste, untidy gardens, illegal advertising – A-Boards, overgrown hedges and general obstruction of the highway.
  - There is also a specialist Team which includes the Dog Wardens and surveillance.
- Street and pavement cleaning  
Concerns were raised about the frequency of street sweeping and although schedules state that all streets are cleaned every 6 weeks this is not always the case. Often the Streetscene operator or supervisor makes an assessment on whether or not a street requires sweeping however no record is kept of when a street is or is not cleaned. Members gave instances where streets have not been cleaned for over a year. Steve Smith informed the meeting that officers are working from a historic sweeping schedule, the service tries to be as flexible as possible and directs resources where they are most needed. The meeting agreed this matter needed further consideration.
- Fortnightly Collections  
Streetscene are hoping to implement fortnightly green bin collections from August 08. Letters will be distributed to residents prior to implementation. Streetscene to provide an update to the next sub group meeting.
- Litter Bins  
£100,000 is available for litter bins which will provide approximately 6 bins per Ward. Priority is to be given to replacement bins. Streetscene officers to consult Members regarding the location of bins.

## **4.0 Children and Young People's Sub Group**

- 4.1 There has been no children and young peoples sub group since the last meeting. The next meeting will take place on Wednesday 1<sup>st</sup> October.

## **5.0 Guiseley and Rawdon Forum**

- 5.1 There has been one meeting of the Guiseley & Rawdon forum since the last Area Committee held on 9<sup>th</sup> July 2008. Key points raised were:
- The Police gave updates on local crime figures and residents had the opportunity to report on local incidents
  - Zoe Kirk, Matron of Wharfedale hospital attended and gave a comprehensive update on the services and facilities available at the hospital which opened in 2004.
  - Dr Ian Cameron, Director of Public Health at Leeds Primary Care Trust (PCT) attended and gave a presentation on the Primary Care Trust and its roles in northwest Leeds concentrating in particular on the city levels of MRSA in the Leeds' hospitals and what measures are being taken to improve upon the number of incidences.
  - Steve Lovell, also from Leeds PCT attended and gave an update on the current position regarding dental provision, particularly in the Guiseley and Rawdon area.

## **6.0 Yeadon Forum**

- 6.1 There has been no meeting of the Yeadon forum since the last Area Committee. The next meeting is scheduled for 16<sup>th</sup> September.

## **7.0 Recommendations**

- 7.1 The Area Committee is asked to note the contents of the report.

List of background documents:

None

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Originator: Gerry Burnham

Tel: 3952831

## Report of the Director of Environment and Neighbourhoods

### North West (Outer) Area Committee

**Date: 22<sup>nd</sup> September 2008**

### Subject: Pricing and Lettings Policy for Community Centres

Not for publication: Appendix 1 of this report is exempt under the Access to Information Procedure Rule 10.4(3).

#### **Electoral Wards Affected:**

All

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**

A report was submitted to the Outer North West Area Committee at its June 2008 meeting which sought approval to undertake consultation on a proposed new pricing policy. The Committee requested that ahead of consultation being undertaken a further report be brought back giving the rationale behind the proposals and the income and expenditure details for each Community Centre.

A meeting was held on the 1<sup>st</sup> September to give Members an opportunity to review the proposed pricing and lettings policy and put forward suggestions for any amendments to the charges and discounts.

This report outlines the proposals for a new pricing and lettings policy for Leeds City Council managed Community Centres. It summaries the proposals and provides income and expenditure information on the four directly managed Centres which are; Stanhope Drive Youth Centre (Otley & Yeadon), Weston Lane Community Centre (Otley & Yeadon) and Yeadon Town Hall (Otley & Yeadon).

The Area Committee is asked to agree to a common pricing structure, to be applied across the city, and to approve further consultation be undertaken with user groups at each of the affected centres.

- 1.1 In October 2004, The Council's Executive Board was presented with a report on community centre pricing structures. As a result the Board requested that initial citywide consultation be undertaken with user groups with a view to producing a common pricing framework.
- 1.2 In October 2005 the Regenerations Partnership Team undertook a review of community centre pricing structures for Council managed community centres vested with both Learning & Leisure and Environment & Neighbourhoods Departments.
- 1.3 Under present arrangements there is a wide ranging variation in charges levied for room bookings within community centres across the city. Some groups have free use, whereas others are charged the full cost. No transparent or equitable policy is in place to provide a rationale for who gets charged and who doesn't. For example a camera club in one centre pays nothing at present however a writers' group at another centre is being charged full.
- 1.4 In March 2006 Executive Board further considered the draft pricing policy and agreed to give Area Committees the responsibility for setting consistent charges across the city, and discretionary discount structures for users within each area. It also instructed the Area Management teams to undertake local consultation on proposed revisions to the pricing policy and discount structure.

