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SOUTH (OUTER) AREA COMMITTEE

Meeting to be held in Blackburn Hall, Commercial Street, Rothwell, LS26 0AW
On Monday, 9th February, 2009 at 4.00 pm

MEMBERSHIP

Councillors

| | | |
|------------|---|------------------------|
| J Dunn | - | Ardsley and Robin Hood |
| L Mulherin | - | Ardsley and Robin Hood |
| K Renshaw | - | Ardsley and Robin Hood |
| | | |
| R Finnigan | - | Morley North |
| B Gettings | - | Morley North |
| T Leadley | - | Morley North |
| | | |
| C Beverley | - | Morley South |
| J Elliott | - | Morley South |
| T Grayshon | - | Morley South |
| | | |
| S Golton | - | Rothwell |
| S Smith | - | Rothwell |
| D Wilson | - | Rothwell |

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Dave Richmond
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A BRIEF EXPLANATION OF COUNCIL FUNCTIONS AND EXECUTIVE FUNCTIONS

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

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

A G E N D A

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|---------|------|---------------|--|---------|
| 1 | | | <p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded.)</p> <p>(*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.)</p> | |
| 2 | | | <p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>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.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>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:-</p> <p>No exempt information or items have been identified on this agenda.</p> | |

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| 3 | | | <p>LATE ITEMS</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>DECLARATION OF INTERESTS</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>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p> | |
| 6 | | | <p>MINUTES - 8TH DECEMBER 2008</p> <p>To confirm as a correct record the minutes of the meeting held on 8th December 2008.</p> | 1 - 6 |
| 7 | | | <p>OPEN FORUM</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> <p>(10 mins discussion)</p> | |

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| 8 | Morley North | | <p>APPOINTMENT OF NEW TRUSTEES TO THE ARCHBISHOP MARGETSON TRUST FUND</p> <p>To receive and consider a joint report of the Assistant Chief Executive (Corporate Governance) and the Director of Resources, which seeks Members' approval of the appointment of a new group of trustees to the Archbishop Margetson Trust Fund.</p> <p>(Council Function) (5 mins presentation / 5 mins discussion)</p> | 7 - 10 |
| 9 | All Wards | | <p>RELATIONSHIP AND REPORTING BETWEEN HEALTH AND ENVIRONMENTAL ACTION SERVICE, INCLUDING THE ENVIRONMENTAL ACTION TEAMS, AND AREA COMMITTEES</p> <p>To receive and consider a report from the Director of Environment and Neighbourhoods, which outlines how Health and Environmental Action Services operates, with a particular focus on the work of Environmental Action Teams.</p> <p>(Council Function) (5 mins presentation / 10 mins discussion)</p> | 11 - 30 |
| 10 | All Wards | | <p>RELATIONSHIP AND REPORTING BETWEEN STREETSCENE SERVICES AND AREA COMMITTEES</p> <p>To receive and consider a report from the Director of Environment and Neighbourhoods, which outlines the Streetscene Services function schedule and proposes arrangements that will improve the working relationship between Area Committees, Area Management and Streetscene Services.</p> <p>(Council Function) (5 mins presentation / 10 mins discussion)</p> | 31 - 44 |

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| 11 | Ardsley and Robin Hood; Morley North; Morley South; Rothwell; | | <p>FUEL POVERTY REDUCTION TARGET SUPPORT</p> <p>To receive and consider a report from the Fuelsavers Team – Health and Environmental Action Service, which seeks support for actions and targets to be established at a local level to eradicate fuel poverty in the city.</p> <p>(Council Function) (5 mins presentation / 5 mins discussion)</p> | 45 - 54 |
| 12 | All Wards | | <p>UPDATE ON FLOOD RISK MANAGEMENT</p> <p>To receive and consider a report from the Head of Risk and Emergency Planning on recent work undertaken to improve the management of flood risk both nationally and locally and the implications for the Outer South area of Leeds.</p> <p>(Council Function) (5 mins presentation / 5 mins discussion)</p> | 55 - 60 |
| 13 | Morley North; Morley South; | | <p>MORLEY LITERATURE FESTIVAL 2008 - EVALUATION REPORT</p> <p>To receive and consider a report from the Director of Environment and Neighbourhoods, which provides an evaluation of the 2008 Morley Literature Festival and provides a framework to consider for the future organisation of the event.</p> <p>(Executive Function) (5 mins presentation / 5 mins discussion)</p> | 61 - 72 |
| 14 | Ardsley and Robin Hood; Morley North; Morley South; Rothwell; | | <p>GARDEN MAINTENANCE SERVICE REPORT</p> <p>To receive and consider a report from the Director of Environment and Neighbourhoods, which provides options for the future delivery of garden maintenance services in the Outer South area of Leeds.</p> <p>(Executive Function) (5 mins presentation / 5 mins discussion)</p> | 73 - 80 |

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| 15 | Ardsley and Robin Hood; Morley North; Morley South; Rothwell; | | <p>AREA MANAGER'S REPORT</p> <p>To receive and consider a report from the Director of Environment and Neighbourhoods, which provides Members with an overview of the range of activities currently taking place within the Outer South area of Leeds.</p> <p>(Executive Function) (5 mins presentation / 5 mins discussion)</p> | 81 - 96 |
| 16 | Ardsley and Robin Hood; Morley North; Morley South; Rothwell; | | <p>OUTER SOUTH AREA COMMITTEE WELL-BEING BUDGET REPORT</p> <p>To receive and consider a report from the Director of Environment and Neighbourhoods, which updates Members on both the capital and revenue elements of the Committee's Well-being budget, advises Members of the Small Grants approved since the last meeting and invites Members to determine the capital and revenue proposals detailed within the report.</p> <p>(Executive Function) (5 mins presentation / 5 mins discussion)</p> | 97 - 130 |
| 17 | Ardsley and Robin Hood; Morley North; Morley South; Rothwell; | | <p>TOWN CENTRE MANAGEMENT REPORT</p> <p>To receive and consider a report from the Director of Environment and Neighbourhoods, which provides Members with an opportunity to review the Town Centre Management Project and consider options for the future.</p> <p>(Executive Function) (5 mins presentation / 10 mins discussion)</p> | 131 - 140 |
| 18 | | | <p>DATE, TIME AND VENUE OF NEXT MEETING</p> <p>Monday 30th March 2009 at 4.00 pm (Venue – East Ardsley Community Centre, Main Street, East Ardsley, WF3 2AP)</p> <p>MAP OF TODAY'S VENUE</p> <p>Blackburn Hall, Commercial Street, Rothwell, Leeds, LS26 0AW</p> | |

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Agenda Item 6

SOUTH (OUTER) AREA COMMITTEE

MONDAY, 8TH DECEMBER, 2008

PRESENT: Councillor T Grayshon in the Chair

Councillors C Beverley, J Dunn,
R Finnigan, B Gettings, S Golton,
L Mulherin, K Renshaw and D Wilson

38 Chair's Opening Remarks

The Chair welcomed all in attendance to the December meeting of the South (Outer) Area Committee and invited those present to introduce themselves.

39 Declaration of Interests

Agenda Item 8 – 'Leeds Colleges Merger – Consultation' (Minute No. 43 refers)

Councillor Finnigan declared a personal interest in this item, due to being a Governor at Joseph Priestley College.

Agenda Item 9 – 'The Children and Young People's Plan (2009-2014) and the development of local priorities for action' (Minute No. 45 refers)

Councillor Mulherin declared a personal interest in this item, due to being a Member of Children Leeds Partnership and Chair of Rothwell Cluster of Extended Services.

Agenda Item 10 – 'Revised Children's Services arrangements for more effective locality working with families' (Minute No. 46 refers)

Councillor Mulherin declared a personal interest in this item, due to being a Member of Children Leeds Partnership and Chair of Rothwell Cluster of Extended Services.

Agenda Item 14 – 'Area Manager's Report' (Minute No. 49 refers)

Councillor Finnigan declared a personal interest in this item (3.0 of the report), due to being a Member of Gildersome Action Group.

40 Apologies for Absence

Apologies for absence were received from Councillors Leadley and Smith.

41 Minutes - 20th October 2008

Subject to an amendment in relation to Minute No. 36, Area Manager's Report, to delete reference to Councillor Leadley having declared a personal interest as Member of Gildersome Action Group, it was

RESOLVED – That the minutes of the meeting held on 20th October 2008 be confirmed as a correct record.

42 Open Forum

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

A representative of Drighlington Parish Council reported that confirmation was still being sought that their CCTV scheme met DPA requirements. It was hoped that any issues would be resolved shortly.

43 Leeds Colleges Merger - Consultation

The East North East Area Manager submitted a report, which informed Members of the Executive Board's endorsement of the proposed merger of the City's 3 largest colleges, namely Leeds Thomas Danby, Leeds College of Technology and Park Lane College, which would result in the creation of a new single institution to be known as Leeds City College.

The Chair welcomed the following to the meeting:

- Christine George – Learning Skills Council; and
- Paul Forbes – Learning Skills Council.

The Committee was provided with information in relation to the proposed merger. The Area Committee was informed that following a review of college provision in Leeds it had been concluded that some of the current college accommodation in Leeds was no longer fit for purpose and there was a duplication of provision. There was also a need to raise post 16 educational achievement and increase numbers of students progressing to higher education.

In brief summary, the main areas of discussion were:-

- The need to provide opportunities for all young people, especially in areas of deprivation.
- Establishing partnership arrangements and links with schools.
- The evolving 14-19 agenda.
- The need for investment and maintenance of college sites, particularly at Morley and Rothwell.
- Improving transport links and accessibility.

RESOLVED –

Draft minutes to be approved at the meeting
to be held on Monday, 9th February, 2009

- (a) That the report be noted;
- (b) That the Area Committee submit its views on the future delivery of post 16 and adult learning by the new merged College on a ward basis; and
- (c) That the Area Committee receive a further report on the outcome of the accommodation/estates review of the new College once completed in 2009.

(Councillor Renshaw joined the meeting at 4.11 pm and Councillor Golton at 4.25 pm, during the consideration of this item).

44 Community Engagement Plan

The Director of Environment and Neighbourhoods submitted a report, which outlined a community engagement plan for the outer south area of Leeds.

Dave Richmond, Area Manager, presented the report and responded to Members' questions and comments.

The main areas of discussion were:-

- Current methods of community engagement, especially through the work of Neighbourhood Improvement Plans. The Area Committee also welcomed to the meeting, Nicky Greening, who had recently started work as the Outer South Priority Neighbourhood Development Worker.
- Members discussed the Participatory Budgeting Pilot held in Drighlington, earlier in the year. It was acknowledged that the event had been a success and it was hoped that more organisations would be involved in the future.

RESOLVED –

- (a) That the report be noted;
- (b) That the Community Engagement Plan approach for 2008/09, as outlined in the report, be approved; and
- (c) That the Area Committee receive a detailed plan based on the outcome of further discussions with Ward Members.

45 The Children and Young People's Plan (2009-2014) and the development of local priorities for action

The Director of Children's Services submitted a report, which outlined the draft city-wide Children and Young People's Plan (CYPP) framework and priorities and sought the Committee's involvement in identifying local priorities for children and young people to drive the work of Children's Services in Leeds.

Ken Morton, Locality Enabler, Children's Services, presented the report and responded to Members' questions and comments.

In brief summary, the main highlighted points were:-

- Members supported the draft CYPP priorities, although it was generally felt that some of the priorities were more relevant to the inner south area of Leeds.
- Members agreed that there was still a need for Leeds to improve all of the draft outcomes.
- Ken Morton, Locality Enabler, reported that work was being undertaken by extended services clusters to develop local priorities.
- One Member queried whether there were any statistics for the draft priorities. It was reported that statistics were available and through the work of extended services clusters, this had been extended to include local data and information.

RESOLVED –

- (a) That the report be noted; and
- (b) That Councillor Gettings be nominated to work with the Locality Enabler and the Area Manager on behalf of the Area Committee to develop the local context for these priorities and develop local actions for the Area Delivery Plan 2009/10.

46 Revised Children’s Services arrangements for more effective locality working with families

The Director of Children’s Services submitted a report, which provided an overview of locality children’s trust arrangements.

Ken Morton, Locality Enabler, Children’s Services, presented the report and provided a brief background to some of the main issues highlighted in the report.

RESOLVED –

- (a) That the report and information appended to the report be noted;
- (b) That Councillor Gettings be nominated to work with the Locality Enabler and the Area Manager on behalf of the Area Committee to take these developments forward; and
- (c) Represent the Area Committee on the South Children Leeds Partnership, subject to Member Management approval.

47 Operation Champion

The Director of Environment and Neighbourhoods submitted a report, which provided an update on the recent Operation Champion in the Outer South area of Leeds during October 2008.

Tom O’Donovan, Area Management Officer, presented the report and provided a brief background to some of the key points highlighted in the report.

In response to a query regarding future operations, the Area Management Officer reported that the next Operation Champion in Rothwell was scheduled to take place in 2010.

RESOLVED – That the report be noted.

48 Outer South Area Committee Well-being Budget Report

The Director of Environment and Neighbourhoods submitted a report, which updated Members on both the capital and revenue elements of the Committee's Well-being budget, advised the Committee of the Small Grants approved since the last meeting and invited Members to determine the capital and revenue proposals, as detailed within the report.

Following a brief discussion relating to the proposals for Well-being funding which had been submitted to the meeting for determination, it was

RESOLVED –

- (a) That the report and information appended to the report, which includes the available balance of the Area Committee's revenue and capital Well-being budgets, be noted;
- (b) That the Small Grant proposals approved since the last meeting of the Area Committee, be noted;
- (c) That the following decisions be made in relation to the Well-being funding proposals, which had been submitted for determination at the meeting:-

- Area Management – Outer South Communications Budget – **£5,000 (£5,000 revenue already approved) (2008/09 Revenue Budget) – Approved;**
- Youth Service – Youth Bus – **£6,960 (2008/09 Revenue Budget) – Approved;**
- Morley Elderly Action – Morley Elderly Action Building Extension – **£40,000 (Morley North and Morley South 2008/09 Capital Budget) – Approved, subject to full project costs being secured and confirmation of the area boundaries; and**
- Area Management – Participatory Budgeting – **£40,000 (2008/09 Capital Budget) – Approved.**

49 Area Manager's Report

The Committee received a report from the Director of Environment and Neighbourhoods, which updated Members on the work of the Area Management Team since the last meeting.

The following information was appended to the report:-

- Minutes of the Outer South Community Centres Sub Committee held on 13th August 2008;

- Minutes of the Cleaner Neighbourhoods Sub-Group held on 4th November 2008;
- Outer South Cleaner Neighbourhoods Sub-Group Action Plan;
- 2009 Operation Champion Schedule;
- Youth Service programme of activities for Ardsley and Robin Hood;
- Youth Service programme of activities for Rothwell; and
- Youth Service programme of activities for Morley.

Dave Richmond, Area Manager, presented the report and responded to Members' questions and comments.

In brief summary, the main highlighted points were:-

- It was reported that Sarah Henderson had been appointed to a permanent role within South Leeds Area Management. In addition, a further appointment within the team was expected, subject to references.
- One Member requested that West Yorkshire Police provided further information on the operation of enhanced CCTV images.
- Members' were informed that work was due to begin on the Rothwell Conservation Area Appraisal. It was reported that an advisory panel would be established to guide the production of the appraisal.
- In relation to works at Smithy Lane Recreation ground, it was reported that options were still being costed for a phased development.

RESOLVED –

- (a) That the report and information appended to the report be noted;
- (b) That arrangements for the Rothwell Conservation Appraisal be supported and Councillor Wilson be appointed as the Area Committee's representative on the Rothwell Advisory Panel;
- (c) That the Area Committee allocates a proportion of Capital Well-being funding for developments at Smithy Lane Recreation Ground; and
- (d) That the Operation Champion schedule for 2009 be approved.

50 Dates, Times and Venues of Future Meetings

Monday 9th February, 2009 at 4.00 pm
(Venue – Blackburn Hall, Commercial Street, Rothwell, LS26 0AW)

Monday 30th March, 2009 at 4.00 pm
(Venue – East Ardsley Community Centre, Main Street, East Ardsley, WF3 2AP)

(The meeting concluded at 5.40 pm).



Originator: Dagmar Leonard
& David Beirne
Tel: 74427 & 74266

Report of the Assistant Chief Executive (Corporate Governance) & the Director of Resources

South (Outer) Area Committee

Date: Monday 9th February 2009

Subject: Appointment of New Trustees to the Archbishop Margetson Trust Fund

| | | | |
|--|-------------------------------------|--|-------------------------------------|
| Electoral Wards Affected: | | Specific Implications For: | |
| Morley North | | Equality and Diversity | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Ward Members consulted (referred to in report) | | Community Cohesion | <input type="checkbox"/> |
| | | Narrowing the Gap | <input checked="" type="checkbox"/> |
| Council Function | <input checked="" type="checkbox"/> | Delegated Executive Function available for Call In | <input type="checkbox"/> |
| | | Delegated Executive Function not available for Call In Details set out in the report | <input type="checkbox"/> |

Executive Summary

The Archbishop Margetson Education Trust Fund, administered by Leeds City Council, has a long, rich history dating back to 1678 when James Margetson, the Archbishop of Armagh made provision in his will to provide ongoing support to the Free School he had established in Drighlington. Under its present guise, the revenue from this small Fund is intended to provide financial assistance to needy secondary and higher education students in Drighlington. The Fund presently stands at £2.5k. This Fund has become dormant in recent years and has not made an award since 1999/00. Although the Fund is currently held by the Council, the Trust Scheme provides for the appointment by the Council of Trustees upon the nomination of the Councillors elected for Morley North Ward, that includes Drighlington, and the appointment of one representative Trustee by the Council as Education Authority.

There is a strong desire from members of Drighlington Parish Council to take stewardship of the Fund along with other representatives of the local community and thus give the Fund fresh impetus and enable it to more effectively fulfil its intended purpose.

Members of the Area Committee at this meeting are requested to approve the appointment of new trustees to the Archbishop Margetson Educational Trust Fund, comprising three representatives of Drighlington Parish Council and one representative of Drighlington Primary School, as nominated by Councillors Robert Finnigan, Bob Gettings and Thomas Leadley of the local ward, and one representative of Leeds City Council, in accordance with the terms of the Trust scheme. Member Management Committee has deemed this to be a matter for local determination by this Area Committee.

1.0 Purpose Of This Report

The purpose of this report is to seek Members' approval for the appointment of a new group of trustees.

2.0 BACKGROUND INFORMATION

2.1 The Archbishop Margetson educational trust fund has a long history with its origins dating from 1678 when James Margetson, the Archbishop of Armagh, made provision in his will for the ongoing support of the Free School that he had built in Drighlington. The original school reportedly became one of some considerable repute and was well-attended by both free scholars and other boys from outside Drighlington. The pupils were instructed in reading, writing and arithmetic with the option of being taught Latin if desired. However, the fortunes of the school and the charity that supported it waxed and waned over the years. The governance of the modern Archbishop Margetson Trust Fund is rooted in a Charity Scheme of 1872 but altered by further schemes of 1904 and 1937. Upon Local Government reorganisation in 1974, Leeds City Council succeeded to the functions of the Borough and Urban District Councils and other defunct authorities. As a result, the Archbishop Margetson Trust Fund came under the remit of Leeds City Council.

2.2 The purpose of the modern form of this trust fund is to support students requiring financial assistance where the students are attending publicly maintained secondary schools, colleges of further or higher education or universities. The student must have attended Drighlington primary school for at least three years and their parent(s) must be resident in Drighlington.

2.3 The trust fund has been dormant for quite some time and, as mentioned, has not made any awards for several years. This Fund was not nominated for transfer to the new City of Leeds Fund along with other dormant trust funds administered by the Authority as there was a strong local desire expressed to become involved in and take responsibility for this particular fund. There is an anticipation that local stewardship of the Fund would revive and revitalise it and enable it to make a small but valuable contribution to the Council's narrowing the gap agenda within the Drighlington locality.

3.0 MAIN ISSUES

3.1 The Fund is intended to give financial assistance to needy secondary and further education students in the Drighlington area but the Fund under its current governance has effectively been dormant for a number of years and has not made an award since 1999/00. Members of the Drighlington Parish Council are keen to become involved and take responsibility for the Fund in conjunction with other representatives of the community. Such local involvement in the running of the Fund could give it a fresh lease of life with suitable candidates potentially being identified for support by the Fund and possibly steps being taken to attract fresh resources to the Fund. Any renewal of activity by the Fund may make a small but valuable contribution to narrowing the gap in the locality of Drighlington. The Fund would clearly benefit from such community involvement .

4.0 IMPLICATIONS FOR COUNCIL POLICY AND GOVERNANCE

- 4.1 It is hoped that appointment of the new team of trustees who would be representatives of the local community would reactivate this trust fund and enable it to continue fulfilling its intended purpose of delivering financial assistance to students in need in the Drighlington locality and thus in its small way help narrow the gap in this particular community.