## 2.0 A Proposed pricing structure

- 2.1 A benchmarking exercise was undertaken by officers to look at other non Council facilities to ensure any schedule of charges put together are reasonable and comparable to other building available for hire. Following on from this exercise, a draft pricing schedule has been created on a banding structure based upon size of a room within community centres. The table below details the current and proposed charges per hour for community facilities:

<b>Room Band</b>	<b>Current Standard charge in LCC directly managed buildings across the city</b>	<b>Proposed Standard Charge for LCC directly managed buildings across the city</b>
Band A – Large, typically up to 40ft (1600 sq ft)	£17.00 - £30.00	£25.00
Band B – Medium, typically up to 30ft x 30ft (900 sq ft)	£10.00 - £17.00	£18.00
Band C Small – typically upto 20ft x 20ft (400 sq ft)	£5.00 - £10.00	£12.00
Band D – kitchens	Variable	£5.00
Band E – store rooms	Some centres apply charges	Subject to negotiation

- 2.2 The above proposed charges are exclusive of any discount structure that may apply. All other Area Committees across the city are adopting these standard charges and are currently looking at developing their own discount structures based on the



discount schedule attached at appendix 1. As this item relates to financial and business affairs of the organisations, the appendix is exempt under the Access to Information Procedure Rule 10.4(3). The public interest in maintaining the exemption in relation to this appendix outweighs the public interest in disclosing the information by reason of the fact that by disclosing these details, information relating to the financial affairs of the named groups would become public knowledge, which could have a detrimental impact on the organisations.

- 2.3 It is proposed that a standard charge of £650 is levied for weddings. If venues are to be used for parties, the hire rates will be the proposed standard lettings charge for any users, plus the costs for caretaking, cleaning and security provided for the function.
- 2.4 In terms of commercial businesses wanting to use the facility, this will be reviewed on a case by case basis – it may be felt that if a business, large company or profit making organisation who wants to use a community centre for activities, should be charged a higher rate than a regular community user due to their financial status and revenue generating ability. It is suggested that office space within community centres could be promoted to businesses. Any revenue generated through this would be used to subsidise community lettings or used to improve the buildings further. It will be ensured that there will be sufficient space within facilities for the provision of community use if a business requests to use one of the facilities for a base.

### **3.0 Charges for Further Education Colleges/Adult Learning**

- 3.1 In relation to charges for FE colleges and Adult Learning, corporate level discussions have been undertaken with colleges and adult learning institutions. Charges have been agreed based on £2.50 per hour, Monday to Friday for small and medium rooms and £10.00 per hour for large rooms and weekend / council holiday use. For lettings that exceed 2000 hours per year an annual charge will be calculated and the charge will be 25% of this cost.

### **4.0 A proposed Discount structure**

- 4.1 It is important to stress that any charging policy would be accompanied by a discount structure. This will ensure that user groups who are providing community services that meet local priorities will benefit from free or subsidised lettings. A discount policy will also provide greater clarity for the rationale and 'cost' to the Area Committee for allowing discounted or free use. Attached at appendix 1 is a schedule of discounts which were agreed by Members who attended the meeting on the 1<sup>st</sup> September. With the implementation of this revised policy, it will effect some groups more than others. This is detailed at appendix 2.
- 4.2 It is also suggested that if groups are unable to pay any of the lettings fees outlined, they can request for a subsidy from the Area Committee. Criteria for the subsidy would be based on the relevance of the group's activity to the Area Delivery Plan. It is proposed that initially the Area Committee considers covering the cost of the subsidy through the operational budget for the facility taking into account its budget parameters. An analysis of the actual budgets for the centres indicates that they are operating within their budget parameters. In the event of ongoing pressures on the operational budget, due to variations in caretaking, energy costs and varying levels of income from lettings, it is further proposed that the Area Committee consider giving approval for expenditure through its well-being budget,

## **5.0 Income and Expenditure**

- 5.1 Attached at appendix 3 are income and expenditure details for the 4 effected community centres which are Cross Green, Stanhope Drive, Weston Lane and Yeadon Town Hall. An analysis of the actual budgets for these centres indicates that the current letting situation can continue as the gross budget is enough to meet annual running costs. However, this does not allow for any additional expenditure for improvements.
- 5.2 The main aim of the revised lettings policy is to create a standardised charging system for all council community facilities in the city and create opportunities to generate increased income for the centres to address a high level of backlog maintenance costs. This has arisen largely due to inadequacies in the current system underpinned by a policy that has not been reviewed for 10 years. The income will assist with the running costs associated with the buildings and where possible go towards enhancements of the facilities.

## **6.0 Next steps and the way forward**

- 6.1 The proposed draft policy is the basis for further consultation. The schedule of discounts is untested and may require some revision. Area Management Teams are working with the Lettings Unit to develop a database which will automatically calculate the level of discount based upon the type of user group. In addition to this, a disputes resolution is being developed for the lettings process.
- 6.2 It is suggested that a 3 month consultation period is undertaken between October and December 2008 to ensure that current users are well informed and have a clear understanding of the policy. A further report outlining the outcome of this consultation and the final Lettings and Pricing Policy to be implemented will be presented to the February 2009 Area Committee meeting with a view to implementation from Autumn 2009.

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

- 7.1 The range of community centre issues detailed in this report fit with agreed Council policy and governance arrangements.

## **8.0 Legal and Resource Implications**

- 8.1 There are no legal implications arising from the contents of this report.

## **9.0 Resources**

- 9.1 There could be some budgetary impact in terms of increased or even reduced income for community facilities. Any increased income will be re-invested into the buildings to make them of a higher standard for all users. If the income levels were to fall, efficiency saving measures would have to be explored to see how these costs could be recovered.
- 9.2 In terms of staffing resources, an officer from the Area Management Team will oversee the implementation of the new policy with the City Services Lettings Unit, who will still be responsible for the management of lettings for all directly managed community facilities across the city.

## **10.0 Recommendations**

10.1 Members of the Outer North West Area Committee are requested to:

- Note the proposed pricing structure
- Agree to a planned programme of consultation with the user groups at each of the affected centres.
- Receive a further report in February to agree on the new pricing structure.

List of background papers:

Pricing and Lettings Policy Executive Board Report October 2004

Pricing and Lettings Policy Executive board Report March 2006

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**Leeds Community Centres Letting Policy – proposed schedule of discounts**

The table below outlines the proposals for discounts for the proposed community centres pricing and lettings policy . The table also provides details of any potential impact the revised pricing schedule could have upon users of the facilities.

Type of User	Current Standard Charges	Proposed Standard Charges	Impact	Comments
<p><b>1. Adult Learning</b> Covers: Adult education activities and use by colleges</p>	Varies from no charge, to discounted rate to standard charges.	<p>£2.50 per room per hour Monday to Friday for small and medium rooms.</p> <p>College block bookings would incur a charge based on proportion of space taken.</p> <p>£10 per room per hour for large rooms and weekend/council holiday usage of rooms.</p>	<p>Proposals already implemented with Colleges.</p> <p>Non-college use isn't very extensive and charges are modest.</p>	<ul style="list-style-type: none"> <li>• Wide variations in pricing at present.</li> <li>• Links clearly to proposals for charging colleges, introduced from Sept 2005 following negotiations with the colleges.</li> </ul>
<p><b>2. Centre Management Committees</b></p>	No charge.	<p>No charge Monday to Friday.</p> <p>£10 per room per hour at weekends/council holidays.</p>	Typically meet Mon – Fri at present so will still have free use.	<ul style="list-style-type: none"> <li>• Committees would be asked to demonstrate that they were meeting local community needs and seeking opportunities to promote the centre to all local communities in the area.</li> </ul>
<p><b>3. Community Meetings</b> Covers: Communities of interest group meetings, community engagement activities, community forums and surgeries for Councillors and MPs. Examples: tenants and residents associations, Black and Minority Ethnic groups, neighbourhood</p>	Varies from no charge to discount to standard charge.	<p>£5 per room per hour Monday to Friday for small and medium rooms.</p> <p>£10 per room per hour for large rooms and weekend/council holiday usage of rooms.</p>	<p>Much of this type of activity currently isn't charged but depends in some cases what groups have put on lettings forms.</p> <p>Groups meeting frequently could approach the Area Committees for support and request a discount if they don't have the means to pay charges.</p>	<ul style="list-style-type: none"> <li>• Links to City Council/Leeds Initiative policy to support community engagement and civic renewal.</li> <li>• Recognises that many groups have modest funds.</li> <li>• Some groups charge a membership fee and undertake fundraising activities.</li> <li>• City Councillor surgeries to be booked and paid by Member Services.</li> <li>• Groups would be able to approach the relevant Area</li> </ul>

Type of User	Current Standard Charges	Proposed Standard Charges	Impact	Comments
watch, Parish Councils.			Some groups don't meet very often e.g. every two months, every quarter so amount to pay is very low.	Committee for support through their small grants scheme if not able to pay a modest contribution to centre running costs.  <b>Example of charge:</b> Bi-monthly meeting for 2 hours. 6 x 2 x £5 = £60 p.a.
<b>4. Vulnerable Adults</b>	Varies from no charge to discount to standard charge.	No charge Monday to Friday.  £10 per room per hour at weekends/council holidays.	Will mainly stay the same without any charges.  No groups meet at weekends at present. Weekend hire incurs additional costs due to caretaking etc therefore groups will have to pay, request a reduction from the Area Committee or move activities to another day.	
<b>5. Political meetings of registered political groups.</b>	Varies from no charge to discount to standard charge.	Standard Charge	Existing use for political meetings is quite low.	
<b>6. Commercial Use</b>	Standard charges	Each lettings application from a commercial business will be reviewed on a case by case basis – if businesses who generate significant amounts of income request to use a community facility, higher	Very little commercial business use at present	<ul style="list-style-type: none"> <li>• Could look at encouraging commercial businesses to consider using community centres as an operational base – this would therefore generate additional income and be able to be used to subsidise lettings</li> </ul>

Type of User	Current Standard Charges	Proposed Standard Charges	Impact	Comments
		charges may be applied. If not, the business will be charged the standard lettings rate		further. It would be ensured that if any business was wanting to use a community centres, there was sufficient space for community activities to still take place.
<p><b>7. Council Departments/ Other Agencies</b></p> <p>Covers: Delivery of council services not covered in other categories of use.</p> <p>Examples: Polling Stations, Delivery of educational programmes out of school settings</p>	Some uses are charged e.g. polling station usage.	Standard charges	There is currently a charge for polling station use – this would be apportioned at a flat rate of £250.	<ul style="list-style-type: none"> <li>• Not clearly included in current policies.</li> <li>• Use by the Area Management Team would be of charge</li> </ul>
<p><b>8. Lifestyle and leisure groups</b></p> <p>Examples: dance clubs, games clubs, diet and fitness where users pay a charge for the session.</p> <p>Note: 0-19 activities and older peoples' groups (60+) are covered by separate categories.</p>	Varies from no charge to discount to standard charge.	Standard charges.	<p>Some of these groups currently pay standard charges so will not see a significant difference (mainly those using previous Leisure Service centres and weekend use).</p> <p>Many of these groups are private providers e.g. Weightwatchers, Slimming World and have benefited from free use of some centres.</p> <p>There will be winners</p>	<p>Some groups pay and are content with charges and the need for review.</p> <ul style="list-style-type: none"> <li>• Some groups feel that their current charge is high or have concerns about paying to use rooms.</li> <li>• Some private operators are benefiting from the current policy for some centres which makes them much cheaper or free compared with other venues.</li> </ul> <p><b>Example of Charge:</b> Weekly 2 hour session over 50 weeks in a small room.</p>