5.0 LEGAL AND RESOURCE IMPLICATIONS

- 5.1 The governance of the modern form of this trust fund is framed by a Charity Scheme of 1872, but altered by further schemes of 1904 and 1937. Since Local Government reorganisation in 1974, the Fund has come under the remit of Leeds City Council. In 1993, the Education Committee of the Council agreed to appoint members of the Education Awards Panel as Trustees for the various Education Trust Funds administered by the Education department, as then was, including the Archbishop Margetson's School Trust. The Awards Panel last met in 1999 and, subsequently, the Committee structure and governance of the Council was reorganised and streamlined. Following the reorganisation of the Education function in 2001 and the formation of Education Leeds, responsibility for the administration of the Education Trust Funds was transferred to the corporate finance function with the Chief Learning Officer becoming the acting trustee for most of these Education Trust Funds. The latest legal advice in consultation with the Charity Commission is that in the case of the Archbishop Margetson fund, the main tenets of the 1872 scheme as altered in 1904 and 1937 still apply.
- 5.2 The original desire of the Drighlington Parish Council was for the trust fund to be transferred from the remit of the City Council to that of the Parish Council. However, following discussions with the Charity Commission, it was agreed that the appointment of new trustees was required. The trust's charity scheme as it currently stands requires a board of seven trustees but there is a consensus that a smaller grouping would be more practical, especially given the modest sums at the trust's disposal. The intention is to appoint five new trustees and the Charity Commission has confirmed that it would be receptive to the new team of trustees making an approach once appointed to have the Trust's charity scheme formally altered to reduce the desired number of trustees down to five.
- 5.3 Responsibility for the treasurer role and administrative support of the trust fund will remain with Leeds City Council and will continue to be delivered within the Authority's Financial Management function.
- 5.4 As mentioned, the resources of the Trust Fund are only modest and will continue to be held and accounted for by Leeds City Council. As the close of financial year 2007/08, the Fund's assets amounted to £2.5k, with annual income in the region of £100. The new Board of Trustees may seek to grow the Trust Fund by seeking new donations and initiating some fund-raising.

- 5.5 With regard to appointments to outside bodies, broadly the nature of the relationship with that body will determine where appointments ought to be decided within the Council's democratic structure. Where the relationship with the outside body, in this case this particular trust fund, is assessed to be a matter of community and local engagement, i.e. it is not necessary to fulfil a strategic or key partnership role but is, nonetheless, beneficial in terms of leading, engaging and supporting the community from an area or ward perspective, then the appropriate appointing body would be the relevant Area Committee. The Trust scheme for the Archbishop Margetson Fund requires the appointment by the City Council of Trustees upon the nomination of Councillors elected for the Drighlington area, which lies within the Morley North ward, and the appointment of one representative Trustee by the City Council in its role as the Education Authority.

6.0 RECOMMENDATIONS

Members of the Area Committee are requested to

- 6.1 Approve the appointment of five new trustees to the Archbishop Margetson Trust Fund. These trustees to comprise four representatives nominated by Drighlington Parish Council one of whom will be the Head Teacher of Drighlington Primary School.
- 6.2 Note the nominations of Arthur Thornton, Janet Scholes and Mike Rhodes by Drighlington Parish Council and Sue Jackson as Head Teacher of Drighlington Primary School. The appointments are for a period of three years.
- 6.3 Nominate a Morley North Councillor as the Leeds City Council representative to the trust. The appointment to be for a term ending on the date of the appointment of a successor any time after the ordinary day of retirement as Councillor.

Background Papers

Archbishop Margetson Trust Scheme details (available from the Charity Commission)
Appointment to Outside Bodies Procedure Rules



Report of The Director of Environment & Neighbourhoods Directorate

Meeting: South (Outer) Area Committee

Date: Monday 9th February 2009

Subject: Relationship and reporting between Health & Environmental Action Service, including the Environmental Action Teams, and Area Committees

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

This report provides an outline of how Health & Environmental Action Services operates, with a particular focus on the Environmental Action Teams. It is a common report for all Area Committees but has local information included for this committee. The report discusses options on how individual Area Committees can help influence the work carried out by the Environmental Action Teams in their areas. These suggestions include consideration of priorities, Ward member meetings; influence on promotional activities; selecting the type of information which can be reported as required by area; mechanisms by which policies can be reviewed and identify ways in which performance against outcomes can be measured.

1.0 Purpose Of This Report

1.1 The Health & Environmental Action Service (HEAS) has been operational since May 2008. Part of its remit is to consider how to report information relating to the work carried out in localities to Area Committees. Part of HEAS includes the Environmental Action Teams (EATs), which are perhaps of more immediate interest to Area Committees due to the scope of their work and that they are part of the enhanced role for area Committees. This report outlines the work of HEAS, discusses options on how this work can be relayed back to the area Committees and considers options on how area committees can influence activities.

1.2 This report is seen to be the first of several which will establish an effective communication method between Area Committees and HEAS over the coming year. There are many new and significant challenges involved in achieving this, many of which arise as the work of HEAS is influenced by city wide policies and external

statutory expectations and because sufficient resources are not available to provide dedicated teams with the specialist needs required to each Area Committee.

- 1.3 This report must be read with a “health warning”. There are many options proposed but these are presented against an increasingly difficult budget situation. It is therefore important that options agreed are cost effective and that the report discusses **different** ways of working, not **extra** ways of working, which will ultimately benefit from local input providing intelligence to target decreasing resources.

2.0 Background Information

2.1 Description of HEAS and proposals for Area “Champions”

2.1.1 During 2008, the HEAS was formed from the previous Enforcement division and Environmental Health Divisions. HEAS delivers the work of the EATs, together with specialist teams delivering:

- environmental protection work;
- environmental crime and grime mitigation;
- private sector housing quality and regeneration, including private rented sector;
- pest control;
- health & safety inspections of workplaces;
- food safety inspections;
- parking services;
- affordable warmth / energy efficiency work
- health improvement
- other miscellaneous duties.

2.1.2 The HEAS services are managed by three Heads of Service, who will take a “champion” role for each “wedge” of the city.

The 3 EATs, which are led by one Head of Service, have been shaped so that the geographical boundaries are co-terminous with Area Management and it is intended that the teams will be co-located with Area Management. A key to the success of the EATs is to have an adequately sized workforce that is flexible, focused and responsive. The latter aspects are being developed and progressing well, however, it does need to be noted that the size of the teams is critical and numbers do not allow for dedicated teams for each Area Committee to be maintained in a written structure. In practice, staff are aligned to Area Committees but absences due to leave/sickness/maternity etc do occur and these affect the deployment and output of the team.

2.1.3 The EATs work to a “can-do” attitude and do so within a quick and decisive fashion. So far they have provided fast and functional responses to enquiries received and have built up good communications with Ward members and the local community. They have also participated in local campaigns and promotional events, such as the city wide litter work, the Kirkstall breeze event etc.

2.1.4 Partnership working has been demonstrated well through initiatives such as well-being funding for additional dog warden activities and through the police and Council jointly funding a seconded police officer to work on the crime and grime agenda. Links with the ALMOs exist when dealing with such issues as waste in gardens, graffiti etc.

2.1.5 As the work of the EATS is promoted and increasingly valued, the reactive work continues to grow due to requests by both customers and partners. Whilst the

demand work is increasing, the reality is that staff funding is currently under review due to many staff being funded via NRF/SSCF funding arrangements. Whilst the level of reactive requests continues to grow, responding to this will be at the expense of our ability to deal with work proactively. It has been shown previously that local intensive proactive work can deliver more cohesive and sustainable results, albeit in a smaller part of the community. This will be discussed in more detail under priorities.

2.1.6 EATs staff work during normal working hours and so the service is not covered at weekends or in the evenings, unless by special arrangement. This normally involves the payment of overtime or reimbursement through Time Off in Lieu arrangements, which subsequently impact on the hours available daily – either has a material impact on service delivery.

2.1.7 Role of the HEAS Champion

Each Head of Service within HEAS will act as a “Champion” for the whole of HEAS to a nominated wedge of Committees. Each will represent HEAS as a whole whilst discussing strategic issues within the area. The Area delivery Plans and discussions on strategic issues would then influence operational action/service plans being drawn up at service level. The Champions would attend area Committees when there is a need to introduce specific strategic reports.

2.2 Description of Delegated Function/Enhanced role

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. One aspect identified in “Other Committee Roles” for 2008/09 was the following:

| Role | Summary |
|----------------------------|--|
| Environmental Action Teams | <p>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.</p> <p>The teams will carry out the 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> |

2.2.1 In addition to the role of the EATs identified above, the remainder of HEAS carries out strategic activities in other Areas which may be of interest to Area Committees. These can be summarised as follows:

- a) Private Rented Sector regulation applies to 41,660 properties in Leeds and as such provides accommodation for a significant number of Leeds households, some of whom are amongst the most vulnerable members of society. HEAS uses regulatory powers, effective partnerships and proactive working relationships to address poor housing in single occupation and in multiple occupation. The Leeds Landlord Accreditation Scheme (LLAS) is recognised nationally as a leading example of proactive and partnership working scheme in the private rented sector. The team also works closely with colleagues who have responsibility for wider regeneration issues.
- b) HEAS ensures that companies operating certain industrial activities (Part B installations) use the best available techniques (BAT) to minimise and render harmless their emissions to air. Certain larger (Part A2 installations) must use BAT to protect the air, land and water; use energy efficiently; minimise the production of waste; put in place measures to prevent accidents; and restore the site when the industrial activities cease. The team seeks intelligence to find processes which are operating illegally and help to improve standards at the smaller installations.
- c) The Scientific Services group monitor, gather, process and interpret air quality and landfill gas data which informs the Leeds Air Quality Management Team.
- d) The Commercial and Business Support Group (about 80 staff) includes the Health and Safety, Pest Control, Animal Health and Welfare, Food Safety, Health Surveillance, Performance / Business Support, Health Improvement, Administration, Information Technology and Fuelsavers Teams. These Teams all have a city wide remit, however they can by nature of demand or pre programming undertake work around a local focus, for example around commercial areas within the city where large numbers of business are located. Animal Health activities naturally focus around the more rural areas of Leeds and recently Fuelsavers have been focusing their energy efficiency schemes in the wards with high levels of residents living in fuel poverty.
- e) The commercial and business support teams, are also able to participate in targeted area projects, food specialists have undertaken food premises inspections in a defined area in conjunction with environmental enforcement and pest control. Support is also provided across the other 2 groups in HEAS either in the form of expertise or resources, the Health Improvement Team supporting sloppy slipper and community events or information collation for future targeting from the information technology Team. Previously ward based data has been provided to members in terms of demand for our services and related activities for example food inspections, accidents reported in the work place, reported infectious diseases, take up of grants etc. We are now able to provide these down to sub postcode zones.
- f) Environmental crime and grime issues are tackled with a small dedicated specialist team who target flytipping, graffiti, abandoned vehicles, dogs and dog fouling, trading on the highway etc.
- g) Parking Services which manages the Leeds car parks and on-street parking facilities, and enforces parking restrictions.

2.3 How Area Committees can influence the work of the EATS

2.3.1 Priorities on how policies should be applied

- a) The activities of the EATs are influenced by local policies agreed in the most part by Council through Constitutional arrangements. The EATs and specialist teams work to tightly prescribed policies which have been agreed by the Council, either by Executive decision, or by delegated powers. In all cases the Executive Member for

Environmental Services is consulted with, and in some cases, consultation has gone wider. The decisions are all subject to call in provisions and Scrutiny Boards can review how such a policy is working in practice. Feedback from Area Committees is welcomed on how a particular policy is being received within the communities and how effective it is.

- b) Approved policies exist for some 26 subjects, which are listed in appendix 1. Numerous guidance notes also exist which provide guidance to staff but do not necessarily specifically define an enforcement approach for the problem.
- c) It is possible for the area committees to collectively agree within their Area management area the priorities which HEAS place upon the different types of work (policies) carried out in the EATs. This would build up the local strategic response to the environmental Action issues within the area based upon consistent city wide enforcement techniques.
- d) To facilitate this, each type of activity has been considered against a probability and impact framework. The probability was a measure of the volume of work experienced and potential for escalation should the response not be as a customer may expect. The impact considers the impact on the community, the influence of the strategic outcomes, the effect on LAAs and the statutory duty to act. This assessment then places the work into a grid which graphically shows which types of work take precedence over others. An outline of this grid can be seen in appendix 4.
- e) If a request for service is received which is a low priority, the service will provide advice either verbally or by mail-out. Should the complaint become “escalated”, the matter can subsequently be addressed. This system provides a framework, although team managers would still need flexibility in differing circumstances.
- f) It is fair to say that all of the EATS are receiving requests for service which outstrip the capacity to respond to them in the quick and decisive fashion expected of them. Without additional resources, this situation will not ease, and could get considerably worse. Much good work in an area is conducted using intensive neighbourhood management techniques, which equates to proactive activity in an area, focusing on one or more environmental activities in an area. However, with the level of reactive work currently experienced, INM techniques are not often possible.
- g) The EATs are conscious that proactive activity in a small but well defined geographical area can produce more sustained community outcomes and demonstrate to a community that change can be achieved. This intensive way of working is resource hungry for that neighbourhood. One way in which potential resources could be released is to agree priorities on reactive work which then releases time for one or more members of staff to focus on a particular area. There is scope therefore to influence what priority should be given to enforcing a particular policy compared to another.
- h) The priority assessment of tasks, together with a review of how we process them may help reduce times spent on certain types of request for service, freeing up time for more proactive work. Without intervention and clarity of purpose, staff could lose focus on services they deliver and ultimately those service delivery standards could fail.
- i) The neighbourhood wardens can offer some help in this respect and it is of note that the majority of their work is already closely associated with that of the EATs. Work is currently underway reviewing the role of the wardens and the relationship with the EATs.

- j) The EATS have been established to be coterminous to the boundaries of the 3 Area management areas. The staff levels are too small to feasibly have 3 or 4 Area Committees requesting different priority approaches from the single team, however, the 3 or 4 committees within the Area Management wedge can influence the priorities applied within that wider area. This review of priorities can vary between the 3 Area management Areas as an individual team can support this and the admin support is consistent to the singular team. This is discussed further in paragraph 8.

2.3.2 Communication with Ward members

As local needs can vary quite rapidly at times, one option which could be adopted would be for each service manager, or deputy, to meet the 3 Ward Members on a periodic basis to discuss needs within that area. This could take place 6 monthly, together with Area Management staff who could feed information from this into Area Delivery plans. Members could decide to appoint a champion amongst their ward who could act on behalf of all 3 Members, could opt for more or less frequent meetings, or could combine meetings with other wards.

2.3.3 Education/promotional work

- a) Part of the remit of the EATs is to conduct promotional campaigns to educate and improve people's ways of life. These are limited due to resource availability, but schemes have ranged from "sloppy slipper" events where elderly people are given new well fitting slippers to prevent slips and accidents in the home; promoting fuel poverty interventions; litter campaigns in the city centre and districts; linking up with ENCAMS campaigns promoting environmental cleanliness; promotional talks in schools; stalls at community fairs etc.
- b) The variety is wide, but the volumes are not great due to resources, e.g. between May and September 2008, in addition to the activities outlined above, the following promotional work has been carried out

| | ENE | WNW | SE |
|--|-----|-----|-----|
| No. of events in community action days | 7 | 9 | 7 |
| Other promotional events | 5 | 4 | 2 |
| No. Children educated in schools | 50 | 320 | 865 |

- c) It is suggested that each Area Committee could identify which type of promotional activity it would wish to prefer in its area, and at which location, e.g. a sloppy slipper event in a local community centre as opposed to litter education talks and enforcement to schoolchildren in the local high school.

2.4 Contributing to Strategic Plan Targets and Outcomes

2.4.1 The work of the EATs is governed by the strategic outcomes set for them by the Council. All work must contribute to one or more of these outcomes. The EATs contribute to 3 primary outcomes:

- Cleaner, greener and more attractive city through effective environmental management and changed behaviours
- Reduced crime and fear of crime through prevention, detection, offender management and changed behaviours

- Reduced health inequalities through the promotion of healthy life choices and improved access to services
- Within these outcomes, the HEAS has identified the following key improvement priorities to be ones which services contribute either entirely or in a major way. These are
- Reduce premature mortality in the most deprived areas
- Reduce the number of people who are not able to adequately heat their homes
- Address neighbourhood problem sites; improve cleanliness and access to and quality of green spaces.

2.4.2 Area Delivery Plans will also recognise these outcomes and place lesser or greater emphasis upon them within their plans. This influence can be reflected through the application of priorities on the policies and processes as described in 2.3.1.

3.0 The Service at Area Committee level

3.1 Area Profile of the Service

3.1.1 The EATs went live on 12th May 2008. The integration/training and development of staff began from that date and will continue into the future. Whilst the front facing operation has been maintained, back-office systems are being developed to properly capture the data required and are more intricate in their needs. As such, some statistics presented may be an underestimate of work undertaken.

3.1.2 The 3 EATs have the following staff profile

| | ENE | WNW | SE |
|---|--------------|------------------|---------------|
| Service Manager | Phil Gamble | Ruth Lees | Paul Spandler |
| Deputy Service Manager | Mark Everson | Rachel McCormack | Dave Armitage |
| Senior Technical Enforcement Officer | 2 | 2 | 2 |
| Environmental Health Officer | 3 | 3 | 3 |
| Technical enforcement officer | 7 | 10 | 9(incl city) |
| Admin support | 4 | 4 | 4 |
| | | | |
| Volume of requests for service received May 12 – Sept 30* | 1894 | 2533 | 1985 |
| Volume of proactive work recorded May 12 – Sept 30* | 171 | 337 | 419 |
| Total | 2065 | 2870 | 2404 |
| Ratio of staff to jobs | 1:172 | 1:191 | 1:171 |

*These figures are possibly underestimated as it is believed that some data has not yet been captured.

3.1.3 The nature of each job varies, but each will involve complainant and customer dialogue, assessment of action to be taken, associated correspondence, associated advice, where enforcement is taken – communications, appeals, notices, prosecutions etc.

3.2 Area based Service Priorities and issues

3.2.1 The main issue facing all of the EATs is the level of reactive work arising from the community – i.e. requests for service. This is routinely outstripping the resources available to deal with these requests.

The table below shows comparisons between each of the areas of work by Committee area over the summer period in 2008.

| Area Committee | EAT | Proactive | Reactive |
|---------------------------|-----|-----------|----------|
| E IE | ENE | 84 | 962 |
| E INE | ENE | 62 | 631 |
| E ONE | ENE | 25 | 301 |
| | | | |
| SE IS (incl. city centre) | SE | 254 | 901 |
| SE OE | SE | 63 | 522 |
| SE OS | SE | 102 | 562 |
| | | | |
| WNW INW | WNW | 129 | 1062 |
| WNW IW | WNW | 69 | 473 |
| WNW ONW | WNW | 84 | 474 |
| WNW OW | WNW | 55 | 524 |

3.2.3 Recent issues identified by staff working within this Area Committee boundary are as follows:

- a) EAT officers have worked with the Morley District Centre Manager and local Councillors to address concerns in relation to littering by the public and commercial waste issues within Morley Centre. Litter education programmes have been provided to pupils at a number of schools in Morley.
- b) The volumes of complaints by type received in this Area Committee boundary between 12/5/08 & 24/12/08 are also attached in appendix 5.
- c) Key Contact Points in EATs are provided in appendix 3 for each of the 3 EATs
- d) To address the imbalance between proactive and reactive work, it is hoped that agreement on priorities across the Area Management area can be reached during 2009.

3.3 Customer and community engagement

3.3.1 The prime areas of engagement with the community are:

- Request for service from an individual about another person or business affecting their lives
- Request for service from an individual about issues which they see on the street or in their community
- Enforcement action taken in response to the above two requests
- Enforcement action taken proactively, such as litter or dog fouling.
- Work in intensive areas where staff will approach individuals
- Local community events and campaign work
- Use of the media, including local papers and council publications to promote these events and activities.
- Promotional leaflets

- Use of the council's web site to publicise policies etc.

3.3.2 Area Committees may also have suggestions about local publications which could be used to convey messages, although each one will require some degree of resource input.

3.3.3 Area Committees can help influence services through feedback from community engagement. As resources do not permit attendance at all residents events unless there are specific issues to be addressed, feedback from that event from Area committee representatives would be welcomed.

4.0 Performance Management and Reporting

4.1 Service Planning

The HEAS aims to agree its service plan, including that of the EATs, in the first quarter of each new year, having understood the limitations that the budget may impose upon it. Future plans will strive to address existing aspects of the ADPs, and input will be offered when the ADPs are refreshed. This development has not yet been tested and it is expected that this area will become stronger over time. It must be noted however, that there could well be significant resource issues of creating 10 separate plans from a single HEAS service plan, and methods must be identified which make this a cost effective process which adds value to the community and service. This plan is reviewed quarterly by HEAS management team.

4.2 Other Outcomes for the Area Committee area

Future developments which have been identified are ways in which we can “convert” **outputs** into **outcomes** in order to measure progress against the strategic outcomes. The challenge with measuring outcomes rather than outputs is that outcomes measure the difference that residents experience. In many areas, some outcomes depend upon many services working together; e.g. litter free areas are a combination of education, enforcement and physically sweeping the streets. However, as Area Committees are close to the population, suggestions on how feedback from communities could be used to interpret outputs as outcomes would be welcomed.

4.3 Reporting Arrangements

4.3.1 It is proposed that a report on the work of HEAS would be presented to Area Committee on an annual basis or on a 6 monthly basis – in October and May, although this timing may need to be discussed given the constraints of the year end for statistics and the political calendar. This can be augmented with a commentary against any ADP actions which are relevant to the service. Attendance would be by the Service Manager/Area Champion depending on the content of the report.

4.3.2 The information provided is suggested in appendix 2. These statistics are collected on an Area Committee basis and can therefore be presented to each as such and tailored to each Committee's requirements. It should be noted, however, that this information does not report on outcomes, as is the eventual aspiration. Whilst information such as the number of notices served will be of interest, the focus will be shifted in favour of reporting on outcomes, as this methodology is developed, in conjunction with other service partners. Comments and suggestions from Area Committees as to how this can be achieved over time would be welcome. Some figures indicated can only be collected on a city wide basis due to data collection issues. It is proposed that each Area selects the information which it wishes to see

from the appended list and this becomes the agreed suite of local indicators reported upon. This will mean that the collection and presentation of data can be carried out in as effective fashion as practical.

- 4.3.3 Also included in Appendix 2 is a suggestion of the information which Area Committees may wish to accept in its entirety or amend.
- 4.3.4 A range of information from the previous Environmental health division has been presented to Members previously, e.g. Food inspections; regeneration; infectious diseases etc. As time progresses, information in relation to these other parts of HEAS will be added to this standing report in consultation with the Committee.
- 4.3.5 Tasking and operation Champion - Operationally, tasking meetings between field providers will continue to take place. These local field staff arrangements operate subtly different in each area and it would be a step forward if the best delivery model could be identified and pursued in order to provide some consistency. Time management records suggest that every month the equivalent of just over 1 FTE is spent attending taskings etc across the City.
- 4.3.6 Officer liaison - The brief given to the EATS is to build stronger links between them, Area Committees and Area Management. This is happening at the moment at different speeds. A quarterly meeting between Service Managers and Area management senior managers is proposed for those areas where co-location is either not yet in place, or the benefits of daily contact are not yet being seen. The input of Area Management staff would take intelligence from the Area committees and from Ward members.

5.0 Implications for Council Policy and Governance

- 5.1 Governance and responsibility for the management of the EATs remains within HEAS who will continue to operate within overarching Council policies.
- 5.2 These policies describe how Leeds will respond to specified situations. A range of techniques are used, varying from persuasive letter to zero tolerance, depending on the subject. If the law is to be enforced, it is important that the same standard of enforcement applies across the City as a whole. For example, if a zero tolerance were to be applied to litter in one area, and a verbal warning in another, the public will become confused as to which applies. A recent headline in Hull exemplifies this when 2 standards were applied – “Its one litter law for me, but another for tourists”.
- 5.3 To date most policies have been effective and welcomed across the City. They have certainly helped deliver cleaner streets and achieve LAA targets. However, a couple have been questioned. In order to try to incorporate local needs within a policy, yet meet the wider strategic needs of the City and ensure that all Leeds residents are treated equitably, it is suggested that if all Area Committees in a wedge, or 2 Area Committees from 2 wedges express concerns with a policy, then the policy will be reviewed. However, this will be with the intention that any change be implemented *city-wide* and not just in that particular area(s).
- 5.4 Reasons why a review may be appropriate could be that circumstances have changed, such as the credit crunch; ineffective enforcement (too little or too much would be addressed by priorities). If the outcome of this review is not acceptable the matter could be referred to Scrutiny board for a thorough examination of the issues. The policies would retain city-wide relevance & application to ensure that the public & businesses are not confused about the standards expected of them. It is not uncommon that when taking action against one person, they will point to another within

eyesight who appears to be breaching similar requirements. It would not only be incongruous to have one enforcement policy on one side of a street and another on the other in a different Ward. There may even be more serious consequences, such as claims of mal-administration etc.

- 5.5 When enforcing legislative requirements, some people are not happy that they should receive such attention, whilst others in the wider community are more than pleased to see their community being improved. In that regard, it is possible that any one committee could ask for a review based upon an individual issue within that area, or because there are vocal objections within that area, however, the circumstances may not be relevant across the whole city. Therefore, in order to achieve a measured response, the “quorate” figure above is suggested.

6.0 Equality Considerations

Leeds is a diverse city and each area within the city has its own equality, diversity and community cohesion issues. The purpose for the Environmental Action Teams of working more closely with area committees is to tap into the local knowledge of these issues that the area committees possess. This will allow the service to tailor its use of resources to support the needs of communities more effectively. This will be achieved by understanding the needs of hard to reach groups in each area who do not necessarily contact the services and by understanding the priorities for all communities in an area. This will enable the EATS to pro-actively tackle the effects of environmental crime which can blight neighbourhoods and cause disputes between individuals and communities, and in so doing build greener, healthier and more cohesive communities throughout Leeds.

7.0 Any Other Considerations

It is not clear at this point how 3 or 4 area Committees can agree on a set of priorities for their areas. Options available as to how 3 or 4 Area Committees could agree on a set of priorities for their area could be:

- a) Officers to suggest 2 or 3 options on where the service priorities should lie on the priority grid so that one choice can be selected. The faults with this approach are that the appendix contains the officer informed solution and other options would not be based upon further intelligence, but provided just to provide an alternative. In addition, if there is not agreement, it would require repeat reports to get to common ground.
- b) Request each committee to consider each aspect of work and rank them in their order of priority. Each list can then be compared and a combined consensus identified for that area.

8.0 Legal and Resource Implications

8.1 Resource Implications

The loss of funding streams such as NRF and SSCF will have a significant effect on staffing levels within the EATS unless other funding sources are identified. As team levels are at a critical position, it is fair to say that resources for staffing are the most important aspect which will influence how the EATs ultimately perform and succeed. It is possible that when the 09/10 budget round has been concluded, additional pressure will be experienced in the EATs through increased requests for enforcement or intervention subsequent to any reduction in capacity in other allied services. For example, any reduction in bin yard clearance will result in increased complaints;

reduced out of hours noise activity will result in increased demand to follow up during the day.

- 8.2 Most of the costs of delivering our work comprises staff salaries. Additional staff can be funded on a temporary basis but it is preferable if this funding were identified for longer periods than 1 year as the practicalities of recruitment and investment in training need to be taken into account. Three year Area Delivery plans are an opportunity to plan funding of additional dedicated staff over longer periods. General employment issues may still occur which could reduce the value of such investment – these could range from long term sickness absence, maternity leave or non-productivity whilst training takes place. The funding of projects is more viable. Such projects may include placing a physical purchase into an area, such as gating bin yards, or could be to purchase additional hours for intensive projects at weekends for example.

9.0 Conclusions

This report is seen to be the beginning of a journey which members and Officers are to take in order to identify the best way that local needs can be served whilst delivering through reducing resources using city wide policies. There are several options on how to progress contained within the report for consideration.

The report focuses on the EATs at this stage as it is those teams which have been identified as having specific links. However, future development will include the full range of HEAS services.

10.0 Recommendations

- 10.1 Members are asked to consider this report and consider the following issues
- 10.2 Does each Committee wish to debate the priorities outlined in 2.3.1 (and appendix 4), or would they prefer to delegate discussion to area management officers. If they wish to debate this, which of the scoring systems identified in section 7.0 are considered the best way forward?
- 10.3 Consider whether Ward member meetings with officers as described (in 2.3.2) are desirable and if so, how these would best be progressed having regard to effective use of resources
- 10.4 Consider whether Area Committees wish to influence promotional activities and how such information could be fed back to the EATs (see 2.3.3).
- 10.5 Consider the proposed reporting timetable (in 4.3.1), annual or 6 monthly
- 10.6 Consider the proposed information which is to be presented to Committee, as selected from Appendix 2, for reporting purposes.
- 10.7 Consider how Area Committees may be best placed to provide feedback on outcomes as well receiving information on outputs. (See particularly 3.3 and 4.2).

Background Papers

Executive Board Report 16 July 2008 – Area Committee Roles 2008/09

Appendix 1

| | Policy area | Comments |
|----|--|---|
| 1 | Fly tipping | |
| 2 | Litter - Individual items of litter thrown into the street | |
| 3 | Litter - Street litter Control Notices | |
| 4 | Flyers | Consent scheme applies to Headingley and City Centre |
| 5 | Placards on lampposts | |
| 6 | Fly posting | |
| 7 | Graffiti | Executive board |
| 8 | Dog Fouling | Dog Control Order approved by full Council |
| 9 | Stray dogs | |
| 10 | Dangerous dogs | |
| 11 | Commercial waste | |
| 12 | Waste in gardens | |
| 13 | Abandoned Vehicles | Work in association with city wide seconded police officer |
| 14 | Removal of untaxed vehicles | Work in association with city wide seconded police officer |
| 15 | Highways - Use of A boards | Local arrangements on zero tolerance apply in City Centre and Armley Town Street. |
| 16 | Highways - overhanging vegetation | |
| 17 | Shopping trollies | Approved by full Council |
| 18 | Sale of vehicles on highways | |
| 19 | Trading on the highway | Consent scheme |
| 20 | Encroachments | |
| 21 | Env Crime on LCC land | |
| 22 | Env Enforcement Policy/EHS enforcement policy | 2 policies need to be combined |
| 23 | Levels at which FPNs are set | |
| 24 | Domestic bins on streets | |
| 25 | Commercial bins on streets | |
| 26 | Mud on Highway | |

Appendix 2

Recommended work outputs which Area Committee may wish to receive

| Type of Complaint received | Numbers/quantity |
|----------------------------|------------------|
| Noise | |
| Flytipping | |
| Overhanging Vegetation | |
| Domestic waste | |
| Commercial waste | |
| Drainage | |
| Highways misc | |
| Litter | |
| Housing | |
| Nuisance | |
| Rodents | |

Proactive activities

| | |
|------------------------------------|--|
| Community action days - no. events | |
| Other promotional events | |
| No. children educated in schools | |

Fixed penalties issued

| | |
|---------------------------------|--|
| Fixed Penalties for Litter | |
| Fixed Penalties for Dog Fouling | |

Notices served

| | |
|------------------------|--|
| Noise | |
| Flytipping | |
| Overhanging Vegetation | |
| Domestic waste | |
| Commercial waste | |
| Drainage | |
| Highways misc | |
| Litter | |
| Housing | |
| Nuisance | |
| Rodents | |
| Other | |

Number of Legal action prosecutions submitted

| | |
|---------------|--|
| Litter | |
| Dog fouling | |
| Flytipping | |
| Noise | |
| Other Notices | |

Selection of work outputs from EATS which area Committee may wish to add to above or select “a-la-carte”

| Type of Complaint received | Does area committee wish to see this? Select Yes or No |
|----------------------------|---|
| Noise | |
| Noise – Out of Hours | |
| Flytipping | |
| Overhanging Vegetation | |
| Domestic waste | |
| Commercial waste | |
| Drainage | |
| Highways misc | |
| Litter | |
| Housing | |
| Nuisance | |
| Rodents | |

Proactive activities

| | |
|------------------------------------|--|
| Community action days - no. events | |
| Other promotional events | |
| No. children educated in schools | |

Fixed penalties issued

| | |
|--|--|
| Fixed Penalties for Litter (s88) | |
| Fixed Penalties for Domestic Waste (s47ZA) | |
| Fixed Penalties for Commercial Waste (s47ZA) | |
| Fixed Penalties for Dog Fouling | |
| Fixed Penalties for Litter Clearing Notices (s94A) | |
| Fixed Penalties for Flyering Without Consent (Sch3A) | |
| Fixed Penalties for Failure to Produce Waste Carriers Licence (s5) | |
| Fixed Penalties for Failure to Provide Waste Transfer Notice | |

Notices served

| | |
|--|--|
| domestic waste | |
| commercial waste | |
| clearing land of waste | |
| Failure to produce waste documents | |
| nuisance | |
| improving premises detrimental to amenity of neighbourhood | |
| drainage | |
| noise | |
| pests | |
| Litter Clearance Notice (LCN) | |

| | |
|------------------------------|--|
| Street Litter Control Notice | |
| Obstruction | |
| Overhanging vegetation | |
| Other Notices | |

Number of Legal action prosecutions submitted

| | |
|--|--|
| Litter | |
| Dog fouling | |
| Flytipping | |
| domestic waste | |
| commercial waste | |
| clearing land of waste | |
| Failure to produce waste documents | |
| statutory nuisance | |
| improving premises detrimental to amenity of neighbourhood | |
| Drainage defects | |
| Noise | |
| pests | |
| Litter Clearance Notice (LCN) | |
| Street Litter Control Notice | |
| Obstruction | |
| Overhanging vegetation | |
| A Boards | |
| Placards/flyposting | |
| Other Notices | |

Statistics for HEAS housing, food and H&S to follow

Appendix 3 – Key contact names for each of the EATs

South East

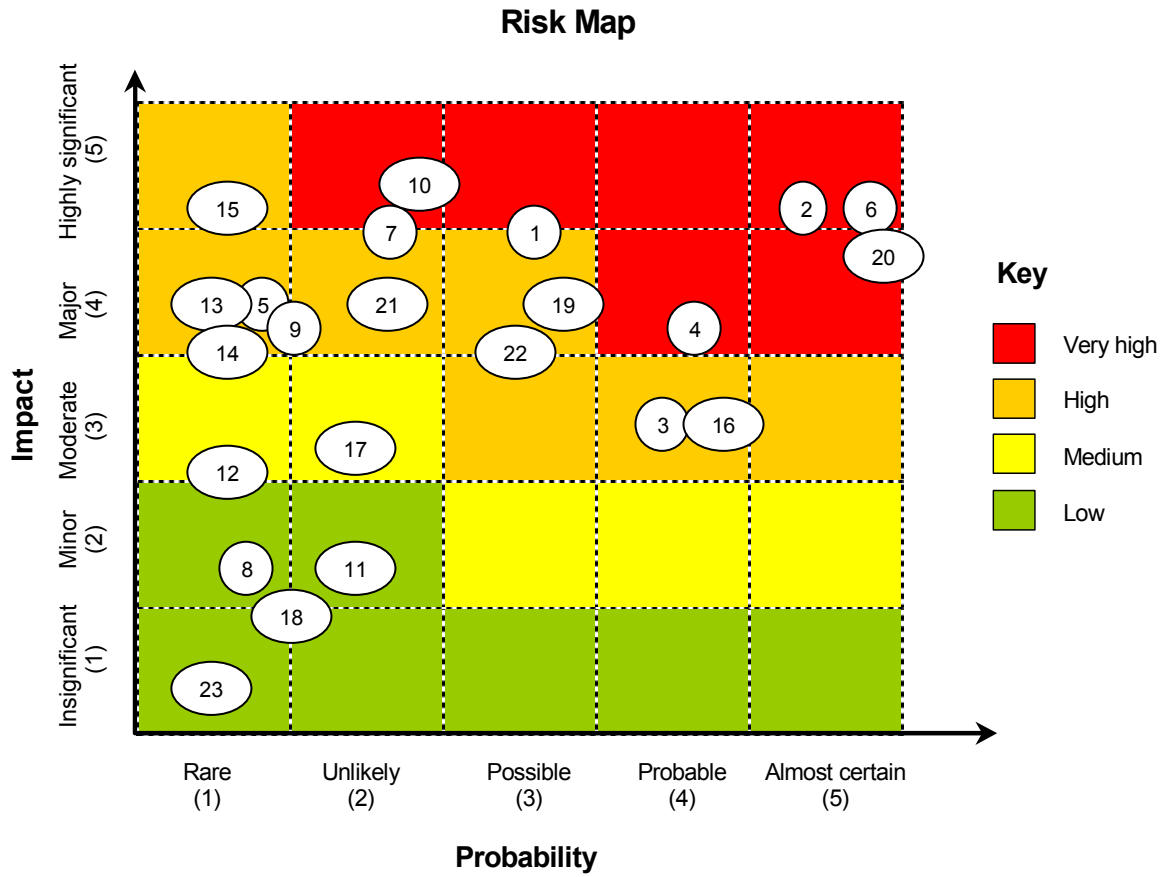
| Name | Title |
|------------------------|------------------------------------|
| Paul Spandler (acting) | Service Manager |
| Dave Armitage | Dep. Service Manager |
| | Snr. Environmental Health Officer |
| | Snr. Environmental Health Officer |
| | Environmental Health Officer |
| | Snr. Technical Enforcement Officer |
| | Snr. Technical Enforcement Officer |
| | Snr. Technical Enforcement Officer |
| | Technical Enforcement Officer |
| | Technical Enforcement Officer |
| | Technical Enforcement Officer |
| | Technical Enforcement Officer |
| | Technical Enforcement Officer |
| | Admin Supervisor |

Appendix 4 – Priority based system

| Work area | ID no. | Prob | Impact | subdivide into urgent/less urgent? |
|--|--------|------|--------|------------------------------------|
| A Vehicles | 1 | 3 | 5 | No |
| Drainage (blocked & sewage escapes) | 2 | 5 | 5 | yes |
| Commercial waste issues | 3 | 4 | 3 | No |
| Domestic waste/waste in gardens | 4 | 4 | 4 | Yes |
| Flyers | 5 | 1 | 4 | Yes |
| Flytipping | 6 | 5 | 5 | No |
| Litter | 7 | 2 | 5 | No |
| Defective housing | 8 | 1 | 2 | Yes |
| Dirty housing | 9 | 1 | 4 | Yes |
| Housing vacant | 10 | 2 | 5 | Yes |
| A Boards | 11 | 1 | 2 | Yes |
| Abandoned caravans | 12 | 1 | 3 | No |
| Cellar Grate/mud/damage/illegal crossing | 13 | 1 | 4 | Yes |
| Illegal adv/placards/flyposting | 14 | 1 | 4 | Yes |
| Graffiti | 15 | 1 | 5 | No |
| Overgrown veg/obstruction | 16 | 4 | 3 | Yes |
| Vehicles for sale | 17 | 2 | 3 | Yes |
| Grass verge parking | 18 | 1 | 2 | Yes |
| Pests – rats/mice/insects/etc | 19 | 3 | 4 | Yes |
| Noise - | 20 | 5 | 5 | Yes |
| Nuisance – light/odour/premises | 21 | 2 | 4 | yes |
| Smoke – general | 22 | 3 | 4 | Yes |
| Radon | 23 | 1 | 1 | No |

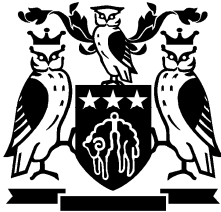
Probability: based on Volume of complaint - Likelihood of complainants

Impact: based on community - achievement of strategic objectives, likelihood that statutory obligation not met



Appendix 5 – Summarised service requests from each area committee
 12TH May 2008 – 24th Dec 2008

| | ENE - IE | ENE - - INE | ENE - ONE | SE - IS | SE - OE | SE - OS | WNW - INW | WNW - IW | WNW - ONW | WNW - OW |
|--------------------------------|-------------|----------------|--------------|------------|------------|------------|--------------|-------------|-----------------|-------------|
| Out of Hours Noise | 369 | 175 | 50 | 322 | 117 | 111 | 492 | 173 | 102 | 141 |
| Noise (except commercial) | 263 | 159 | 74 | 256 | 176 | 171 | 409 | 168 | 143 | 185 |
| Statutory Nuisance | 93 | 77 | 36 | 55 | 40 | 64 | 68 | 36 | 47 | 52 |
| Overgrown Vegetation | 65 | 138 | 104 | 58 | 128 | 108 | 77 | 66 | 103 | 85 |
| Domestic waste | 317 | 101 | 11 | 129 | 49 | 94 | 234 | 374 | 72 | 66 |
| flytipping | 109 | 69 | 19 | 120 | 60 | 69 | 78 | 54 | 25 | 57 |
| Litter Issues | 46 | 21 | 16 | 376 | 51 | 37 | 49 | 20 | 29 | 24 |
| commercial waste issues | 48 | 33 | 13 | 161 | 49 | 59 | 62 | 30 | 72 | 28 |
| drainage issues | 92 | 52 | 36 | 38 | 69 | 37 | 37 | 44 | 64 | 57 |
| Housing defects | 95 | 57 | 14 | 55 | 25 | 19 | 48 | 23 | 11 | 21 |
| Rodents | 6 | 12 | 6 | 7 | 5 | 5 | 36 | 7 | 8 | 18 |
| Misc highways | 25 | 18 | 46 | 53 | 34 | 34 | 37 | 17 | 22 | 17 |
| Placard | 3 | 5 | 1 | 4 | 2 | 4 | 2 | 3 | 11 | 4 |
| A Board | 1 | 3 | 3 | 7 | 2 | 1 | 2 | 1 | 7 | 2 |
| nuisance vehicle related | 12 | 6 | 1 | 14 | 14 | 11 | 8 | 2 | 8 | 8 |



Report of The Director of Environment and Neighbourhoods Directorate

Meeting: South Leeds (Outer) Area Committee

Date: Monday 9th February 2009

Subject: Relationship and reporting between Streetscene Services and Area Committees

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

To outline the Streetscene Services function schedule and propose arrangements that will improve the working relationship between Area Committees, Area Management and Streetscene Services. The report will briefly cover the current Streetscene Services arrangements, links with area management and elected members and current reporting mechanisms. The report will also propose changes that will allow Area Committees to have more influence over the localised delivery of Streetscene Services

1.0 Purpose Of This Report

1.1 The Area Management Review report presented to Executive Board in July 2008 proposed extending and enhancing the roles of Area Committees. The aim is to develop the roles of Area Committees in terms of the number of services that they will have increased influencing, developmental and consultative responsibilities for.