Type of User	Current Standard Charges	Proposed Standard Charges	Impact	Comments
			<p>and losers in this group because of the way the current policies work e.g. a belly dancing class in one centre has been charged but a line dancing class in another is free!</p> <p>Standard charges are competitive with non-council providers.</p> <p>Activities for younger people and older people are not affected by these charges – reflecting corporate priorities.</p>	<p>50 x 2 x 10.00@50% = £500 p.a. Based on a session with 10 people this equates to £50 per person over the year or £1 per session.</p>
<p><b>9. Older Peoples' groups (60+)</b> Examples: luncheon clubs, games sessions</p>	<p>No charge Monday to Friday. Standard charges at weekends.</p>	<p>No charge Monday to Friday. £10 per room per hour at weekends/council holidays.</p>	<p>Will mainly stay the same without any charges.</p> <p>A small number of groups meet at weekends so will have to pay, request a reduction from the Area Committee or move activities to another day.</p>	<ul style="list-style-type: none"> <li>• The group would be asked to demonstrate how the activity was meeting local needs for older people.</li> <li>• These arrangements would also apply to intergenerational activities which bring young (0-18) and old people (60+) together.</li> <li>• Games activities involving prize giving – e.g. Bingo – will need appropriate licences.</li> </ul>
<p><b>10. Performances &amp; rehearsals</b> Covers: Amateur productions by community and voluntary organisations.</p>	<p>Performances charged at the hourly room rate. Rehearsals charged at 50% of the hourly room rate.</p>	<p>Performances charged at the hourly room rate. Rehearsals charged at 50% of the hourly room rate.</p>	<p>No significant change. Some large rooms will be a bit cheaper.</p>	<p>Same as current policy.</p>



Type of User	Current Standard Charges	Proposed Standard Charges	Impact	Comments
<p><b>11. Private functions</b></p> <p>Covers: Weddings, Funerals, Parties</p>	<p>Weddings are charged at a standard rate of £450 plus additional charges to cover extra caretaking and cleaning requirements.</p> <p>Other private functions are charged at the standard hourly rate.</p>	<p>Fixed rate for weddings of £650 per booking to cover all costs.</p> <p>Standard charges for room hire for other functions. Additional charges as appropriate based on costs of any extra services needed for the function – security, caretaking and cleaning.</p>	<p>Parties, fashion shows, weddings etc will generally pay more as costs will seek to cover the full costs of services provided.</p>	<p>Prices will be based on standard room charges and will seek to cover the full costs of any additional services provided e.g. for large wedding functions when additional caretaking and cleaning is required.</p>
<p><b>12. Registered charities</b></p> <p>Covers: meetings, forums, fundraising events</p>	<p>No charge to standard charge.</p>	<p>50% discount on standard charge Monday to Friday.</p> <p>Standard charges at weekends/council holidays.</p>	<p>50% discount Mon – Fri makes rooms competitive with non-council venues.</p> <p>Small number of winners and losers.</p>	
<p><b>13. Young people – Under 19 Charged activities.</b></p> <p>Examples: playgroups, out of school clubs, sports, scouts and brownies</p>	<p>Varies from no charge, to discounted rate to standard charges.</p>	<p>£2.50 per room per hour Monday to Friday for small and medium rooms.</p> <p>£10 per room per hour for large rooms and weekend/council holiday usage of rooms.</p>	<p>Not always clear at the moment if there is a charge for users. It is known that there are a number of private providers benefiting from free room hire but charging children for activities e.g. sports, martial arts.</p> <p>Charges per hour kept low to reflect that some providers, e.g. playgroups meeting several days per week, are trying to keep costs low for families.</p> <p>If groups don't feel they</p>	<ul style="list-style-type: none"> <li>• Wide variations in pricing at present.</li> <li>• Some groups are charging for activities in rooms which are currently being provided without charge.</li> <li>• Each group would need to ensure it has a child protection policy.</li> <li>• Some groups which currently have free usage expressed concern about being charged to use rooms during the consultation.</li> <li>• Groups could approach the relevant Area Committee for support.</li> </ul> <p><b>Example of charge:</b> Mon- Fri sessions for 2 hours over</p>

Type of User	Current Standard Charges	Proposed Standard Charges	Impact	Comments
<p><b>14. Young people – Under 19. Non-charged activities</b> (e.g. pre-school activities, youth service programmes, voluntary/community organisations running programmes which do not incur any session charges to users).</p>	<p>No charge.</p>	<p>No charge Monday to Friday. £10 per room per hour at weekends/council holidays.</p>	<p>could pass on these modest room hire charges they could approach the area committee for support.</p> <p>There is much use of this type and mainly Mon – Fri at present so will not incur any charges.</p>	<p>30 weeks. 30 x 2 x 5 x 2.50 = £750 p.a. Based on a session with ten people, the cost per session is 50p per person.</p> <ul style="list-style-type: none"> <li>Youth service and many voluntary organisations do not have specific budgets to pay for room hire.</li> <li>Organisation would need to demonstrate it has child protection policies and meet local youth provision needs.</li> <li>If youth service are using community centres as an operational office base, a service charge will be apportioned based on square metreage of space used. A formal agreement would also be drawn up for the use of the space as an office base.</li> </ul>

APPENDIX 2

EFFECT OF THE PROPOSED PRICING STRUCTURE ON EXISTING USERS AT

CROSS GREEN COMMUNITY CENTRE

Organisation/Activity	Times	Rooms used	Admission Fee	Charge at present	Discount under proposed structure	Reason for discount	Charge under proposed structure
<b>MONDAY</b>							
Breakfast Club	7.15 – 9.00	Whole building	Yes – to cover running costs.	Nil	100%	<b>Type 14</b> Young People – under 19 non-charged activities.	Nil
Monday Club – Adults with Mental Health issues (PCT) Primary Care Trust	12.15 – 3.15	Kitchen/lounge	No	Nil	Nil	<b>Type 7</b> Council Dept /Other Agencies	£12.00 per hour
After School Club	1.30 – 3.00	Office	Yes	Nil	100%	<b>Type 14</b> Young People – under 19 non-profit making activities.	Nil
	3.00 – 6.15	Whole building	No	Nil			
Duke of Edinburgh Youth Service	6.30 – 8.30 1 <sup>st</sup> Monday of the month	Entrance / Kitchen and Lounge	No	Nil	100%	<b>Type 14</b> Young People – under 19 non-charged activities.	Nil
Windmill Club Special Needs Social Club for adults – Voluntary Group	6.30 – 8.30 Apart from 1 <sup>st</sup> Monday of the month	Entrance / Kitchen	No	Nil	100%	<b>Type 4</b> Vulnerable Adults	Nil

Organisation/Activity	Times	Rooms used	Admission Fee	Charge at present	Discount under proposed structure	Reason for discount	Charge under proposed structure
<b>TUESDAY</b>							
Breakfast Club	7.15 – 9.00	Whole building	Yes	Nil	100%	<b>Type 14</b> Young People – under 19 non-profit making activities.	Nil
Women's Health Group (PCT) Primary Care Trust	9.45 – 12.00	Hall / kitchen	No	Nil	Nil	<b>Type 7</b> Council Dept /Other Agencies	£18.00 per hour medium room
Blind Club – Social Club for Adults	11.30 – 2.30	Hall / kitchen	No	Nil	100%	<b>Type 4</b> Vulnerable Adults	Nil
After School Club	1.30 – 3.00	Office	Yes	Nil	100%	<b>Type 12</b> Young People – under 19 non-profit making activities.	Nil
	3.00 – 6.15	Whole building	No	Nil			
AA –Vol Group.	7.30 – 9.15	Hall / Kitchen	No	Nil	100%	<b>Type 4</b> Vulnerable Adults	Nil
AI –anon – Vol Group.	7.30 – 10.00	Lounge / Kitchen	No	Nil	100%	<b>Type 4</b> Vulnerable Adults	Nil
<b>WEDNESDAY</b>							
Breakfast Club	7.15 – 9.00	Whole building	Yes	Nil	100%	<b>Type 14</b> Young People – under 19 non-profit making activities.	Nil
Creative Crafts – Older People Voluntary Group	9.30 – 11.30	Lounge / kitchen	No	Nil	100%	<b>Type 9</b> Older Peoples' groups (60)+	Nil
After School Club	1.30 – 3.00	Office	Yes	Nil	100%	<b>Type 14</b> Young People –	Nil

Organisation/Activity	Times	Rooms used	Admission Fee	Charge at present	Discount under proposed structure	Reason for discount	Charge under proposed structure
	3.00 – 6.15	Whole building	No	Nil		under 19 non-profit making activities.	
<b>THURSDAY</b>							
Breakfast Club	7.15 – 9.00	Whole building	Yes	Nil	100%	<b>Type 14</b> Young People – under 19 non-profit making activities.	Nil
After School Club	1.30 – 3.00	Office	Yes	Nil	100%	<b>Type 14</b> Young People – under 19 non-profit making activities.	Nil
	3.00 – 6.15	Whole building	No	Nil			
Wacky & Connexions Youth Service	3.30 – 5.30	School House Room / kitchen	No	Nil	100%	<b>Type 14</b> Young People – under 19 non-charged activities.	Nil
	6.30 – 8.30	Whole Building	No	Nil	100%	<b>Type 14</b> Young People – under 19 non-charged activities.	Nil
<b>FRIDAY</b>							
Breakfast Club	7.15 – 9.00	Whole building	Yes	Nil	100%	<b>Type 14</b> Young People – under 19 non-profit making activities.	Nil

Organisation/Activity	Times	Rooms used	Admission Fee	Charge at present	Discount under proposed structure	Reason for discount	Charge under proposed structure
After School Club	1.30 – 3.00 3.00- 6.15	Office Whole Building	Yes No o	Nil Nil	100%	<b>Type 14</b> Young People – under 19 non-profit making activities.	Nil