2.0 Background Information

2.1 Service Description

2.1.1 In terms of Streetscene Services the proposed additional enhanced roles for Area Committees for 2009/10 are, Street Cleansing and Grounds Maintenance.

2.1.2 For the purpose of this report the new enhanced roles relate to those services currently provided by Streetscene that have a direct impact on environmental quality and the visual appearance of the built environment. This briefly includes mechanical sweeping (carriageway and footpaths), manual sweeping and litter picking, litter bin emptying, provision and maintenance, fly tipping removal, graffiti and fly-poster removal and leaf clearing. A more detailed description of the services is provided in section 3.

2.1.3 Intensive Neighbourhood Management

The Intensive Neighbourhood Initiative was launched in April 2006 aimed specifically at the most deprived areas within the inner city. Supported by the Neighbourhood Renewal Fund (NRF) and the Safer, Stronger, Communities Fund (SSCF), the improvements have been significant. Cuts in the NRF and SSCF budgets in 2007/08 have made it difficult to maintain service standards in the INM areas in the future. Key to the success of INM has been the introduction of the Community Pride Teams and the co-ordination of services and outside agencies in dealing with specific issues.

2.1.4 Grounds Maintenance

In 2005 the citywide grounds maintenance contract was awarded to Glendale Services with the contract administration function being given to the City Services Department on behalf of the ALMOs and Highway Services. This function has now passed to Environmental Services. The initial contract term was three years with an option to extend by a further three years in one year extensions. The contract is currently in year 4 with approval to extend into years 5 and 6. In terms of service delivery this is clearly defined within the contract documents and service specification although facilities do exist to vary work in and out of the contract. The current contractual arrangements provide little scope for Area Committees to significantly influence the way in which grounds maintenance services are delivered, certainly within the life of this contract. However, work has begun on the procurement of a new contract to commence March 2011 which will include contract packaging options and specifications.

In 2007 a decision was made to take out of the main contract the Britain in Bloom routes grass verges and rough cut and sight line grass and deliver this through a separate contract. The new work of motorway junction grass was also added to this contract. This contract was awarded to ATM Ltd on an initial one year contract starting March 2008 with the option to extend by two years. Environmental Services also have the contract administration responsibility for this contract on behalf of the ALMOs and Highways Services.

2.1.5 Current Streetscene Structure

Currently Streetscene Services works on an area wedge basis. There are 5 wedges in Leeds excluding the City Centre. Each Wedge has specific management and frontline staff to deal with arising issues as well as day to day service provision. Recently, the division of the city has been discussed and new working arrangements have been proposed, to match the three new Area Committee wedges. The current Streetscene management structure reflects the old five Area Committee wedges,

- Each wedge is allocated -
 - 1 x Principal Area Manager
 - 1 x Senior Area Manager

- 1 x Assistant Area Manager (2 staff in post working a 4x3 shift to provide 7 days cover)
- All managers are multi-disciplined and responsible for the day to day operational delivery of all Streetscene services within their respective areas.
- The following services are delivered city wide due to logistical or operational problems associated with delivery on an area basis
 - Car Park/Ginnels cleaning
 - Removal of discarded hypodermic needles and syringes
 - Public Convenience Cleaning

2.2 Description of Delegated Function/Enhanced role

2.2.1 For the purpose of this report the new enhanced roles relate to those services currently provided by Streetscene Services that have a direct impact on environmental quality and the visual appearance of the built environment. This briefly includes mechanical sweeping (carriageway and footpath), manual sweeping and litter picking, litter bin emptying, provision and maintenance, fly tip removal, graffiti removal, fly-poster removal and leaf clearing. A more detailed description is given in section 3.

2.2.2 In terms of the report that went to the Executive Board in November 2007 it highlighted the following enhanced roles for Area Committees.

| | |
|---------------------|---|
| 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. 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. |
| 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 2011. 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 2011. 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. |

2.3 Role and Responsibilities of the Area Committee

2.3.1 Current Arrangements - As the roles of Area Committees have developed so have the arrangements that allow them to influence the way that Streetscene delivers its services at a local level. The following are not all consistently applied across all Area Committees.

- (i) Environmental Partnership Groups – some Area Committees have established an Environmental Partnership group across an area committee to allow more detailed discussions about localised issues and develop deliverable actions. This process has been successful in the areas where it is used and allows a more open debate and understanding about the specific issues. It has improved the working relationship between the ACs and Streetscene Services but also with other environmental based services/agencies who attend. The partnership tends to be attended by the AC Member champion nominated for ‘environment’ which provides one of the ways of linking to the Area Committee.
- (ii) Site Visits and face to face meetings with Ward Members – these tend to be ad-hoc and usually in response to a specific issue. They tend to be very focused on dealing with specific issues but usually successful in terms of resolving problems in the short term.
- (iii) Area Delivery Plans – Streetscene Services officers and ward members contribute towards the development of Area Delivery Plans. However, the approach across each area appears to be inconsistent and from a service point of view tends to reflect service priorities rather than localised priorities
- (iv) Reports to Area Committees – the provision exist for this to happen but the frequency of reporting tends to fluctuate, reports being requested or provided in response to issues rather than reporting on overall performance.
- (v) Tasking Groups – tasking groups are established in all of the area committee areas although their success and effectiveness varies in terms of Streetscene Services.

2.3.2 Current arrangements allow the area committees to influence and develop the following services:

- (i) Community Action Services Team (CAST). In the outer wedges ward members have direct access to the CAST teams. Referrals are made through area management officers and passed to Streetscene for action. Ward members in the inner city have the same facility through the Community Pride Teams.
- (ii) INM – in particular those resources funded through SSCF is administered through area management and ward members. This process allows influence over where and how the resources are deployed.
- (iii) Public Conveniences – this is a responsibility delegated to Area Management and the provision of the PCs is determined by area committees, advised by Streetscene Services.
- (iv) Street Sweeping – in response to local needs , Streetscene managers do have some flexibility to vary the delivery of services. Area Committees have in the past supplemented street sweeping in some areas by funding additional resources.
- (v) Litter Bin Provision – the provision of litter bins is an issue for Streetscene Services as budget provision falls short of meeting demand. In the past most area committees have funded additional litter bins in priority areas
- (vi) Customer Satisfaction Surveys – area management have organised and funded customer satisfaction surveys that have included issues relating to environmental quality.

2.3.2 Proposed Improvements.

- (i.) In view of the changing priorities in the individual area an option would be for the Principal Streetscene Manager for a wedge to meet with ward members on an agreed frequency. These discussions could include the changing area priorities and any immediate response that could be made by Streetscene, successes in the ward, new initiatives and any specific issues that need attention.
- (ii.) Increased Use of District Local Environment Quality Survey (DLEQs) – DLEQs is a nationally recognised environmental quality survey methodology that assesses an area in terms of litter and detritus, graffiti, fly-posting, fly-tipping, staining, weed growth, litter bin condition (degree of fill, cleanliness etc) and the condition of landscaped areas. The information provided by these surveys can be used to identify area specific problems and how to utilise resources efficiently. The surveys are time consuming and resource intensive and currently have only been applied in selected areas by streetscene. To provide frequent data would require more surveying capacity.
- (iii.) Develop the principle of Area Committee Service Champions – the principle would be to have a ward member from the AC to take the lead responsibility for Streetscene Services and work closely with the service. This would allow a more thorough understanding of the service and how it is delivered which in turn should help in terms of influencing how Streetscene services are delivered.
- (iv.) Environmental Partnership Groups – an Environmental Partnership group across all area committees could improve the working relationship between the ACs and Streetscene Services but also with other environmental based services/agencies. Such a partnership allows a more detailed discussion and understanding of issues and inter-service/agency co-ordination to resolve localised issues often not achieved at a full Area Committee. Could be attended by the AC Member champion nominated for ‘environment’ as above.
- (v.) Adopt the ‘probability and impact’ framework to help prioritise service delivery. This approach has been adopted by some service areas and allows a risk based approach to prioritising issues. The benefit of using this principle is that it could also be used in the Area Delivery planning process and Streetscene Service Planning. The approach would take time to introduce but would allow a more structured approach to prioritisation and influencing service delivery. The probability is a measure of the volume of the work experienced and the potential for escalation if the response does not meet customer expectation. The impact considers the impact on the community, how it influences the strategic outcomes and the effect on statutory responsibility.

2.4 Contributing to Delivery of the Leeds Strategic Plan Targets and Outcomes

The strategic priorities that are outlined in this section are the main drivers that shape and influence the delivery of Streetscene Services.

2.4.1 Strategic Outcome for the Service

- 'To create a cleaner, greener and more attractive city through effective environmental management and changed behaviours.' Within the strategic outcome are two very clear improvement priorities that influence the prioritisation of work within Streetscene services:
- Address neighbourhood problem sites; improve cleanliness and access to and quality of green spaces.
- Reduce the amount of waste going to landfill

2.4.2 Integrated Waste Strategy

Environmental Services has developed and produced an Integrated Waste Strategy for the Council that outlines how it will effectively deal with the municipal waste produced in the city over the next 25 years. Within the strategy are clear targets some statutory and others interim and set locally to meet the longer term targets. The two main targets that have a major impact on streetscene service delivery are landfill diversion and recycling targets. Clearly the main emphasis is on dealing with the domestic waste streams however the implications extend to all municipal waste including that picked up by the street cleaning services. For example, in terms of waste definition street arisings are classed as household waste and therefore can be included in the domestic recycling figures. Consequently we have arrangements in place to divert most of the street arisings away from landfill.

2.4.3 Closing the Gap

A key objective of the Vision for Leeds is to close the gap between the most disadvantaged areas of the city and the most prosperous. In terms of achieving this objective streetscene has a major role to play in ensuring that all neighbourhoods are safe, clean green and well maintained. This will be achieved by tackling environmental problems and getting people and businesses involved in their own environment. Reference Britain in Bloom.

2.4.4 Legal Responsibilities

Under the Environmental Protection Act 1990 (EPA) the Council has a duty placed upon it to ensure that all of the land that it controls is kept clear of litter and refuse as far as is practicable. Accompanying the EPA is a Code of Practice that provides practical guidance on the discharge of duties under the EPA and identifies acceptable standards of cleanliness. Streetscene Services is responsible for delivering the Council's obligations on all adopted highways. The need to deliver the Council's responsibilities under the EPA clearly is a major driver in terms of how street cleaning services are organised and delivered.

3.0 The Service at Area Committee Level

3.1 Area Profile of the Service

- 3.1.1 Streetscene Services are currently delivered city wide and do not reflect ward or Area Committee boundaries. Consequently resource allocation is not done on an area committee basis. Streetscene aims to provide the same outcome across all areas in terms of service standards. To achieve this resource allocation within local areas will vary depending on need.

3.1.2 Below is a list of the services that are included in the enhanced role for Area Committees:

Streetscene Services

- *Litter bins (on programmed frequency)* - To collect and dispose of waste from litterbins and the maintenance of litter bins and liners, where appropriate. Currently there are over 4500 litter bins across the city.
- *Street Sweeping* - the street cleansing service is completed by a mechanical and manual sweep of both carriageways and footways. The service operates around a schedule covering all areas of the city. Sweeping removes litter, detritus and dead weeds. The schedule is used as a guideline with the emphasis now on output rather than input.
- *Manual Litter Picking* is used across the city in appropriate situations to supplement the mechanical street sweeping function. (for example, where a mechanical sweeper is insufficient or too cumbersome to operate efficiently).
- *Fly tipping removal* – Fly tipping on the public highway is reported by the public or discovered by crews and removed accordingly or passed on to relevant agencies. Enforcement action is taken where evidence is available.
- *Gully Cleaning* - To carry out routine servicing of gullies in order to make sure that the surface water drainage system is maintained in a working condition. Current provision allows gullies to be emptied and cleansed every 8 months to remove the build up of leaf and blossom fall, silt and detritus. Wetspot gullies, ie those in areas that are prone to flooding or ponding, are done every three months. Damaged gullies are reported to Highways Services for further inspection and remedial action.
- *Grounds Maintenance* – Streetscene Services has the contract administration responsibility for the grounds maintenance contract on behalf of the three ALMOs and Highways services. There are currently two contractors responsible for delivering the service, ATM Ltd and Glendale Services. The current contracts cover:
 - Maintenance of highway grass verges
 - Maintenance of ALMO grassed areas
 - Shrub and rose bed maintenance
 - Hedge maintenance
- *Graffiti Removal* – six teams are deployed across the city to remove graffiti primarily from Council property but also provide a service to private property especially in response to the removal of racist and offensive graffiti (this is removed within 24 hours and other within 10 days).
- *Needle Picking* – Streetscene Services has one dedicated team responsible for the removal and disposal of discarded hypodermic needles and syringes. The work closely with Community Safety and West Yorkshire Police.
- *Public Convenience Cleaning* – Streetscene Services clean and maintain the Council's street located public conveniences across the city. This involves providing a scheduled cleaning service and opening and closing those pc that have that facility. The strategic responsibility for public conveniences has been delegated to the Area Committees.

- *Leaf Clearing* – additional resources are employed to remove leaf fall from the highway as quickly as possible. The leaf clearing programme usually spans a twelve week period between September and December the start and finish dates being determined by weather conditions. All leaf fall collected is sent for composting.
- *CAST* – cast teams operate in the outer area committee areas and deal with referrals from elected members. Where there are not sufficient referrals the streetscene area manager allocates work clearing known hotspot sites or problem areas. Referrals in the inner wedges are dealt with through the INM teams.
- Intensive Neighbourhood Management (INM) - The INM programme helps focus on the improvement of existing public services in the most deprived communities in the city. It also helps provide new services that will address needs that have been identified in these areas.
- Between April and June 2006, Environmental Pride Teams were recruited, trained and deployed in each of the five wedges within the city. These teams have received a detailed seven week training programme to equip them with relevant skills and techniques to deliver high quality visible improvements in the communities in which they work. The teams undertake tasks such as graffiti removal, minor construction works, horticultural works and intensive cleaning; leaving each street at a grade 'A' level of cleanliness

3.2 Area based Service Priorities and contributions to the Area Committee's Area Delivery Plan for 2009/10

3.2.1 Within the South Outer Area Committee Area below are a sample of some of the key issues to be addressed or contributed to by Streetscene Services. Clearly the full range of issues is much greater and could be the subject of a more detailed report.

- (i.) Work with AV Homes to agree a deliverable solution to keeping all ALMO land clean and litter free. This will include working towards a one Council approach to improve the service delivery to residents in the South Outer wedge. Tackling estates such as the Denholmes, Easterly Estate and Fairfax Estate.
- (ii.) Continue to identify hotspots and remove rubbish using the CAST team targeting known locations such as Fleet Lane, Rothwell, Station Lane, East Ardsley and the lay bys on the A650.
- (iii.) Identify and encourage community groups to become part of the 'In Bloom' process.

3.2.2 These are the key actions/priorities which would assist Streetscene Services to address the major issues identified in 3.2.1.

- (i.) Undertake a review in the way services are currently delivered to achieve the localised delivery of Streetscene Services to meet the localisation of services agenda
- (ii.) Continue to deliver the INM programme in each of the inner wedges
- (iii.) Support and encourage community groups to adopt the 'In Bloom' principles
- (iv.) Ensure that NI 195 targets are achieved both locally and city wide
- (v.) Increase the stock of litter bins across the city and ensure adequate resources are in place to service them
- (vi.) Ensure that all ALMO and Highways grassed areas, shrub beds and hedges are maintained to an acceptable standard

(vii.) Work with the ALMOs to agree how all land can be maintained to meet the EPA Code of Practice standards

3.2.3 Delivering the LSP Service Priorities is a major driver for Streetscene Services and at a local level this will be achieved through its Service Plan and the Local Area Delivery Plans. To date Streetscene Services has achieved success in some areas by working closely with colleagues in the development and delivery of the plans. However this approach is inconsistent and more robust processes are required if it is to be consistently applied across the city.

3.2.4 To date, success has been achieved through the following,

- Tasking Groups
- Area Committee Sub Groups
- Direct contact with Ward members
- Attendance at community forums, Tenants and Residents Groups, Community Group meetings
- Working with groups through the Streetscene Services Community and City Pride Scheme
- Working in partnership with VFS organisations such as Groundwork e.g. recycling festival in South Leeds
- Working in partnership with other external bodies such as Fire and Rescue teams
- Providing the Contract administration function for the grounds maintenance contract on behalf of the three ALMOs and Highways Services

3.3 Customer and Community Engagement

3.3.1 Customer engagement and consultation are important for any service but difficult to achieve considering the wide range of services delivered by Streetscene Services. There is a customer satisfaction Best Value Performance Indicator that is carried out every three years and measures through surveys, levels of satisfaction with cleanliness standards i.e. keeping land clear of litter and refuse.

3.3.2 The last survey results done in 2006/07 showed that 63% of the residents of Leeds were satisfied with the standard of cleanliness. This compares to a metropolitan authority average of 60.9%.

3.3.3 Clearly these are authority wide statistics and sometimes hide local issues. In addition to this survey Streetscene Service gathers information from several other sources to help to influence service delivery. For example:

- Attending area committee meetings where customers have the opportunity to raise their concerns and issues/ Area committee sub-groups, both of which allow the area committee to influence service delivery through feedback from community engagement..
- Attending tenants and resident group meetings.
- Attending community forum group meetings.
- Localised surveys either carried out by the service or area management
- Contact with local ward members
- Responding to service complaints and identifying trends and problem areas.
- Working closely with voluntary groups such as groundwork who work with local communities.
- Close working with a number of 'In Bloom' groups across the city who provide valuable feedback

3.3.4 In terms of grounds maintenance the ALMOs have detailed communications plans through which tenant views are obtained about service delivery and improvements. In 07/08 a customer consultation exercise was carried out with a particular emphasis on grounds maintenance. The results of this survey will be used to shape the package and specification of future contracts.

3.3.5 In terms of the future, Streetscene Services see area management as having a major role in terms of carrying out local area customer satisfaction surveys. This would be an ideal opportunity to utilise fully the Area Committee Community Engagement Plan.

4.0 Performance Management and Reporting

4.1 Baseline Position and key targets for the Service

4.1.1 Streetscene Services is proposing that the DLEQS (District Local Environmental Survey) methodology is introduced across all areas to measure performance and identify environmental quality issues at a district level. This information would allow target setting and performance could then be monitored against them. The DLEQS methodology produces a wide range of information relating to environmental quality including the current NI195 score that is reported on an annual basis to central government but on a city wide basis. In terms of the enhanced services the only performance measure currently reported against is NI195. As this performance indicator has recently been changed from BV199 2008/09 is currently being used to establish the city wide baseline performance from which improving targets can be derived. Unfortunately the NI195 is only done on an authority wide basis but with additional surveying resources it could be done at a local level.

4.1.2 Service Planning – Streetscene Services has a service planning timetable that will ensure that the agreed service plan is in place by the first quarter of the year. The Service Plan will in future be linked more closely to the ADPs and input into the ADPs will be offered by Streetscene Services when they are updated. This process is not established and to date input across the areas has been inconsistent but we now have an opportunity to develop this. Practically there may be some resource issues trying to influence 10 ADP.

4.2 Other Outcomes for the Area Committee area

4.2.1 Working with Area Committees across the city will vary from area to area as each will have their own specific issues and challenges. However in terms of Streetscene Services there are other outcomes that it wishes to achieve,

- Improving the general level of environmental quality across each area which ultimately will make Leeds one of the cleanest cities in the UK.
- Implement Localised Streetscene Services that meet the governments localisation agenda.
- Improve service delivery and in the process assist the pay and gradings issues
- Continue to deliver Intensive Neighbourhood Management through the Community Pride Teams and use the experiences to improve service delivery city wide.
- Support and encourage the existing 'In Bloom' groups across all areas and where possible help to introduce new groups into the process.
- Continue to provide high standards of grounds maintenance service across the authority.