**EFFECT OF THE PROPOSED PRICING STRUCTURE ON EXISTING USERS AT**

**STANHOPE DRIVE COMMUNITY CENTRE**

Organisation /Activity	Times	Rooms used	Admission Fee	Charge at present	Discount under proposed structure	Reason for discount	Charge under proposed structure
<b>MONDAY – TUESDAY</b>							
<b>CLOSED</b>							
Youth Service – Children 13+	11.00am – 12.00pm 12.00pm – 3.00pm 6.00pm – 9.00pm	Office Office/various All Building	No	Nil	100%	<b>Type 14</b> Young People – under 19 non-charged activities.	Nil Corporate charge for Youth Service Office Space.
Dyslexia Group – Elderly	1.00pm – 4.00pm	Hall / kitchen	No	Nil	100%	<b>Type 9</b> Older Peoples' groups (60)+	Nil
Link Fellowship – Religious Group	7.30pm – 9.30pm	Green Room	Not known	Yes £9.00 per hour	Discounted rate	<b>Type 3</b> Community meeting	£5.00 per hour
Phrobus – Older Persons Group	1.00pm – 4.00pm (1 <sup>st</sup> & 3 <sup>rd</sup> Tues in month)	Green Room	No	Nil	100%	<b>Type 9</b> Older Peoples' groups (60)+	Nil
<b>WEDNESDAY</b>							
Horsforth Camera Club	7.30pm – 9.30pm	Dark Room	Not Known	Nil	Nil	<b>Type 8</b> Lifestyle and leisure group	£12.00 per hour for small room.

Organisation /Activity	Times	Rooms used	Admission Fee	Charge at present	Discount under proposed structure	Reason for discount	Charge under proposed structure
Stroke Group – Primary Care Trust (PCT) Primary Care Trust	1.30pm – 4.00pm	Hall /kitchen	No	Nil	Nil	<b>Type 7</b> Council Dept /Other Agencies	£18.00 per hour for medium size room.
<b>THURSDAY</b>							
Youth Service	11.00am – 12.00 12.00 – 3.00pm 6.00pm – 9.00pm	Office Office/various All Building	No	Nil	100%	<b>Type 14</b> Young People – under 19 non-charged activities.	Nil  (Corporate charge for Youth Service Office Space).
<b>FRIDAY</b>							
Mums & Tots Group	9.30am – 11.30am	Hall/kitchen & Kitchenette /lounge	No	Nil	100%	<b>Type 14</b> Young People – under 19 non-charged activities.	Nil



**EFFECT OF THE PROPOSED PRICING STRUCTURE ON EXISTING USERS AT**

**WESTON LANE COMMUNITY CENTRE**

Organisation/Activity	Times	Rooms used	Admission Fee	Charge at present	Discount under proposed structure	Reason for discount	Charge under proposed Structure
<b>MONDAY</b>							
Pre School Group	8.30 – 11.30	Whole Building	£4.00 per child to cover running costs	Nil	100%	<b>Type 14</b> Young People – under 19 non-profit making activities.	Nil
Otley Action For Older People	1.00 – 4.00	Whole Building	No	Nil	100%	<b>Type 9</b> Older Peoples' groups (60)+	Nil
Theatre for Change – Drama Group	5.30 – 9.00	Whole Building	No	Nil	100%	<b>Type 14</b> Young People – under 19 non-profit making activities	Nil
<b>TUESDAY</b>							
Pre School Group	8.30 – 11.30	Whole Building	£4.00 per child to cover running costs	Nil	100%	<b>Type 14</b> Young People – under 19 non-profit making activities	Nil
<b>WEDNESDAY</b>							
Pre School Group	8.30 – 11.30	Whole Building	£4.00 per child to cover running costs	Nil	100%	<b>Type 14</b> Young People – under 19 non-profit making activities	Nil

Organisation/Activity	Times	Rooms used	Admission Fee	Charge at present	Discount under proposed structure	Reason for discount	Charge under proposed Structure
Health Visiting Team – Baby Massage (PCT) Primary Care Trust	12.30 – 3.00	Whole Building	No	Nil	Nil.	<b>Type 7</b> Council Dept /Other Agencies	£25.00 per hour for large room.
<b>THURSDAY</b>							
Pre School Group	8.30 – 11.30	Whole Building	£4.00 per child to cover running costs	Nil	100%	<b>Type 14</b> Young People – under 19 non-profit making activities	Nil
<b>FRIDAY</b>							
Pre School Group	8.30 – 11.30	Whole Building	£4.00 per child to cover running costs	Nil	100%	<b>Type 14</b> Young People – under 19 non-profit making activities	Nil
Otley Action for Older People – Card Craft	1.00 – 3.00	Whole Building	No	Nil	100%	<b>Type 9</b> Older Peoples' groups (60)+	Nil

**EFFECT OF THE PROPOSED PRICING STRUCTURE ON EXISTING USERS AT**

**YEADON TOWN HALL**

Organisation/Activity	Times	Rooms used	Admission Fee	Charge at present	Discount under proposed structure	Reason for discount	Charge under proposed structure
<b>MONDAY</b>							
Pre School Group	9.00 – 3.30	Hall 2	Yes to cover running costs only.	Nil	100%	<b>Type 14</b> Young People – under 19 non-profit making activities	Nil
<b>TUESDAY</b>							
Pre School Group	9.00 – 3.30	Hall 2	Yes to cover running costs only.	Nil	100%	<b>Type 14</b> Young People – under 19 non-profit making activities	Nil
Art Class Park Lane College	10.00 - 12.00	Airedale Room	Yes	Yes	College bookings would incur a charge based on the proportion of space taken.		Proposals already implemented with colleges.
Keep Fit for Older People	1.30 – 3.00	Airedale Room	Small charge to pay for instructor.	Nil	100%	<b>Type 9</b> Older Peoples' groups (60)+	Nil
<b>WEDNESDAY</b>							
Pre School Group	9.00 – 1.00	Hall 2	Yes to cover running costs only.	Nil	100%	<b>Type 14</b> Young People – under 19 non-profit making activities	Nil
Aireborough Over 60s Choir	2.00 – 4.00	Wharfedale Room	No	Nil	100%	<b>Type 9</b> Older Peoples' groups (60)	Nil

Organisation/Activity	Times	Rooms used	Admission Fee	Charge at present	Discount under proposed structure	Reason for discount	Charge under proposed structure
<b>THURSDAY</b>							
Pre School Group	9.00 – 3.30	Hall 2	Yes to cover running costs only.	Nil	100%	<b>Type 14</b> Young People – under 19 non-profit making activities.	Nil
Councillor's Surgery	10.00 - 11.00	Wharfedale Room	No	Nil	Discounted rates	<b>Type 3</b> Community meetings includes surgeries for Councillors & MPs.	£5.00 per hour for a small room.
Thursday Club Keep Fit & Dominoes 60+	12.00 – 3.30	Airedale Room	No	Nil	100%	<b>Type 9</b> Older Peoples' groups (60)+	Nil
Yeadon Writers Group (fortnightly)	7.15 – 9.15	Room 23	Not known	Yes	Nil	<b>Type 8</b> Life Style / Leisure	£12.00 per hour for a small room
Wharfe Valley Writers Group	2.00 – 4.00	Room 23	Not known	Yes	Nil	<b>Type 8</b> Life Style / Leisure	£12.00 per hour for a small room
<b>FRIDAY</b>							
Pre School Group	9.00 – 1.00	Hall 2	Yes to cover running costs only.	Nil	100%	<b>Type 12</b> Young People – under 19 non-profit making activities.	Nil

Organisation/Activity	Times	Rooms used	Admission Fee	Charge at present	Discount under proposed structure	Reason for discount	Charge under proposed structure
<b>SATURDAY</b>							
Councillor's Surgery	10.30 - 11.30	Wharfedale Room	No	Nil	Discounted rates	<b>Type 3</b> Community meetings includes surgeries for Councillors & MPs.	£5.00 per hour for a small room.
<b>MISCELLANEOUS</b>							
Yeadon Charities Association	Various	Various	Yes for performances.	Yes	Performances charged at the hourly room rate. Rehearsals charged at 50% of the hourly room rate.	<b>Type 10</b> Performance & Rehearsals	£25.00 per hour for large room for performances £12.50 per hour for rehearsals
The Grove & Rawdon Theatre Company	Various	Various	Yes for performances	Yes	Performances charged at the hourly room rate. Rehearsals charged at 50% of the hourly room rate.	<b>Type 10</b> Performance & Rehearsals	£25.00 per hour for large room for performances £12.50 per hour for rehearsals
Aireborough Gilbert & Sullivan Society	Various	Various	Yes for performances	Yes	Performances charged at the hourly room rate. Rehearsals charged at 50% of the hourly room rate.	<b>Type 10</b> Performance & Rehearsals	£25.00 per hour for large room for performances £12.50 per hour for rehearsals

Organisation/Activity	Times	Rooms used	Admission Fee	Charge at present	Discount under proposed structure	Reason for discount	Charge under proposed structure
Yeadon Amateur Operatic & Dramatic Society	Various	Various	Yes for performances	Yes	Performances charged at the hourly room rate. Rehearsals charged at 50% of the hourly room rate.	<b>Type 10</b> Performance & Rehearsals	£25.00 per hour for large room for performances £12.50 per hour for rehearsals
Stampede	Various	Various	Yes for performances	Yes	Performances charged at hourly room rate. Rehearsals charged at 50% of the hourly room rate.	<b>Type 10</b> Performance & Rehearsals	£25.00 per hour for large room for performances £12.50 per hour for rehearsals

## APP 3

Cross Green Otley Outer North West		31355		
		2006-07 Actual	2007-08 Budget	2008-09 Budget
Description	Vote			
<b>Premises</b>				
M'Tce Of Buildings	101	£2,257		
Plant	102	£255		
Gas	123	£4,525		
Electricity	124	£3,145		
Water	125	£2,387		
Removal Of Workplace Waste	126	£351		
External Cleaning Agency	130			
Nat.Non -Domestic Rates	142	£3,377	£3,460	£3,600
Premises Security Services	162	£23		
Community Buildings Recharges City Buildings	166	£28,290		
City Services Recharge Caretakers	166/85		£40,550	£40,550
City Services Recharge Premises	166/86		£12,930	£13,840
City Services Recharge Mgt Fee	166/87		£4,850	£4,850
Premise Related Insurance	170	£0	£430	£430
<b>Total</b>		£44,610	£62,220	£63,270
<b>Supplies &amp; Services</b>				
Operational Furniture & Equipment	203	£797		
Telephones	213			
<b>Total</b>		£797	£0	£0
<b>Capital</b>				
Capital Charges Depreciation	720/60	£23,940	£25,190	£26,540
<b>Total</b>		£23,940	£25,190	£26,540
<b>Internal Income</b>				
Internal Income From Youth Service	894			£-15,170
<b>Total</b>		£0	£0	£-15,170
<b>External Income</b>				
Hire Of Rooms & Equip	956	£-90	£-90	£-90
<b>Total</b>		£-90	£-90	£-90
<b>Net Budget Position</b>		£69,257	£87,320	£74,550