- A key outcome for Streetscene Service that would benefit the local area is to encourage communities to judge the outcomes achieved by the service rather than concentrate on inputs into the area

4.3 Reporting Arrangements

4.3.1 It is proposed that Streetscene Services reports to the Area Committee on a six monthly frequency in September and March. However, the timing may need to be discussed to ensure that it satisfies Area Committee requirements. The proposal is that the reports are presented by the Principal Streetscene manager and if agreed the service champion. The contents of the report and format will need to be agreed. Clearly there needs to be performance data to demonstrate how the service is performing but also needs to report on service delivery against agreed priority areas. Streetscene does not currently have performance statistics that can be reported on a six monthly frequency, however work is being carried out to develop a suite of indicators for the Vitality Index that could also be used for Area Committee reports.

4.3.2 Suggested performance data.

- NI 195
- DLEQs
- Number of complaints/compliments
- Perception surveys

5.0 Programme of Activities 2009/10

5.1 The programmed activities will be finalised when the Streetscene Service Plan has been agreed.

5.2 In terms of Grounds Maintenance the work will begin in 2009/10 to start the procurement process to package and specify a new service and have a new contract in place to start March 2011.

6.0 Equality Considerations

6.1 Streetscene Services is currently undertaking Equality impact assessments of all aspects of the service to ensure that they deliver equality in terms of service delivery and accessibility. However, we recognise that Leeds is an extremely diverse city with each area having its own unique requirements. Streetscene views the enhanced relationship with area committees as an opportunity to use their experience and the detailed knowledge of area management officer to identify ways in which equality issues can be tackled.

7.0 Any Other Considerations

7.1 Streetscene Service is facing a number of issues that will have an impact on its ability to deliver the outlined enhanced services. They include,

7.2 NRF/SSCF Withdrawal

In 2008/09 the NRF funding for the INM programme was reduced by £829K resulting in some of the INM services being reduced or removed altogether. Similar reductions in funding are planned for 2009/10 and Streetscene Services is currently developing an exit strategy to try and minimise the impact on service delivery. Clearly a funding

reduction in this area will undoubtedly have an impact on environmental quality in the INM areas.

7.3 Budget Pressures

In terms of the base budget, as with most services across the Council. Streetscene Services will be under pressure to deliver improved services with the same resources or in some areas less. In recent years the impact on core services has been minimised due to short term funding arrangements such as the INM programme. Increased customer expectation and the need for continuous improvements will put the core service under pressure. Streetscene is constantly looking at ways to improve service delivery and maximise the use of its resources.

7.4 Street Cleaning – Inputs vs Outcomes

The current Streetscene resources and method of working are based on a very rigid input approach to service delivery i.e. rigid streets sweeping schedules. However in terms of the Council's responsibilities under the EPA and associated Code of Practice environmental quality is measured by outcomes (how clean a street is) rather than how much resource has been allocated to the task.

The current approach taken by Streetscene Services is to use the schedules as a guideline but use its resources to best effect. The principle is that if a street does not require sweeping on its scheduled day the resource is deployed to an area where the service is required. NI 195 is the national measure of environmental cleaning at a point in time with no regard for the resource input. The challenge for Streetscene is to meet customer expectations and environmental quality standards.

7.5 Areas of Responsibility

This issue relates mainly to the confusion about the demarcation between the adopted highways, for which Streetscene has responsibility, and other areas of land. This is a particular problem in ALMO estates where many of the inter-connecting footpaths and hard surfaced areas (garage fore courts etc) are maintained by the ALMOs. Most people who complain expect a one Council approach to resolving the issue and are not really interested in which service has the responsibility. Streetscene Services spend a lot of officer time dealing with complaints that are not related to cleaning the adopted highways.

8.0 Implications for Council Policy and Governance

8.1 The governance arrangements for Streetscene Services will remain within Environmental Services and the Environment and Neighbourhoods Directorate.

8.2 In terms of policy development this will continue to be done in a city wide context to ensure that consistency of service is delivered across every area and that the Council's obligations are delivered in terms of the EPA. However, by developing closer links with local areas specific issues can be reflected in the policies to ensure that service delivery meets local area needs.

8.3 In terms of moving forward, the enhanced roles will provide an opportunity for area committees to influence policy development to reflect area needs

9.0 Legal and Resource Implications

- 9.1 Streetscene Services has a responsibility for delivering services on behalf of the Council and is outlined in section 2.4.4. Although Streetscene Services is committed to delivering localised services there is a risk that resources are diverted to deal with localised issues at the expense of achieving city wide outcomes. With a limited resource working at optimum efficiency service prioritisation will have to be a key issue and a shared responsibility between Streetscene Services and Area Committees.
- 9.2 Streetscene Services resources are limited and with no prospect of increasing these it provides an opportunity for improved joined up working on imaginative and innovative ways to deliver services.
- 9.3 The delivery of some aspects of Streetscene Services, such as INM, graffiti removal, do depend solely on NRF and SSCF funding. Withdrawal of these funding streams will have significant implications in terms of service delivery and maintenance and improvement of service standards. Unfortunately, in all cases the funding is used to support salaries of front line staff in the most deprived areas of the city. Working with area committees may allow longer term planning and opportunities to maintain staff over longer periods of time

10.0 Conclusions

- 10.1 2009/10 and the enhanced roles for Area Committees provides an opportunity for a new relationship to be developed with Streetscene Services that will ultimately lead to service improvements and better a cleaner environment for the residents of Leeds. Within the report are a number of proposals in terms of the way forward and the expectation from Streetscene is that this relationship will be a developing one.

11.0 Recommendations

- 11.1 Members are asked to consider and note the contents of this report and consider the following issues,
- (i) Consider the area committee reporting process in terms of timetable, format and contents of the reports (see particularly 4.3).
 - (ii) Consider the use of DLEQs surveying and measuring methodology at a local level (see 4.1.1). This will have surveying resource implications that need to be identified and agreed.
 - (iii) How area committees and area management can assist Streetscene Services with customer/community engagement. (See particularly 3.3.)
 - (iv) Consider whether individual ward member meetings with Streetscene officers will be desirable and what the arrangements would be. (see 2.3.2).
 - (v) Consider the use of the 'probability/impact' approach to service prioritisation. (See 2.3.2 – point (v)).

Background Papers

Executive Board Report 16 July 2008 – Area Committee Roles 2008/09

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Originator: Alan Jones

Tel: 3957151

Report of the Fuelsavers Team - Health and Environmental Action Service

South (Outer) Area Committee

Date: Monday 9th February 2009

Subject: Fuel Poverty Reduction Target Support

Electoral Wards Affected:
 Ardsley and Robin Hood
 Morley North
 Morley South
 Rothwell

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

Fuel poverty in 2008 is calculated at **24% in the City**, increasing from 19% in the last reporting period. Vulnerable fuel poverty, (those households containing pensioners, long term ill, disabled or children) has increased from 15% to **20%** representing one in four and one in five households respectively.

In turn, given the new suite of National Performance Indicators placed on the Authority and with particular reference to NI 187 Fuel Poverty Reduction, there is a growing need to ensure area based targets are established to support the objectives of reducing fuel poverty to meet the overall city objectives.

Without local support and the integration of targets into local plans, the Authority's endeavor to support national government to eradicate fuel poverty and in meeting Key Performance Indicator NI 187 for fuel poverty reduction will be difficult. This Report identifies the level of this form of poverty in the City, the current work going on to address the problem, the local levels of this form of poverty and crucially the need for partner support, at a local level, to assist in eradicating fuel poverty by 2016.

1.0 Purpose Of This Report

- 1.1 To seek support for actions and targets to be established at a local level to eradicate Fuel Poverty in the City in line with Leeds Affordable Warmth Strategy 2007 to 2016.

2.0 Background Information

- 2.1 The Home Energy Conservation Act (HECA) came into force on 1 April 1996 and runs for a term of 15 years up to 31st March 2011. The Leeds Energy Efficiency Strategy, entitled 'Warm Homes Cool Planet' sets out in 93 action points how the Authority seeks to stimulate a 30% energy efficiency improvement across the Leeds public and private sector housing stock over the HECA period. This Strategy was reviewed and updated in September 2007. It is a requirement of the Act that Authorities report annually as part of and parallel to their housing investment submission on the progress made in managing and implementing measures identified in their energy efficiency plan submitted under Section 2 of HECA (1995). This Report will highlight extracts of some of the main outputs of the Twelfth Reporting Year 2007/08 HECA Report.
- 2.2 Further to the HECA facilitation and reporting requirements placed on the Authority, the Warm Homes Act 2000 and revision 2001 has placed extra responsibility on local authorities to establish fuel poverty plans. These plans should establish how many households are 'fuel poor' and in turn identify what action or assistance that Authority is undertaking to assist and reduce the number of fuel poor households in its area. Fuel poverty is defined as those households spending more than 10% of net income on total household energy use.
- 2.3 Government seek that all households **are taken out of fuel poverty by 2016 and all vulnerable households**, those containing the elderly, disabled, long term sick or households with children by **2010**.
- 2.4 Leeds City Council refreshed its Fuel Poverty Strategy in 2007 and issued the Leeds Affordable Warmth Strategy 2007 to 2016, in its stead. The Authority subsequently gave responsibility to the Fuelsavers Board to oversee taking forward the actions identified within that Strategy up to 2016. The Board is made up of a cross sectoral partnership of organisations and is Chaired by Lead Member for Energy, Councilor Barry Anderson.
- 2.5 The Fuelsavers Board, in the summer of 2008 also accepted responsibility to oversee and facilitate actions that support carbon dioxide emission reductions in the Leeds housing stock, as identified by the City's Climate Change Strategy, once released. Housing currently represents 30% of the City's overall environmental emissions burden.

- 2.6 A suite of National Indicators (NIs) have been placed upon the Authority in 2008, covering a three year period, and giving responsibility to the Authority in taking action on range of issues .NI187, a key indicator, covers decreasing the number of households and who are in receipt of state benefits, and who live in a SAP score dwelling of under 35. In turn, increasing the number of occupants receiving state benefits living in SAP score dwellings of 65 or better .The SAP or Standard Assessment Procedure is an energy score of dwellings from a low of 0 to a high of 100.The average public sector dwelling having a SAP average of 67 and the 55.8 respectively for private sector homes in Leeds.
- 2.7 NI187 targets sets for Leeds are 500 homes under SAP 35 to be taken above this threshold and 500 dwellings from SAP 36 to 65 to be taken to above 65 annually.
- 2.8 National Indicator 186, whilst needing to be mentioned, is a carbon saving per capita target and has not currently been set or agreed by the Authority for the City.

3.0 Main Issues

- 3.1 The 12th HECA Report covering the period 2007/08 continues to highlight energy efficiency improvement progress across the City, with an overall improvement of 4.07% and new overall City running total standing at 24.68% against a 2011, 30% target. Whilst this is excellent progress, a large number of households in the City are in and are being brought into fuel poverty by low income, rising fuel prices and limited housing improvement grant take-up.
- 3.2 Energy efficiency improvement in the owner occupied housing stock has shown a slowing to 3.71%, mainly due to the predicted tailing off of fuel company grants due to the replacement of the Energy Efficiency Commitment (EEC) obligation with the Carbon Emission Reduction Target (CERT). Fuel poverty in the owner occupied sector was monitored at 17% in 2008.
- 3.3 The private rented sector dwelling performance at 1.60% shows a slight improvement against the 1.24% achieved in the previous reporting period. This is however, still the lowest rate of progress across all tenures and suggests this sector requires continuing support, development and action. It is anticipated the revised Private Sector Housing Strategy; which contain a large proportion of energy efficiency interventions will help to accelerate growth in this sector. Fuel poverty in this sector is logged at 28% of all households.
- 3.4 Housing Association performance at 2.05% shows decreased gain from the 3.39% in the last reporting period, however, self reporting by Registered Social Landlord (RSL) tenants shows energy efficiency improvements in the older stock is low. The dialogue with RSLs will continue to ensure this tenure's sector managers are aware of the need to support energy efficiency improvement of their existing, older solid-walled dwellings, with fuel poverty showing at 29% of this tenure grouping.
- 3.5 Warm Front 2 (WF2) grant take-up for insulation and heating improvements to those receiving state benefits living in the private sector ,shows that 4,634 households received measures. Environment and Neighborhoods Directorate have placed much emphasis in seeking to contact all potential eligible WF2 clients in an attempt to bring them to grant support. Over 12,000 Leeds households are still eligible to this grant.

- 3.6 Energy efficiency improvements have brought about a carbon dioxide (CO₂) reduction in the whole housing stock in 2007/08 of 72,437 tonnes. The average carbon dioxide emissions from a Leeds home are now 6.3 tonnes. The highest level of carbon dioxide emissions were noted in the private rented sector at 7.4 tonnes with the lowest outputs from RSL dwellings at an average of 5.8 tonnes due to the larger number of newer dwellings in this tenure sector in their top quartiles by build age.
- 3.7 The level of calculated fuel poverty in the private sector across the City **in 2008 is 24%**, representing an increase against the 19% reported in the previous HECA Report in 2007, but not unexpected given the continued increases in gas and electricity prices, which have outpaced annual rises in household income. Moreover, such an impact is also reflected in the calculated level of fuel poverty in vulnerable households which has increased from 15% to **20%**. Furthermore, 19% of all households reported that their, or family's health is affected by cold conditions in the home. Record high energy prices may therefore also bring additional challenges as households are faced with making choices between heating and health. Appendices 1 of this Report shows by Area Management Operational Sector and Sub-Sector the scale of fuel poverty in the City. Appendices 2 the scale of fuel poverty in the community by ethnicity. Appendices 3 the original base position data by Ward and ranking of fuel poverty in the City
- 3.8 The revised new Leeds Affordable Warmth Strategy was formally launched on 23rd October 2007, and work has continued to encourage organisations to sign up to the Code of Practice (CoP) which seeks to stimulate partnership working to eradicate fuel poverty. Currently 28 organisations support the COP in the City, but progress is slow in stimulating organisations to accept, signpost, advise or support vulnerable households under the terms of the COP to assistance via Fuelsavers. Partner support to date has led to numerous gains both through COP and none COP partners, but given the scale of the fuel poverty problem in the City it is crucial that partners, working locally, consider supporting the overall objectives, where ever practicable to do so. In turn that this support is formalised in local area plans in five key areas, (1) Pieces or the type of advice and information available publicly, (2) referrals to support both financial and measures and staff trained (3) assistance to energy improvement measures either in house or to other bodies and (4) financial resource allocated for facilitation or measures. (5) Intervention actions either legal or advisory
- 3.9 The Authority's overarching objectives to tackle fuel poverty in support of the requested actions under 3.9 in the City are :
- To find and assist fuel poor householders in Leeds and support those found to current and available grant or landlord assistance. This either through partnership working, agencies, direct communication, mail drops, leaflets, door-to-door or via an in –the-home worker support.
 - To work with partners to ensure targets are supported and embedded into plans in support of the overall City wide objectives.
 - To facilitate financial resources being brought into the City or released to meet the need overtime.
 - To continue to provide a coordinating and support mechanism through the HEAS Fuelsavers Team

4.0 Schemes Fuelsavers are working with to date or up and coming are:

Health Through Warmth – A private sector housing grant for those with a medical condition. Supporting heating and insulation improvements.

Warm Front, a private sector benefits based heating and insulation grant.

Community Warmth, a Ward based door-to-door initiative to bring households to improved insulation measures (closed). A new 5 ward initiative will be commissioned with a view to operating in 2009/10 .Cost per door hit £4 or less.

Heat seekers – A drive by thermal capture system to identify poorly insulated homes (to commence in one ward only). Cost £2,000 per Ward.

Aerial thermal over-flight. To capture the thermal image of the insulation of domestic dwellings in the City. On hold due to funding limitations. Current cost 10 pence per household.

Carbon Emission Reduction Target CERT Grant to ALMOs to support insulation improvements. This will be extended to private homes in 2009/10.

Renewable Loans. Not too dissimilar to the Kirklees Scheme of providing loans to purchase renewable technology such as air and ground source heat pump heating systems. On hold due to resource issues.

Free cavity wall insulation to 60 to 69 year old households .On hold due to resource issues.

Events / Training – To give advice to householders and to support workers to sign post householders to advice and support.

Telephone support – On 0113 3957159 or web at <http://www.leeds.gov.uk/fuelsavers>

5.0 Implications for Council Policy and Governance

- 5.1 Government carried out a Consultation of HECA, the outcome of which appears to favour a repeal of the Act, though a final decision is due to be taken in 2009. In turn this may effect, if repealed, more detailed reporting of what is occurring in energy efficiency improvement and fuel poverty monitoring in future across the City.
- 5.2 The Fuelsavers Board will continue to facilitate action to take forward the City's HECA, Affordable Warmth Strategy objectives and new National Indicator 187 (NI187) fuel poverty reduction target. Supporting also where appropriate the new National Indicator NI186 (the reduction in carbon emissions per capita).
- 5.3 The Authority continues to raise awareness to Government for access to the data which is currently being captured through the new Energy Performance Certificate legislation which came into force in the private for sale sector in stages from August 2007, and more recently from 1st October 2008 for the private rented sector. This to enable carefully focused targeting of advice and support to properties with a low SAP

energy rating, or where appropriate, to target enforcement action in the private rented sector under the Housing Health and Safety Rating System (HHSRS) 'Excess Cold' Category One Hazard, which by proxy would be houses at EPC 'F' or 'G' ratings or under SAP 35.

6.0 Legal and Resource Implications

- 6.1 There are no Legal Implications other than a potential failure to meet NI 187 over-time. Resource implications are off-set through energy company grant draw-in

7.0 Conclusions

- 7.1 Without local support and the integration of targets into local plans, the Authority's endeavor to support national government to eradicate fuel poverty and in meeting Key Performance Indicator NI 187 will be difficult. This Report identifies the level of this form of poverty in the City, the current work going on to address the problem, the local levels of this form of poverty and the need for partner support. See also Appendices 4 from the Energy Saving Trust Fuel Poverty Advisory Group Chair requesting support for and integration of fuel poverty reduction targets into local plans.

8.0 Recommendations

- 8.1 That the Board note the findings of this Report
- 8.2 That consideration is given to agreeing, setting and integrating local targets into plans when appropriate to do so.
- 8.3 That financial resource allocation is considered to support actions that lead to more people coming to grant support, such as aerial or ground based thermal imaging and or door-to-door contact mechanisms.

Background Papers

- DEFRA (1995) Home Energy Conservation Act (HECA)
- DEFRA (2008) Guidance to Local Authorities and Government Offices on National Indicator 187: Tackling Fuel Poverty - % of people receiving income based benefits living in homes with a low and high energy efficiency rating
- DTI (2001), *The UK Fuel Poverty Strategy*
- Leeds City Council (2007) *Leeds Affordable Warmth Strategy*
- Leeds City Council (2007) *11th HECA Report*
- Leeds City Council (2007) *Warm Homes, Cool Planet*
- Leeds City Council (2008) *12th HECA Report*
- OPSI (2000) *Warm Homes and Energy Conservation Act, 2000*
- OPSI (2004) *The Electricity and Gas (Energy Efficiency Obligations) Order, (SI No. 3392)*
- OPSI (2008) *The Electricity and Gas (Carbon Emissions Reduction) Order, (SI No. 188)*

Appendix 1

Fuel Poverty (Calculated) by Area Management Team (AMT) Operational Sector and Sub-Sector in 2008.

| AMT | Total | Vulnerable | Non Vulnerable | AMT Sub-Sector | Total | Vulnerable | Non Vulnerable |
|------------------|------------|------------|----------------|------------------|-------|------------|----------------|
| East Northeast | 26% | 22% | 4% | Inner East | 45% | 36% | 9% |
| | | | | Inner North East | 21% | 19% | 3% |
| | | | | Outer North East | 15% | 14% | 1% |
| South East | 22% | 19% | 3% | Outer East | 21% | 18% | 2% |
| | | | | Inner South | 26% | 22% | 5% |
| | | | | Outer South | 21% | 19% | 2% |
| West Northwest | 24% | 18% | 6% | Inner North West | 29% | 18% | 11% |
| | | | | Outer North West | 19% | 17% | 2% |
| | | | | Inner West | 27% | 21% | 5% |
| | | | | Outer West | 24% | 20% | 4% |
| City wide | 24% | 20% | 4% | | | | |

Calculated Fuel Poverty in “Vulnerable” Groups

| Household Category | % Fuel Poor |
|-------------------------------------|-------------|
| Aged 16 or under | 14% |
| Aged 60 or over | 30% |
| Disabled | 32% |
| Recovering from a long term illness | 32% |
| In receipt of benefits | 41% |

Perceptual question: Do you feel that your health or that of your family's is affected by cold conditions in your home?

| Tenure | 2008 Yes |
|---------------------|----------|
| Housing Association | 29 % |
| Privately Rented | 28 % |
| Owner Occupier | 17 % |
| All | 19 % |

Appendix 2

Calculated Fuel Poverty vs Ethnicity 2008

| Ethnic Group | Calculated Fuel Poverty | | | % Population from 2001 Census |
|---------------------------|-------------------------|-------------|----------------|-------------------------------|
| | Total | Vulnerable | Non Vulnerable | |
| Caribbean | 42 % | 32 % | 10 % | 0.9 % |
| African | 25 % | 17 % | 8 % | 0.3 % |
| Other Black | 60 % | 60 % | 0 % | 0.2 % |
| Total Black | 39 % | 30 % | 9 % | 1.4 % |
| Indian | 20 % | 18 % | 2 % | 1.7 % |
| Kashmiri | 75 % | 75 % | - | - |
| Pakistani | 47 % | 44 % | 4 % | 2.1 % |
| Other Asian | 21 % | 17 % | 3 % | 0.7 % |
| Total Asian | 30 % | 27 % | 3 % | 4.5 % |
| White and Black Caribbean | 38 % | 31 % | 6 % | - |
| White and Black African | 38 % | - | 38 % | - |
| White and Asian | 27 % | 20 % | 7 % | - |
| Other White Mixed | 8 % | 8 % | - | - |
| Total White Mixed | 29 % | 21 % | 9 % | 1.4 % |
| Chinese | 44 % | 28 % | 16 % | 0.5 % |
| Gypsy/Traveler | 33 % | 33 % | - | - |
| Other | 23 % | 23 % | - | 0.4 % |
| Other Ethnic | 33 % | 26 % | 7 % | 0.8 % |
| British | 20 % | 17 % | 3 % | 89.2 % |
| Irish | 36 % | 33 % | 3 % | 1.2 % |
| Other White | 16 % | 11 % | 4 % | 1.5 % |
| Total White | 20 % | 17 % | 3 % | 91.8 % |

Note: Due to the limited number of data returns with these Groups, the data should be treated with caution when assessing fuel poverty in the BME Community.

Appendix 3

Perceptual Fuel Poverty by Ward .Base year 2006

| Difficulty Affording to Heat Your Home - 2006 | | | | |
|---|------|----------------------|--------------------------|-----------------|
| Ward | Rank | % - Yes (Vulnerable) | % - Yes (Non Vulnerable) | % - Yes (Total) |
| Gipton and Harehills | 33 | 51% | 14% | 65% |
| Hyde Park and Woodhouse | 32 | 21% | 37% | 59% |
| Killingbeck and Seacroft | 31 | 45% | 8% | 53% |
| Middleton Park | 30 | 38% | 14% | 52% |
| Burmantofts and Richmond Hill | 29 | 38% | 12% | 50% |
| Beeston and Holbeck | 28 | 35% | 14% | 49% |
| City and Hunslet | 27 | 32% | 13% | 45% |
| Armley | 26 | 27% | 17% | 44% |
| Pudsey | 25 | 31% | 11% | 42% |
| Ardsley and Robin Hood | 24 | 34% | 7% | 41% |
| Morley South | 23 | 34% | 7% | 41% |
| Bramley and Stanningley | 22 | 31% | 9% | 41% |
| Chapel Allerton | 21 | 27% | 13% | 40% |
| Kippax and Methley | 20 | 30% | 9% | 39% |
| Farnley and Wortley | 19 | 29% | 8% | 37% |
| Morley North | 18 | 30% | 7% | 37% |
| Rothwell | 17 | 26% | 11% | 36% |
| Otley and Yeadon | 16 | 28% | 8% | 36% |
| Temple Newsam | 15 | 29% | 7% | 36% |
| Cross Gates and Whinmoor | 14 | 28% | 7% | 35% |
| Headingley | 13 | 17% | 18% | 34% |
| Calverley and Farsley | 12 | 27% | 8% | 34% |
| Kirkstall | 11 | 23% | 11% | 34% |
| Moortown | 10 | 25% | 7% | 32% |
| Guiseley and Rawdon | 9 | 27% | 6% | 32% |
| Garforth and Swillington | 8 | 26% | 6% | 32% |
| Weetwood | 7 | 22% | 9% | 31% |
| Alwoodley | 6 | 24% | 6% | 30% |
| Horsforth | 5 | 22% | 7% | 28% |
| Roundhay | 4 | 20% | 6% | 26% |
| Harewood | 3 | 19% | 4% | 23% |
| Wetherby | 2 | 19% | 4% | 23% |
| Adel and Wharfedale | 1 | 20% | 2% | 22% |

Appendix 4

Dear Chief Executive,

2007

I am writing about your Local Area Agreement to flag up how vital this element of the new performance framework will be for tackling fuel poverty in your area.

I am Chair of the Government's Fuel Poverty Advisory Group, an external group which advises the Government on the practical measures needed to meet its target of eradicating fuel poverty. Households are described as fuel poor if they have to spend more than 10% of their income to maintain an adequately warm home. **Addressing climate change and fuel poverty through improving the energy efficiency of homes are key roles for Local Authorities, now being embedded in the new framework for assessing Council performance.**

Our message is an unusual and a helpful one! There is money available in the fuel poverty programmes for the improvement of the energy efficiency of homes, especially for insulation and the installation of central heating for low income households. Specifically, over £700m pa of resources is likely to be available 2008-11 within the Government's Warm Front grant scheme and the energy companies' CERT energy grant schemes – these grant providers need local assistance to locate eligible householders.

Given the pressures on funding such resources could be useful for you in the context of the Local Area Agreements.

It will be extremely helpful therefore if fuel poverty (and climate change), NIs 187 (and NI 186), are included in your LAA. A reduction in fuel poverty is particularly important for elderly people, and NIs 138 and 139 (satisfaction and support for people over 65) are also important here.

Further details on the relevant new indicators and on the importance for many Government and local objectives of reducing fuel poverty are attached, and I would be grateful if you could pass this note to the relevant people in your Authority as appropriate **for consideration during the preparation of the Area Plans/Agreements.**

Thank you for your help.

Chair, Fuel Poverty Advisory Group



Report of the Head of Risk and Emergency Planning

South (Outer) Area Committee

Date: Monday 9th February 2009

Subject: Update on Flood Risk Management

| | | |
|---|--|--|
| <p>Electoral Wards Affected:</p> <p>All</p> <p><input type="checkbox"/> Ward Members consulted (referred to in report)</p> | <p>Specific Implications For:</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 checked="" 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

This reports supports a presentation by the Council's Water Asset Management Working Group (WAMWG) on recent work undertaken to improve the management of flood risk both nationally and locally and the implications of this for the Outer South Area.

1.0 Purpose Of This Report

This reports supports a presentation by the Council's Water Asset Management Working Group (WAMWG) on recent work undertaken to improve the management of flood risk both nationally and locally and the implications of this for the Outer South Area.

2.0 Background Information

2.1 In August 2004 and May 2005 parts of Leeds experienced significant flooding due to intense rainfall and the inability of the drainage infrastructure to cope with the volumes of water. The incidents highlighted areas for improvement in terms of the resources available to maintain our assets and respond to floods. In response to these events, the Council set-up WAMWG to develop recommendations for improving our management of flood risk. The group developed an Action Plan which was approved in July 2005 along with an additional £1.1m of revenue funding to implement the recommendations. Although this work is on-going, officers have made consistently good progress in making the city more resilient to flood risk.

3.0 Main Issues

- 3.1 Our experience of recent events suggests that improvements in our capabilities, particularly the maintenance of drainage assets, is already making a positive impact on the severity of flooding in at-risk areas. However, a good deal of work remains to be done and the improvements will not eliminate the risk of flooding during severe weather events. In June 2007, three severe rainfall events in quick succession led to the flooding of 250 - 300 domestic properties city-wide with many residential areas badly affected by flooding from watercourses (e.g. Farnley Wood Beck) as well as surface water run-off as the ground and drainage infrastructure were unable to absorb extreme volumes of water. Further significant, but less severe, flooding occurred again in Leeds on 21 January 2008.
- 3.2 Following the flooding in 2007, the Government commissioned the independent Pitt Review to investigate what happened and what could be done to address flood risk better. The Review's final report, 'Learning Lessons from the 2007 Floods', was issued in June 2008 and contained 92 final recommendations aiming to transform the management of flood risk at both the national and local levels. Council officers played a significant role in shaping the Review's final outcomes as can be seen from the report's multiple citations (see Appendix 1).
- 3.3 On 17 December 2008 the Government provided its formal response to the Review in which it stated that it supported changes in response to all of the recommendations and published an action plan for Government, local authorities and others to implement these. The way in which the Pitt Review foresees this working is set out in Appendix 2 below. The Government's adoption of Recommendation 14 - "local authorities should lead on the management of local flood risk with the support of the relevant organisations" – has profound consequences for local government and we believe that local authorities are best placed to undertake this work. However, we believe the £15m in additional annual funding being provided nationally by DEFRA is not sufficient to support the new approach. Nevertheless, because the Council implemented and funded a revised approach to Flood Risk Management in 2005 which conforms to the Government's expectations, we are better placed than most local authorities to respond.
- 3.4 It is essential that we continue to improve our policies and strategies for managing flood risk at the national, regional and district levels. For this reason, members of WAMWG have sought to provide regular updates on our progress to elected members through updates to Executive Board and annual reports distributed by e-mail to all members. Similarly, we have provided regular updates to senior officers through updates to CLT and the Director of City Development.
- 3.5 Whilst this is important, the real impact of actual flooding is felt primarily at the local level, by the communities and households affected. With this presentation we would therefore now like to take the opportunity to provide members of Area Committees with a more detailed understanding of what is being to address flood risk a city-wide basis and also in relation to specific flood risks lying within their area. This presentation will provide members with the opportunity to consider what role the Area Committee and Area Management could, or should, be playing within this agenda to help us inform our programme of work.

4.0 Implications For Council Policy and Governance

- 4.1 This work is in fulfillment of the Council policy on 'Maintaining Water Resources and Responding to Flood Incidents' which is being reviewed in light of the Government's response to the Pitt Review.

5.0 Legal and Resource Implications

There are no specific legal or resource implications arising from this update.

6.0 Conclusions

Following major flooding in 2004/5, WAMWG implemented a range of actions to enhance local flood risk management. The Pitt Review has made recommendations for more robust flood risk management at all levels with a central role envisaged for councils which Government is now seeking to implement. WAMWG now seeks to engage Area Committees better on this agenda.

7.0 Recommendations

Outer South Area Committee is requested to note the contents of the presentation and offer feedback on its potential role in supporting and progressing improvements in the management of flood risk.

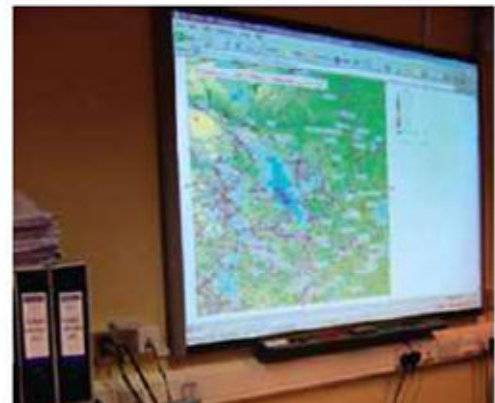
Background papers

None

Leeds leads

"In principle, the concept of a local authority leading or co-ordinating a statutory-based partnership of stakeholders, each with a role in ensuring that there is an effective, proportionate and funded strategy towards the management of flood risk at the 'local level', is something we would welcome and mirrors the situation we are working towards in Leeds." – Leeds City Council

and Leeds City Council is in favour of weather radar being used to help emergency responders ensure that resources are targeted at the most vulnerable areas during an emergency. They have purchased licences to provide live access to the Met Office's rainfall radar data, using a system called 'Enviromet', to officers in land drainage, emergency planning and highway maintenance. This enables them to identify which areas are being worst affected (and which are most likely to flood) and therefore target resources accordingly.



Learning lessons from the 2007 floods

Learning lessons from the 2007 floods

Leeds City Council

Leeds experienced serious flooding in 2005, with more minor flooding occurring during the summer of 2007. Leeds City Council put in place a Water Asset Management Working Group with an action plan and budget of approximately £1 million per annum. The majority of this budget has been spent on centralising the maintenance of Leeds City Council's watercourses through a process of identifying and recording their location and condition and thereby developing a maintenance regime accordingly.



Map of culverts in Leeds

This process has included:

- inspection of culverts using CCTV and recording their location and condition;
- improving GIS records of assets and locating gullies using GPS;
- risk assessment of hazardous bodies of water (e.g. Waterloo Lake);
- recruiting additional land drainage staff;
- performing a fortnightly pre-emptive clearance of drainage hotspots; and
- A 50 per cent increase in its fleet of gully-sucking vehicles.



Map of gullies in Leeds



Surface water flooding: evidence from Leeds City Council about effects of law on water companies

The Water Industry Act, 1991 (s.94) says: "It shall be the duty of every sewerage undertaker [i.e. water company] ... to provide, improve and extend such a system of public sewers (whether inside its area or elsewhere) and so to cleanse and maintain those sewers as to ensure that that area is and continues to be effectually drained" ... and yet the water companies refuse to see it as their responsibility when houses are knee-deep in water that has run off fields and highways.

The reason the water companies give is that the legislation only empowers them to provide sewers and 'sewers' are defined elsewhere as drains serving 'premises' (not open land). In many parts of Leeds, in common with other urban areas, there are no natural watercourses. Consequently, if the overland flows cannot soak away (due to clay-rich soil) or go into the sewers, there is no solution that any body or authority has a duty to implement. Section 94, which was originally a duty on local authorities in the Public Health Act 1936, has thus been rendered meaningless.

Overview of Proposed New Approach to Flood Risk Management

Environment Agency
Strategic Overview

- National strategic overview role for all flood and coastal erosion risk management
- Development of the framework and tools to understand all sources of risk including modelling, mapping and warning systems
- Provides templates and guidance on methodology for all operators to produce flood risk assessments and plans, and also provides a quality assurance role for these plans
- National investment and prioritisation in flood risk management measures and permissive powers to instigate work on non-EA assets and channels
- Statutory consultee on planning applications

Upper Tier Local Authorities
Local Leadership

- Leadership and accountability role for tackling local flood risk
- Improved drainage and flood risk management engineering expertise
- Responsible for co-ordinating the production of Surface Water Management Plans and accompanying asset registers and action plans.
- Drainage from roads not covered by Highways Agency
- Investment in local flood risk management measures
- Powers to carry out works and delegate appropriately (i.e. to lower tier local authorities or IDBs)

Duty to co-operate and share information

| Lower tier local authorities | EA Regional Offices | Water companies | Internal Drainage Boards | Other organisations | Other asset owners |
|--|--|---|---|--|--|
| <ul style="list-style-type: none"> • Local planning authority (where two tiers exist) • Maintenance of own ordinary watercourses and drainage assets (subject to delegation) • Produce Strategic Flood Risk Assessments (could be produced by upper tier) • Category 1 responder | <ul style="list-style-type: none"> • Responsibility for flood risk management relating to main rivers and the sea and coastal erosion • Produce Catchment Flood Management Plans • Category 1 responder | <ul style="list-style-type: none"> • Drainage and sewerage asset data and models • Drainage engineer expertise • Appropriate investment in hard and soft approaches to drainage. • Category 2 responder | <ul style="list-style-type: none"> • Maintenance of own ordinary watercourses (subject to delegation) • Facilitating drainage from new developments and advising on planning applications • Use of local levy to fund local drainage management activities | <ul style="list-style-type: none"> • British Waterways responsible for some navigable watercourses • Highways Agency responsible for motorway and trunk road drainage. | <ul style="list-style-type: none"> • Riparian owners responsible for maintenance of own watercourses • Property owners responsible for own curtilage drainage • Third party owners of defences responsible for of those defences. |

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Originator:
 Thomas O'Donovan
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Report of the Director of Neighbourhoods & Housing

South Leeds (Outer) Area Committee

Date: Monday 9th February 2008

Subject: Morley Literature Festival 2008 – Evaluation Report

| | | |
|---|--|--|
| <p>Electoral Wards Affected:</p> <p>Morley North</p> <p>Morley South</p> <p><input checked="" type="checkbox"/> Ward Members consulted (referred to in report)</p> | <p>Specific Implications For:</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 critically evaluates the third Morley Literature Festival and provides a monitoring review to Members on how the £15,000 Well being Funding was spent. The report takes account of opinions and feedback from the festival Director, members of the public through comments from evaluation forms, the organising committee, and the South East Leeds Area Management Team. It is important that lessons are learnt from this year's event and that recommendations are put in place in order to build on this experience. The report endeavours to address all aspects of the festival and discuss the strengths and weaknesses and make clear recommendations for consideration by the MLF Committee.

1.0 Purpose of the Report

1.1 The purpose of this report is to evaluate the 2008 Morley Literature Festival and provide a framework to consider for the future organisation of this event.

2.0 Background

2.1 In September 2006 the inaugural Morley Literature Festival took place and following its success Area Committee agreed that the festival should become an annual event.

2.2 An evaluation report to the December Area Committee on the first festival in 2006 recommended that a locally based organising committee be established and that a Festival Director be appointed on a freelance basis to develop the programme and deliver the 2007 Literature Festival. In 2007 Paula Truman was appointed as Festival Director and delivered a successful event through the organising structure of an Organising Committee and Officers Group.

3.0 Festival Structure

3.1 2008 saw a continuation of the 2007 organising structure but due to new project developments Paula Truman stepped down as the Director and Jill Morris was appointed as the 2008 Director. Paula Truman's services were retained as a 'Critical Friend' to support the Director and with a key role in the production of a marketing plan. The festival Director was also supported by the South Leeds Area Management Team in conjunction with members of the organising committee and elected members.

3.2 The organising committee met monthly from February 2008 onwards and more often in the run up to the festival. It consisted for 2008 of Councillor Judith Elliott (Chair), Councillor Robert Gettings, Area Management, Town Centre Management, Director Jill Morris and representatives from the Friends of Morley Literature Festival, the Library Service, Extended Services, Joseph Priestley College and Bertram Library Services.

3.3 The success of the festival was in large part due to the input of a wide range of partners. Area Management worked with the Director, Councillors, the Library Service, Joseph Priestley College and the Friends of Morley Literature Festival to organise the event. A clear work programme was followed and ensured that all partners understood their roles and responsibilities.

Recommendations for the MLF Committee

- I. The Chair of the Committee assumes an Executive role with regard to delivery and management of the festival.
- II. Morley Literature Festival Committee to review its membership, the constitution and appoint to all officer positions on the committee to enable efficient and effective operation.
- III. The Area Committee is asked to confirm its two nominations to the Morley Literature Festival Committee.
- IV. Confirm the appointment of Jill Morris as Director for 2009 and agree a written contract with her.

4.0 The Festival

- 4.1 The content of the festival was developed by the festival Director in conjunction with the Organising Committee. The event took place over seven days from the 13th – 19th October with the main events at Morley Town Hall and Morley Library. The three main events were Kate Adie, Tony Hawks and Gervase Phinn, and all were very successful and attracted large audiences of 400-500 people. Events were also held at Morley Library, the Borough Cafe, Cucina's, the Townhouse Sports Bar and at sixteen Morley schools. Joseph Priestley College ran a creative writing workshop, and there was also a crime writing workshop and poetry workshop. The White Rose Centre also hosted an event on Saturday 20 October, which they funded. The schools' programme was a success and provided a local additional focus for the National Year of Reading and directly affected around 1200 children from key stages 1, 2 and 3. Overall it is estimated that around 3500 people of all ages and backgrounds participated in the various festival events.
- 4.2 Town Centre Management and the Chamber of Trade again played an important role in the 2008 Morley Literature Festival with the organisation of the book swap and market and street entertainment on the Saturday 11 October.
- 4.3 The Leeds City Council facilities management team and Town Hall staff were involved in the room allocation process from an early stage and this facilitated the programming of events. The town hall staff were of critical importance in preparing the rooms for the events and in the running of the festival and as in previous years Parks and Countryside did a fantastic job of decorating the town hall for the festival.
- 4.4 The audio service provided by Purple Pro was excellent and efficiently organised. Audio wasn't necessary for some of the events in the Banqueting Rooms. However, two feedback forms did specify audio in the Large Banqueting Hall as being a problem, so it may be beneficial to have it available next year. The roving microphone would have been beneficial for Gervase Phinn and Tony Hawk's events for Q&A session.

Recommendations for the MLF Committee

- I. Expand the role of local businesses through the involvement of the Chamber of Trade, Town Centre Management and continue with the market and street entertainment provision.
- II. Continue to provide a broad programme of activities for all ages.
- III. Explore alternative venues for the literary lunch.
- IV. Secure services of a compère for all headline events.
- V. Continue to liaise with Morley town hall staff and users.
- VI. Review use of audio equipment including use of roving microphones.
- VII. Continue to seek the support of Parks and Countryside to dress Morley Town Hall.

5.0 The Budget

- 5.1 The financial foundation for this year's festival was secured by the Outer Area Committee with an allocation of £15,000. Match funding was secured from Morley Town Council, Land Securities, Education Leeds, Leeds ArtForms, West Yorkshire

Police, the Library Service, Joseph Priestley College, the Royal Armouries and the literary lunch was sponsored by Woodkirk Stone.