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<b>Yeadon Town Hall North West Outer</b>		<b>2005-06 Actual</b>	<b>2006-07 Actual 89136</b>	<b>2007-08 Budget</b>	<b>2008-09 Budget</b>
Description	Vote				
<b>Premises</b>					
M'Tce Of Premises	101	£45	£45		
Nat.Non -Domestic Rates	142	£7,633	£7,794	£8,070	£8,300
Com. Bldgs R'chge-City Services Recharge	166/85	£50,751	£59,947	£50,770	£50,770
Com. Bldgs R'chge-City Services Premises	166/86	£27,558	£75,202	£42,870	£42,870
Management Fee	166/87	£7,048		£11,330	£11,330
Premises Related Insurance	170/00				
<b>Total</b>		£93,035	£142,988	£113,040	£113,270
<b>Supplies &amp; Services</b>					
Telephones	213	£883	£1,025	£630	£630
Non Recurring Grants	227				
Other Hired & Contract Services	265	£98		£100	100
<b>Total</b>		£981	£1,025	£730	£730
<b>Capital</b>					
Capital Charges Depreciation	720/60	£75,860	£79,650	£83,800	£88,310
<b>Total</b>		£75,860	£79,650	£83,800	£88,310
<b>Internal Income</b>					
Int. Income Received	890		-£202		
<b>Total</b>	<b>452</b>		£3,002		
<b>Total</b>		£0	£2,800	£0	£0
<b>External Income</b>					
Hire Of Rooms & Equip	956	-£38,065	-£52,186	-£44,000	-£44,000
Other Income	973	-£110			
<b>Total</b>		-£38,175	-£52,186	-£44,000	-£44,000
<b>Net Budget Position</b>		£131,701	£174,278	£153,570	£158,310



<b>Weston Lane Y.C. North West Outer</b>		<b>2005-06 Actual</b>	<b>2006-07 Actual 31357</b>	<b>2007-08 Budget</b>	<b>2008-09 Budget</b>
Description	Vote				
<b>Premises</b>					
Water Services	125		£158		
First Aid Requisites	128	-£1	£184		
Nat.Non -Domestic Rates	142				
Security Services	162		£23		
Com. Bldgs R'chge-City Services Recharge	166/85	£21,187	£22,396	£23,280	£23,280
Com. Bldgs R'chge-City Services Premises	166/86	£5,414	£5,050	£6,500	£6,500
Management Fee	166/87	£2,394	£3,381	£3,570	£3,570
Premises Related Insurance	170/00				
<b>Total</b>		£28,994	£31,191	£33,350	£33,350
<b>Supplies &amp; Services</b>					
Telephones	213		£50		
Non Recurring Grants	227				
Other Hired & Contract Services	265				
<b>Total</b>		£0	£50	£0	£0
<b>Capital</b>					
Capital Charges Depreciation	720/60	£6,280	£6,590	£6,940	£7,310
<b>Total</b>		£6,280	£6,590	£6,940	£7,310
<b>Internal Income</b>					
Int. Income Received	890		£134		
<b>Total</b>		£0	£134	£0	£0
<b>External Income</b>					
Hire Of Rooms & Equip	956	-£402	-£282	-£400	-£400
Other Income	973				
<b>Total</b>		-£402	-£282	-£400	-£400
<b>Net Budget Position</b>		£34,872	£37,683	£39,890	£40,260



<b>Stanhope Drive Outer North West</b>		<b>31356</b>		
Description	Vote	<b>2006-07 Actual</b>	<b>2007-08 Budget</b>	<b>2008-09 Budget</b>
<b>Premises</b>				
M'Tce Of Buildings	101	£1,842		
Plant	102			
Gas	123	£2,194		
Electricity	124	£2,729		
Water	125	£573		
Removal Of Workplace Waste	126	£226		
External Cleaning Agency	130	£279		
Nat.Non -Domestic Rates	142	£1,602	£1,640	£1,710
Premises Security Services	162	£125		
Community Buildings Recharges City Buildings	166	£8,324		
City Services Recharge Caretakers	166/85		£12,090	£12,090
City Services Recharge Premises	166/86		£12,350	£13,470
City Services Recharge Mgt Fee	166/87		£1,950	£1,950
Premise Related Insurance	170	£0	£430	£430
<b>Total</b>		<b>£17,894</b>	<b>£28,460</b>	<b>£29,650</b>
<b>Supplies &amp; Services</b>				
Operational Furniture & Equipment	203	£631		
Telephones	213			
<b>Total</b>		<b>£631</b>	<b>£0</b>	<b>£0</b>
<b>Capital</b>				
Capital Charges Depreciation	720/60	£10,360	£10,900	£11,480
<b>Total</b>		<b>£10,360</b>	<b>£10,900</b>	<b>£11,480</b>
<b>Internal Income</b>				
Int. Income Received	890			
<b>Total</b>		<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>External Income</b>				
Hire Of Rooms & Equip	956	-£23	-£20	-£20
<b>Total</b>		<b>-£23</b>	<b>-£20</b>	<b>-£20</b>
<b>Net Budget Position</b>		<b>£28,862</b>	<b>£39,340</b>	<b>£41,110</b>

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