5.2 Support in kind was given by the *Morley Observer and Advertiser*, Leeds College of Art in designing the posters, bookmarks and programmes, West Yorkshire Playhouse, Bertram Library Service, Morley Library in allowing free use of the Baker Room and the White Rose Shopping Centre in displaying banners and advertising the festival on their electronic screens. Waterstone's Leeds and Wakefield were also very helpful in displaying posters and giving out programmes and Mike Higgins of Borders Birstall was also very supportive.

5.3 The Budget:

| Expenditure Item | Cost |
|---|----------------|
| Festival Director | £8,000 |
| Critical Friend | £2,000 |
| Guest Speakers | £4,851 |
| Website | £500 |
| Town Hall Hire | £2,065 |
| Marketing Leaflets/posters/programmes/stickers | £2,744 |
| PA equipment Hire | £1,000 |
| 2007 Friends' membership fees | £260 |
| Banners | £413 |
| Train station ads | £705 |
| Radio Aire ads | £1,059 |
| Fancy dress hire and refreshments | £215 |
| Sub Total | £23,812 |
| Income | |
| Profit 2007 | £2,863 |
| Area Committee | £15,000 |
| Morley Town Council | £1,000 |
| Land Securities | £2,000 |
| Leeds Artforms | £300 |
| Libraries | £150 |
| Children's Centre Manager | £1,250 |
| Woodkirk Stone | £240 |
| Royal Armouries | £300 |
| Joseph Priestley College | £150 |
| Ticket Sales | £4,616 |
| Sub Total | £27,869 |
| Balance | £4,057 |

6.0 Sponsorship

6.1 A dedicated leader for generating sponsorship for 2008 was secured however, due to ill health; she was unable to take forward. The festival retained sponsorship of £1000 from Morley Town Council, £2000 from Land Securities and £300 from Leeds ArtForms but lost the sponsorship of Manning Stainton. However, we secured funding from Joseph Priestley College (£150), the Royal Armouries (£300) and the library service (£150). The Morley North Children's Centres Manager secured a total

of £1,250 towards schools' events from a mixture of funders including the Police. Sponsorship income remains an area of great potential for 2009 and the Committee will continue to work towards identifying a new leader to drive this element forward.

- 6.2 It is proposed that for 2009 there be a specific sponsorship pack with bronze, silver and gold status awarded to funders with reciprocal hospitality

Recommendations for the MLF Committee

- I. Explore sponsorship opportunities with local business and commerce
- II. Identify a lead to explore sponsorship and other funding opportunities.
- III. Make early application for Town Council funding.
- IV. Secure further support from Library Service and Education Services

7.0 Arts Council

- 7.1 Arts Council funding was not secured for the 2008 festival. The reason cited was competition for grants, but it's possible that the fact that the festival made a profit in 2007 affected the bid. A number of possibilities are being explored, including Arts Council grants that are repeated on a yearly basis
- 7.2 Recommendations from the successful 2007 Arts Council bid were to demonstrate in future bids how the festival would promote community involvement and focus on educational issues being followed.

Recommendations for the MLF Committee

- I. Apply for an Arts Council Award in 2009.
- II. Apply for a Arts @ Leeds grant of £1000

8.0 Marketing and Publicity

8.1 Marketing Strategy

Paula Truman's leadership in delivering a marketing strategy was of great value and her work in particular in ensuring the smooth running of the pre-festival street market with the Chamber of Trade and others was very beneficial. Raising awareness in Morley is crucial, as although it had numerous mentions in the *Morley Observer and Advertiser*, posters, programmes and bookmarks in shops, libraries etc., adverts on Radio Aire and at train stations, plus bookmarks being given out to schoolchildren, many people remained unaware that it was going on. However, the 'big names' that took part in this year's festival and the strong presence of authors in schools will hopefully have raised awareness in the local area.

8.2 Website

The establishing of an independent, professional and high quality website for the festival was a major step forward for 2008 and has drawn many positive comments. It now needs to be updated ready for 2009. The 2007 evaluation recommended having the ability to purchase tickets on line but quotes received showed it would have added hugely to the cost of the website and was therefore not cost effective. However, the website has been of great importance to the marketing of the festival and has enabled to setting up of a mailing list via email. It has received a good number of hits since going live and has received very positive feedback.

8.3 **Posters, Bookmarks and Programmes**

The marketing materials designed by a student at Leeds College of Art looked very professional and also drew a lot of praise. However, because of the arms length nature of managing this and holidays there were problems in ensuring that the timescale for production was followed.

8.4 There was a print run of 8,000 festival programmes, which were distributed to myriad venues in West Yorkshire. With the delayed delivery of these it was hard work getting them distributed, but this did happen. The programme was also available to download from the website. The bookmarks (40,000 were printed) worked well, although not quite so many were needed. We had 200 A3 and 300 A3 posters printed, which was about right. Programmes, posters and bookmarks were delivered to and displayed at libraries, council venues, local shops and cafes, ticket sales venues, book shops, schools, colleges, museums and galleries.

8.5 **Banners**

Business sponsorship provided a promotional banner free of charge. Three other banners were displayed at the White Rose Centre (two on roundabouts and one inside), one at Borders and one on the Town Hall. Next year we will try and secure banner positioning at further key locations around the area. The banners are an excellent, low cost, effective form of advertising.

8.6 **News Articles**

There was a good level of press coverage local and further afield. The *Morley Observer and Advertiser's* support is key, and other articles and listings appeared in the Wakefield, Dewsbury and Batley papers, the *Telegraph and Argus* in Bradford, the *Yorkshire Post*, *Yorkshire Evening Post* and the *Morning Star* and on various websites, including PickUp Yorkshire, Dig Yorkshire, Radio Leeds, Arts Council literature festival listings and the *Leeds Guide*.

8.7 Emails were sent to book group members. Festival programmes and information was also sent to press and media contacts. Listings were included in the *Sunday Times* and the *Independent on Sunday*.

8.8 **Rail Adverts and Radio Aire advertising**

Adverts on Radio Aire and Magic 828 reached around 350,000 listeners in the Leeds area. Adverts at key train stations were also a new marketing method for 2008. They received positive comments from members of the public, and the high levels of footfall at the train stations resulted in the posters being an effective form of marketing.

Recommendations for the MLF Committee

- I. Develop a marketing strategy for 2009
- II. Invite a proposal outlining the cost for future maintenance of the website
- III. Include a review section on the website for the 2008 festival.
- IV. The street market and book swap worked well and should be a feature in 2009.
- V. Secure the services of professional designer with experience of working with copy.
- VI. Have a definite plan for placing banners in highly visible areas in and around Morley.
- VII. Further develop links with JP College.
- VIII. Explore the introduction of a high-profile festival raffle with a substantial prize to generate funding and promotion of the festival.

9.0 Town Centre Management

- 9.1 The commercial and hospitality sector in Morley continue to respond to the festival with limited success. Venues such as the Borough Cafe, Townhouse and Cucina's were helpful in providing venues for events.

Recommendations for the MLF Committee

- I. Through sponsorship establish more links within regional business and commerce
- II. TCM to use MLF to promote up and coming events in Morley

10.0 Schools

- 10.1 This year the role of schools in the festival was greatly increased. Feedback from 2007 suggested that schools would prefer not to have to bring pupils to events, so each of the family of schools received a visit from at author. The organising committee and Friends were very helpful in assisting with the arrangements for this, and organisational structures put in place this year will be of benefit in 2009.

- 10.2 Authors visited 16 of the 17 family of schools. Simon Cheshire visited Blackgates and East Ardsley and worked with smaller groups of ten or so Y5 and Y6 boys at each, at the schools' request (≈20). Anthony McGowan visited Woodkirk and Bruntcliffe, speaking to two groups of approximately 50 Y9 and Y10 pupils at Woodkirk and 100 Y10 and Y11 pupils at Bruntcliffe (≈200). Storyteller Christine McMahon visited Victoria and Fountain and spoke to all of key stages 1 and 2 (≈400). Penny Dolan went to Seven Hills, Asquith and St Francis and in each school took two groups of around 30 KS1 pupils in all (≈100). Craig Bradley visited Gildersome and Westerton and worked with all of KS2 (≈500) and then with smaller groups of about 15 pupils on performance poetry. Amanda Lees went to Newlands and Hill Top to work with two groups each of 30 pupils at each school (≈120). Finally, Tom Palmer's visits to Drighlington, Birchfield and Churwell catered for one or two KS2 year groups (about 60 pupils) and specifically targeted reluctant readers and boys (≈180). Overall, seven authors were involved and it is estimated that ≈1580 pupils were directly involved in these visits.

Recommendations for the MLF Committee

- I. Continue to build on the links created within the Morley schools.
- II. Secure funding from schools to continue the programme in 2009.
- III. Build on family events that will promote reading at home

11.0 Library

- 11.1 The role of Morley Library is a key aspect of the festival. Provision of venues and assistance from Morley Library staff was very helpful. As a member of the committee, they also assisted in promoting the festival by displaying posters, giving out programmes and creating displays of visiting authors' work. Programmes and posters were also distributed and taken to libraries in Bradford, Kirklees, Leeds and Wakefield.

- 11.2 The best-attended library events were RJ Ellory, which brought in 30, and Art Angels, who had a steady stream of children taking part throughout the day. Unfortunately the events for children weren't so well attended, despite the authors having been in schools and the schools having been given a large number of programmes and bookmarks. The crime writing workshop wasn't as well attended as hoped but was still very workable with eight participants, and the murder mystery, although not attracting huge numbers (about 15), was very well received by those who went.

Recommendations for the MLF Committee

- I. Produce a shell poster so that individual events can be promoted
- II. Request publicity material and show cards from publishers
- III. Assist with target promotion to community groups through working with the Libraries Community Development Manager
- IV. Leeds Libraries should work in conjunction with the Director in securing authors for reading groups.

12.0 Stewarding

- 12.1 A well organised and informed body of stewards is essential to the festival's smooth running and will be required again this year.

Recommendations to Festival Committee

- I. The Area Management Team is requested to take the lead in organising stewarding arrangements.

13.0 Friends of Morley Literature Festival

- 13.1 The Friends have been one of the great successes from the 2007 festival and their assistance in organising and running the events was of great importance. The Friends' quiz was an excellent and well attended event.

Recommendations for the MLF Committee

- I. Future events should continue to capitalise on the capacity offered by Friends of the festival and the links to the local community that they can provide.
- II. Friends continue to have a significant role promoting the festival through their own annual programme of events.

14.0 Literary Luncheon

- 14.1 The 2008 Literary Luncheon with Kate Williams was a success, with 72 guests, and is now regarded as the official opening event of the festival. The Friends took on the organisation this year and although there were issues with the catering and preparing the room for the event this was managed very well and Janet Harrison in particular is to be congratulated on her sterling efforts. Many positive comments were received.

Recommendations for the MLF Committee

- I. Explore alternative venues for the luncheon that will offer a professional, comprehensive catering service, such as local hotels for next year's event.
- II. Ensure the event does not clash with any local key diary dates.

15.0 Participation and Ticket Sales

- 15.1 Attendance at the festival events (excluding schools) was probably around 2000 with the headline events being most popular and attracting large audiences. Some of the library events were not so well attended with the exception of RJ Ellory. While the smaller Town Hall events attracted moderate audiences they were very well received. Unfortunately Craig Bradley's family poetry sessions weren't well attended despite him having visited schools and some of the workshops would have been better had more people participated. In particular, Michael Jecks and Michael Bunting were very well received.
- 15.2 The evaluation forms have shown that people did travel from far afield to come to events and all enjoyed them. By asking for people to leave email addresses the Director is building up an email list for next year. Addresses can also be added via the website.

Recommendations for the MLF Committee

- I. Explore possibility of a specific festival office, which could act as a holding area for promotional material, meeting area for officers and sell tickets in addition to Althams, the Carriageworks and the *Morley Observer and Advertiser*.
- II. Build a database through contacts with website and evaluation process.
- III. Consider a greater range of venues.

16.0 Short Story Competition

- 16.1 Unfortunately the short story competition was not well received this year. We will be looking into reasons as to why this was and reappraising with the committee.

Recommendations for MLF Festival Committee

- I. Review the short story competition as feature of festival.

17.0 Green Room

- 17.1 The Green Room was the mayor's parlour, which worked very well as a setting but probably not the best place for authors to relax and spend quiet time.

Recommendations for the MLF Festival Committee

- I. In 2009 secure the use of appropriate Green Room and other facilities to provide hospitality for sponsors and supporters.

18.0 Mayors Reception

- 18.1 Previous experience has showed that receptions hosted by the Mayor of Morley can be an enjoyable feature of the festival. We will look into working more closely with the mayoral office in 2009 to ensure smooth running of the receptions and will send out official invites well in advance.

Recommendations to MLF Committee

- I. Early invitation to Mayoral Office to hold host receptions as part of 2009 festival.

19.0 Evaluation

- 19.1 Evaluation forms were available at events and attendees were encouraged to complete them at the time. There is also the facility to contact the Director and Friends via the website.
- 19.2 Over 150 evaluation forms were returned and all contained positive feedback in that the attendees enjoyed the event. The main critical comments concerned the raffles.

Recommendation for the MLF Committee

- I. Continue to evaluate all events and build up an email database for additional feedback

20.0 Implications For Council Policy and Governance

- 20.1 There are no direct implications for the above as a result of this report.

21.0 Legal and Resource Implications

- 21.1 There are no legal implications from this report.
- 21.2 The £15,000 commissioned by the Area Committee towards the cost of the festival has been spent and accounted for.
- 21.3 Subject to Executive Board approval of the 2009/10 Well being Revenue budget there are resource implications on this budget if the requested £15,000 is approved by Members.

22.0 Conclusion

- 22.1 The highly successful 2008 festival boasted international headline acts including Kate Aide and drew a huge audience from Morley and local area. The festival has developed significantly from its origins in 2006. To ensure the current, successful format is consolidated and enhanced a series of recommendations are outlined to the Morley Literature Festival Committee.

23.0 Recommendations

Members of the Outer South Area Committee are requested to:

- a) Note contents of Report
- b) Approve £15,000 towards delivery of 2009 festival.
- c) Nominate two Members as Area Committee representatives on the Morley Literature Festival Committee

Background Papers

Morley Literature Festival Evaluation, 17th December 2007
Area Manager's Report, 25th February 2008
Area Manager's Report, 14th April 2008
Area Manager's Report, 7th July 2008
Area Manager's Report, 1st September 2008
Area Manager's Report, 20th October 2008

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Originator:
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Report of the Director of Environments & Neighbourhoods Directorate

South Leeds (Outer) Area Committee

Date: Monday 9th February 2009

Subject: Garden Maintenance Service Report

| | | |
|---|--|--|
| <p>Electoral Wards Affected:</p> <p>Ardsley and Robin Hood Morley North Morley South Rothwell</p> | <p>Specific Implications For:</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 Outer South Area Committee agreed to commission the Care and Repair Garden Maintenance Service in 2006 covering parts of the Outer South Area and has received detailed reports in 2007 and 2008 on the progress the scheme has made which have included issues of cost, staffing, disposal of waste, number of referrals and percentage of satisfied customers. In addition to this in February 2008, the Area Committee agreed to commission Morley Elderly Action (MEA) to operate a gardening scheme in the rest of the Outer South Area covering mainly the electoral Wards of Morley and parts of Ardsley Robin Hood. This report reviews both schemes and provides Members with options for the future delivery of garden maintenance in the Outer South.

1.0 Purpose of the Report

1.1 The Care & Repair Garden Maintenance Service started in July 2006, covering the Rothwell, Robin Hood, Woodlesford and Lofthouse areas of Leeds. It is targeted at those aged 60 and over and disabled people. The service was carried out by a full-time gardener employed by Care & Repair, assisted by a volunteer. By February 2008 Care & Repair had employed a part time gardener and requested extra funding from the Area Committee to maintain the service. The service offers basic garden maintenance, including hedge and lawn cutting, weeding and general tidying. A charge of £10 per hour is made.

1.2 The MEA scheme started in 2001 and covers Morley and parts of Ardsley and Robin Hood. It is mainly targeted at those aged 60 and over and disabled people. Having previously employed gardeners, MEA now deliver the service through existing self employed gardeners, who are CRB checked. This releases MEA from all employment regulations and administration as well as the responsibility of collecting the service charge and finding work for staff during severe inclement weather. The service charge is £10 per hour and the gardeners then invoice MEA for the difference between the £10 and their hourly rate. The service offers basic garden maintenance, including hedge and lawn cutting, weeding and general tidying.

2.0 Care & Repair Scheme

2.1 The garden maintenance service started in July 2006, covering the Rothwell, Robin Hood, Woodlesford and Lofthouse areas of Leeds. It is targeted at people aged 60 and over and disabled people. The service is carried out by a full-time gardener employed by Care & Repair and assisted by a part-time, temporary gardener. A charge is made to each customer. Initially this was based on a charge of £10 per hour, but this was changed to a charge per job because of the variety of sizes of gardens and amount of work needed.

2.2 Referrals have exceeded expectations and have recently broken through the 100 barrier reaching 104. This is indicative of the demand and hard work of the gardening team.

2.3 All of the clients receive information on the wide range of services offered by Care & Repair, which aim to promote independent living. These include Home Maintenance, Disabled Adaptations, Falls Prevention, Housing Options, Delivery Service, and Advice and Support. Where necessary Care and Repair will refer onto other statutory and voluntary organisations.

2.4 All of the customers have been very pleased with the service and wish to be included in a Garden Maintenance scheme next year.

3.0 Funding

3.1 Funding for the service has been provided by the Outer South Area Committee of Leeds City Council and Greenfingers Leeds (run through Leeds Social Services), and by charges to customers.

3.2 The Area Committee agreed to support the Garden Maintenance Scheme with the following breakdown over three years:

| Year | Amount Commissioned |
|--------------|----------------------------|
| 2006/2007 | £15,850 |
| 2007/2008 | £14,050 |
| 2008/2009 | £16,031 |
| TOTAL | £45,931 |

3.3 April 2008 to March 2009:

| | | |
|--------------|--|---------------|
| Income: | Area Committee | 16,031 |
| | Greenfingers Leeds | 1,000 |
| | Client Charges | 8,800 |
| | Grant for Van | 7,000 |
| | Misc income | 235 |
| | TOTAL | 33,066 |
| Expenditure: | Staff Costs | 19,956 |
| | Equipment/Van Costs/ Depreciation | 5,188 |
| | Insurances | 1,268 |
| | Premises/telephone/ Printing/Recruitment/ Office overheads | 5,885 |
| | TOTAL | 32,297 |

The service should just about break even by the end of March 2009.

Estimates for 2009/10

| | | |
|---|--|---------------|
| Estimated costs of running service for 2009/10: | | |
| | Staff Costs | 21,000 |
| | Equipment/Van Costs/ Depreciation | 5,200 |
| | Insurances | 1,300 |
| | Premises/telephone/ Printing/Recruitment/ Office overheads | 6,000 |
| | TOTAL | 33,500 |
| | Estimated Income for 2009/10 Client charges | 10,500 |

The Gardening Service will require £23,000 to break even by April 2010.

4.0 Issues

4.1 Garden waste

As with previous seasons there is still the issue of gardening waste and the commercial cost which is charged at the Council recycling centres. We were able to continue with the temporary agreement with the local site in Rothwell but a more permanent agreement or solution needs to be achieved for future services.

4.2 Staffing

This season we have taken the decision to employ two gardeners (one on a seasonal basis) for Health & Safety reasons and to help protect our gardeners when collecting and carrying cash, which is always a concern.

4.3 Vehicle

We have been successful in securing funding for a second van, which was purchased at the beginning of the gardening season.

4.4 Weather
Once again the extended period of very wet weather made it extremely difficult to carry out the work, and the staff often worked in very difficult circumstances. However, we have learnt from the previous seasons and were able to be flexible on working patterns ensuring that clients received the first class service they have come to expect.

4.5 Costs
Financial stability over the longer term is still proving to be difficult for the service. This is still an ongoing problem for other gardening services that are providing a much-needed service for older people across the city. The income generated from the clients is not sufficient to cover the service costs and in view of the economic climate and the pressure put on people by the rising costs of food and utilities it is unlikely the charge to clients for the gardening service will be increased.

5.0 Morley Elderly Action Scheme

5.1 In February 2008 the Area Committee commissioned Morley Elderly Action (MEA) to deliver a garden maintenance in Morley and parts of Ardsley Robin Hood. The MEA scheme has operated for nearly 8 years and is carried out by local self employed gardeners. The service charge is £10 per hour and the gardeners then invoice MEA for the difference between the £10 and their hourly rate.

5.2 Referrals are made by way of MEA receiving approaches from residents, housing staff, appropriate agencies and local Councillors. The scheme currently has about 120 customers, based on an average of 10 hours worked per service user over the summer months on either a monthly or fortnightly rota. A small number of service users within that average only wanted one or two visits per year.

5.3 Gardeners act as eyes and ears in the community and report back any concerns about service users. MEA is a member of the Leeds Neighbourhood Network and as such provides within Greater Morley a full range of services and activities including Advocacy, Access to free legal advice, Access to money advice, Help accessing benefits, General Advice, Signposting, Delivering Meals on Wheels, Community Transport, Lunch Clubs, Social Activities. As a member of the Neighbourhood Network MEA make referrals to sister organisations, so through our scheme gardening service users outside Greater Morley would have a link to their own local 'Elderly Action' group. MEA also make referrals to City wide organisations and other bodies (e.g. Disability Service Team)

5.4 Satisfaction levels are high and MEA is in the process of carrying out the annual customer satisfaction survey that details customer feedback to ensure appropriate standards of service delivery are in place and understood. The survey also gathers statistical ethnicity, religion and disability data required by funders. All current clients want to access the service this coming year.

5.5 Outcomes from the scheme align with the broad strategic outcomes compiled by Older Better, ASC, PCT and Supporting People, and the annual survey includes questions relating to Well Being, Preventing Trips and Falls, and Feeling Safer in their own homes (preventing distraction burglary, and elimination rogue traders).

6.0 Funding

- 6.1 Funding for the MEA scheme comes from Area Committee Wellbeing Budget and customer charges.
- 6.2 At its meeting of February 2008 the Area Committee agreed to commission MEA to deliver a garden maintenance scheme for £7,500
- 6.3 April 2008 to March 2009 (Greater Morley only).

For three years running MEA received Greenfingers money and a grant from Morley Town Council. For the 2008 season both funding streams ceased and a slim-line service was produced in order to continue the work. The Administration costs of MEA were in no way covered by the available funding.

Working to a rigid predetermined budget, 120 clients received a total of 1200 hours gardening service where MEA subsidised £3 per hour.

| | | |
|-------------|--|--------|
| Income | Area Committee | £7,500 |
| | (Service charges go direct to Gardeners) | £7,500 |
| Expenditure | Paid to gardeners | £3,600 |
| | Admin contribution | £3,900 |

Estimates for 2009/10

Estimated costs of running the current service for 2009/10 across the Greater Morley area: 120 service users receiving 1500 hours of attendance

Service charge to user £10 (Service charge paid to and collected by gardeners)
Gardeners' Hourly rate £14 (Difference invoiced to, and subsidised by MEA)

Subsidy £4 per hour x 1500 hours Paid to gardeners £6,000

| | | |
|---|---------------------|---------|
| Admin worker @ 10 hrs per week £18k pro rata | Admin worker | £5,000 |
| | Employment on-costs | £500 |
| | Cost of supervision | £1,500 |
| Overheads associated with Employment based on cost of organisation divided by staff hours expended | | £ 4,000 |
| | TOTAL | £17,000 |

7.0 Issues

- 7.1 Garden Waste
Disposal of gardening waste is the responsibility of the self employed gardeners.
- 7.2 Staffing

No direct staffing implications apart monitoring CRB checks for the self employed staff. Gardeners are not employed without evidencing a CRB check to MEA. A complaints procedure is in place operated by MEA.

7.3 Vehicle

The provision of transport is the responsibility of the self employed gardener.

7.4 Weather

Once again the extended period of very wet weather made it extremely difficult to carry out work. However, this does not cause any direct cost to the MEA scheme and the self employed staff are able to be flexible in their working patterns.

7.5 Costs

As with other schemes the customer charge does not cover the real cost, which is the reason for the Area Committee funding. Previously MEA made no charge for administering their scheme but this is not sustainable.

8.0 A Single Service for Outer South

8.1 During the course of recent months officers have been reviewing the operation of both schemes. This work arose from issues highlighted in the reports provided by Care & Repair among them, the rising costs of the service, the number of issues to be resolved and the doubts about boundaries and areas of operation.

8.2 During the course of discussions with MEA an opportunity to develop a single service across the Outer Area was identified. Officers invited MEA to scope a single proposal for Outer Area Committee consideration. The main drivers for this were to find a more cost efficient service, so making better use of the Wellbeing Budget and increased confidence that the whole Outer Area was being covered.

8.3 The opportunity to develop a single scheme has not been offered to Care & Repair. This is because a cursory look at the costings shows that it would not be as cost effective as a MEA led scheme. Officers were also under the impression that Care & Repair would not want to extend the current scheme.

8.4 Development of a single scheme has required MEA to consider organisational and governance changes to enable them to operate outside the old Morley Borough area. These changes are now in place and agreed by MEA Management Committee.

8.5 The single scheme can easily absorb the existing Rothwell and surrounding areas service users as it is anticipated that approx 120 clients out of the proposed 240 would come from that area of operation.

Funding

- 9.1 Across the full Area Management Committee area: 240 service users receiving 3000 hours of attendance

Service charge to user £10 (Service charge paid to and collected by gardeners)
Gardeners' Hourly rate £14 (Difference invoiced to, and subsidized by MEA)

Subsidy £4 per hour x 3000 hours Paid to gardeners £12,000

Admin worker @ 20 hrs per week
£18k pro rata

Admin worker £10,000

Employment on-costs £ 1,000

Cost of supervision £ 3,000

Overheads associated with
Employment based on cost

£ 8,000

of organisation divided by
staff hours expended

TOTAL £34,000

10.0 Issues

- 10.1 The only additional issue will be the need for MEA to employ a part time gardening co-coordinator.

11.1 Conclusion

- 11.1 The garden maintenance schemes continue to be popular with older people and is clearly satisfying a need for a gardening service in the area. The service itself helps to promote independent living; increases the benefits of health and well being; provides the opportunity for residents to get out in the fresh air and sit in their garden; removes untidy gardens which can reduce the risk of criminals identifying older and vulnerable residents; and decreases the likelihood of accidents through trips and slips in the garden.

- 11.2 It is recommended that the Area Committee consider the options presented and agree to allocate funding to meet the costs of delivering that option.

Option 1 outlined in 3.3 costs £23,000

Option 2 outlined in 6.3 costs £17,000

Option 3 detailed in 8 costs £34,000.

Members should note that Options 1 and 2 provides the status quo at a cost of £40,000 compared to Option 3 a single scheme with one delivery agent at a cost of £34,000.

12.0 Implications For Council Policy and Governance

- 12.1 There are no direct implications for the above as a result of this report.

13.0 Legal and Resource Implications

13.1 There are no legal implications from this report.

13.2 The Well being Budget will be reduced by £40,000 if Options 1 and 2 is agreed, by or £34,000 if Option 3 is agreed to support the future costs of a garden maintenance scheme.

14.0 Recommendations

Members of the Outer South Area Committee are requested to:

(a). Note the contents of this report

(b). Consider the Options 1, 2 and 3, outlined above and agree to a preferred option, or options, for the delivery a Garden Maintenance Service scheme.

Background Papers

Garden Maintenance Schemes, 25th February 2008

Rothwell Gardening Scheme – Care & Repair, 20th February 2006



Report of the Director of Environments & Neighbourhoods Directorate

South (Outer) Area Committee

Date: Monday 9th February 2009

Subject: Area Manager's Report

| | | |
|---|---|--|
| <p>Electoral Wards Affected:</p> <p>Ardsley & Robin Hood Morley North Morley South Rothwell</p> <p><input type="checkbox"/> Ward Members consulted (referred to in report)</p> | <p>Specific Implications For:</p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input type="checkbox"/></p> <p>Narrowing the Gap <input checked="" 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 details a range of activities taking place within the Outer South Leeds Area, some of which are dealt with in greater detail elsewhere on the agenda.

1.0 Purpose of Report

1.1 To bring to Members' attention in a succinct fashion, brief details of the range of activities with which the Area Management Team are engaged, and that are not addressed in greater detail elsewhere on this agenda. It provides opportunities for further questioning or the opportunity to request a more detailed report on a particular issue.

2.0 Residual Waste Treatment Strategy

2.1 Leeds City Council has agreed a very challenging strategy for the City to ensure major reductions in the environmental impact of dealing with its waste, in particular through minimising landfill. In addition to measures to reduce the levels of waste generated and to increase recycling significantly, the Council intends to enter into a contract with a private sector partner to develop and operate treatment facilities to recover value from waste that is not recycled by householders.

- 2.2 In line with Government requirements, the Council has had to identify 'reference sites' within its ownership on which these new facilities can be developed, and which can be made available to bidders. The former wholesale market site on the Cross Green Industrial Estate in the East of the city has been identified as the 'reference site' for a waste treatment facility. The existing Council waste transfer station on Evanston Avenue, Kirkstall, has been identified as the 'reference site' for a new transfer station where waste could be 'bulked up' for onward transfer to the main treatment facility.
- 2.3 These sites do not represent preferred options, and those bidding for the contract to construct and operate the waste facilities have been invited to propose alternative suitable sites. Similarly, the Council has not indicated any preference for the type of waste treatment technology to be used. Technology and site proposals will be assessed using the detailed evaluation model developed by the Council. This approach, including the evaluation model itself, has been approved by the Executive Board.
- 2.4 The Council started procurement in July 2008. It is anticipated that the current field of ten bidders will be reduced to four in April 2009 following the evaluation of their outline proposals. A preferred bidder is expected to be selected in early summer 2010, with the contract awarded and planning applications submitted in autumn 2010. Subject to gaining planning permission, the construction of the main treatment facility would commence in 2011, with full operations starting in 2014.
- 2.5 Although we have undertaken a great deal of communications activity, and several formal consultations, there has been limited effective direct communication around the process that we are going through and the reasons for it. We therefore intend to undertake further communications activities, over the year ahead to educate and inform residents about the process and to understand any issues affecting them prior to the selection of the preferred waste treatment solution.
- 2.6 The nature of the project means that interest will be attracted from all Leeds residents, but there will be a particular interest in the main areas close to identified 'reference' sites or any alternative sites proposed. Any communications activity therefore needs to cover the entire Leeds area, but also to provide greater opportunity for those residents in these specific areas. The involvement of Elected Members is obviously key to the delivery of this communications activity. A more detailed communications plan is in production and will be brought for consultation to the next round of Area Committees in March and April.

3.0 CCTV

- 3.1 Further to the report considered at the July Area Committee and subsequent update, a protocol for groups with independent CCTV systems having received or seeking Area Committee funding has been drafted with assistance from LeedsWatch and Legal Services. This protocol outlines a group's legal responsibilities in relation to any new or existing CCTV scheme covering public buildings or land.
- 3.2 Requirements under the new protocol include; completing a privacy impact statement, ensuring the operators and responsible person have adequate training and an SIA license, and that a code of practice is written and adhered to.

- 3.3 A meeting was held between officers from Area Management, Leedswatch and representatives from Drighlington Parish Council. The draft protocol was explained to the Parish Councillors, and Leedswatch officers offered to provide further advice and assistance during the compliance process.
- 3.4 Drighlington Parish Council will now consider the implications of the new protocol, and any application to the Area Committee for funding of a new CCTV system is on hold until its requirements have been met.
- 3.5 When the Drighlington work is progressed to draft codes of conduct it is planned to have further meetings with groups affected.

4.0 Smithy Lane Recreational Ground

- 4.1 The Steering Group continue to develop options for the works at Smithy Lane Recreational Ground following consultation with residents. Options are currently being costed for a phased development which will be considered by the Steering Group. Members may wish to allocate a proportion of the Capital Well-being funding in anticipation of these options being brought forward.

5.0 Staffing Update

- 5.1 December 2008 saw the completion of the Regeneration Services restructure. This confirmed Sarah Henderson as the permanent Area Project Officer and a new Area Assistant. Jamie Ware took up his duties on Tuesday 3rd February. The Outer South Team now has a full team of officers.

6.0 Community Centres

- 6.1 Following the establishment of a Community Centres Management Team, looking at community centres issues on a city-wide strategic basis, it is anticipated that the Outer South Community Centres Sub Committee may need to be slightly changed. This is to fit in with a new South East Community Centres Liaison Group involving Area Buildings Managers and Surveyors from Corporate Property Management. Proposals for the structure of this meeting are currently being drawn up and members of the Outer South Community Centres Sub Committee will be consulted directly on these proposals at the next meeting on Wednesday 18th February.
- 6.2 The Section 106 and Area Well being funded capital works programme is nearly complete at Windmill Youth Club. A programme of works to improve the security and lighting at the rear entrance to the building are currently being drawn up. This will specifically benefit the Rothwell Judo Club, as it will create a dedicated entrance for members of the Judo club.
- 6.3 Following on from the update presented at December's Area Committee, further discussions have taken place around community facilities in the Churwell area. It has been decided that the best and most viable option in terms of sustainability, is to renovate and re-open Stanhope Memorial Hall. Costs for capital works in order to bring Stanhope back operational are currently being reviewed. Once revised costings have been obtained, funding opportunities will be explored to cover the works. Users and activities taking place at Churwell Community Centre will be decanted to Stanhope Memorial Hall once the facility is reopened. Churwell will then be put up for sale and it is anticipated that any money generated from the sale of the centre will be re-invested into Stanhope.

- 6.4 At Area Committee in March, the 12 month review report on St Gabriel's Community Centre will be presented. A meeting was held with St Gabriel's Management Committee on 27th January to provide the committee the opportunity to contribute to the review as well as highlight any successes achieved and problems encountered over the last year.

7.0 Cleaner Neighbourhoods Sub Group

- 7.1 The Cleaner Neighbourhoods Sub Group met on Tuesday 20th January, minutes at (Appendix 1), to discuss Environmental issues and actions from the Area Delivery Plan (ADP). Updates were given by partners on the action plan (Appendix 2) which contributes towards the delivery and monitoring of the 'Environment' section of the ADP.
- 7.2 The Glutton
- 7.2.1 The Glutton machine continues to work very well in cleaning Morley town centre. It offers the ability to clean in small spaces and pick up cigarette ends more effectively than a manual litterpick. Officers from streetscene are reviewing the Glutton's work schedule with the aim to reach the maximum cleaning capacity using both the Glutton and manual litterpicking. It was raised at the meeting regarding the operation of the Glutton during periods when the operator was not at work due to sickness or annual leave. Environmental Services have confirmed that future staffing cover will be provided by trained staff from within the wider Streetscene team.
- 7.3 Litterbins
- 7.3.1 The Cleaner Neighbourhood Sub Group welcomed confirmation from Environmental Services that the 2005/06 and 2007/08 round of additional litterbins have now been installed. The 12 additional litterbins for the Rothwell Ward have been ordered and the delivery is expected shortly. Officers from Environmental Services aim to have these 12 additional litterbins for Rothwell installed by the end of February.

8.0 Town & District Centre Regeneration Scheme

- 8.1 Marsh Street
- 8.1.1 Following deliberations with Planning Officers work at Marsh Street Car Park continues to progress. The tree pruning and removal work proceeded in December 2008. The remainder of the landscape work has been carried out with the exception of some pruning, shrub clearance and tree planting work in the area close to the Southern boundary, these works should be completed by the end of February. In short the work will soon be completed; the tree planting which is the final operation may be delayed by a week.
- 8.2 Morley Bottoms
- 8.2.1 The lay-by is completed and the formal procedure for Highways to formally adopt the lay-by is being progressed.

8.2.2 S215 Enforcement Action

Prosecution in respect of 1 Brunswick St. Summonses issued and date for first hearing is set for 13th January 2009.

Prosecution in respect of 1a Queen St. The statements have been altered as requested and the matter is with the prosecuting solicitor. Summonses do not appear to have been served yet. A S215 notice for 2a Queen St is prepared and authorised.

8.2.3 Chapel Hill Properties

A purchase price has been agreed with the property owners on a subject to contract/without prejudice basis.

Leeds City Council has agreed to gap fund the Yorkshire Housing Association scheme. Yorkshire Housing Association has undertaken revised appraisals. YHA to meet with Housing Corporation re grant application mid February.

9.0 Conservation Audits

- 9.1 The Area Committee has commissioned two conservation audits in the Outer South, in Morley and Rothwell. An up-to-date appraisal document can make all the difference when determining planning applications and fighting planning appeals in the conservation area; a recently-adopted conservation area appraisal has already been used successfully at appeal to prevent unsuitable development in a conservation area.
- 9.2 With work now well underway on this year's round of conservation area reviews the Council's Sustainable Development Unit are inviting new commissions for 2009/10. The Conservation Team have identified two possible candidates that could be completed in the Outer South, Dartmouth Park and Oulton. These two early designations were not supported by detailed documentation, in marked contrast with the detailed appraisal work that is carried out today. However, work on the audits on Morley and Rothwell have raised alternative proposals which are referred to below.
- 9.3 Morley
- 9.3.1 Morley is proving to be an extensive piece of work and the likely proposals for extension to the area's boundary are considerable. There are areas of townscape along Fountain Street, to the west of the existing boundary, that are worthy of designation that would effectively link the Morley Town Centre conservation area with the existing Dartmouth Park conservation area.
- 9.3.2 As the Morley Dartmouth Park conservation area has not been reviewed since its designation in 1974 and this area had been identified as a possible conservation audit for 09/10, the Community Conversation Officer recommends a merger of the two conservation areas and approval for undertaking the appraisal of Dartmouth Park at the same time as the current work on Morley Town Centre. In this way the whole of Morley's special architectural and historic interest would be fully designated and appraised. Having a single conservation area for the town is likely to be beneficial in the future in terms of unifying the town and underlining the quality of its historic environment and special character.
- 9.3.3 The appraisal of the new, enlarged conversation area could be completed to consultation stage in March and taken to April's Planning Board meeting for adoption.

If the Committee approve of the merging of the two current conservation areas, an additional £3,000 of revenue Well being funding is required. If Dartmouth Park was to be appraised as a separate conversation area, the cost would be £6,000. The savings are significant if the two form part of the same document and go through the same consultation process.

9.3.4 If Dartmouth Park is excluded, the Morley Town Centre Appraisal will be consulted on in February / March and taken to the March Planning Board for adoption. The Community Conversation Officer has been invited to make a presentation of progress at Morley Town Council in February and is working up the consultation draft of the appraisal and a programme of outreach for the consultation process. Details of the consultation will be presented to the March Area Committee.

9.4 Rothwell

9.4.1 Work began on Rothwell conservation area appraisal early in December 2008. A survey of the area has been carried out and analysis of the built environment has begun. Key buildings, focal points and significant views have been mapped and work on defining character areas is ongoing. Some documentary research has been carried out, but further research will continue in February. The Rothwell and District Historical Society have been invited to take part in the preparation of the historical section of the appraisal and the Community Conversation Officer is aiming to have a meeting with the committee of the society in February.

9.4.2 The current work undertaken by the Community Conservation Officer suggests that there is a case for extending the conservation area to include Springfield Street, but to amend the northern boundary to exclude the flats in Blackburn Court. These are preliminary suggestions by the Community Conversation Officer who will submit a map of any suggested boundary alterations to the March Area Committee.

9.4.3 Informal consultation with the Historical Society and Rothwell in Bloom, which will take place in February and will be followed by a 6-week period of public consultation on the appraisal. The Community Conservation Officer anticipates that work on the appraisal will be completed this financial year, with the appraisal and any proposed boundary alterations submitted to the Planning Board for approval in April 2009.

9.4.4 The Community Conservation Officer has noted that the eastern part of Springhead Park, which is currently in Rothwell conservation area, falls into Oulton township. Members are asked to consider commissioning a Conservation audit of Oulton Conservation area, which has not been reviewed since 1987, and approve £6,000 from the revenue Well being Budget to support this proposal. If the Area Committee agree to commission a conservation area appraisal for Oulton, it is recommended to delay the consultation period and carry out consultation on both conservation areas simultaneously.

10.0 Area Delivery Plan

10.1 As reported to the last meeting, performance management information is being collated relating to actions in the current ADP. As the 2008/09 ADP is now the local delivery plan for the Leeds Strategic Plan, performance information is being collected by Corporate Performance Team against the Leeds National Indicators. This is the first time such information has been collected at a local level, and as a work in progress, more time is needed to ensure the data reported to Area Committee is local and meaningful. A working group with membership from all three area management

wedges and the Corporate Performance Team are developing a revised action plan template. It is planned to bring an ADP performance report to a future meeting.

11.0 Rothwell Library Garden

11.1 Following receipt of a substantial bequest Rothwell in Bloom approached Groundwork regarding the development of land in front of Rothwell Library. A Steering Group was created with representatives from Groundwork, Rothwell in Bloom (RIB), Libraries, Area Management, Youth Service and Parks and Countryside. Regular steering group meetings developed a project plan that included a consultation process with the local community and library staff, and workshops with young people to design elements of the garden. These workshops are due to be held in February with development work starting on site mid March.

11.2 The plans were agreed at the Land Evaluation Development Appraisal (LEDA) panel held on 22nd January. The project will improve 1,000 m² of land and would involve the creation of an improved community space around Rothwell Library, both to the front and rear, including:

- Removal of existing raised planters and surfacing;
- Re-levelling the frontage;
- Construction of a revised arrangement of 'marlborough' red brick walled raised planting areas;
- Installation of Marshall's keyblock edging, with 2 colours resin bound gravel surfacing;
- Provision of new seating and bike stands;
- Installation of artistic metal handrails and an artistic mosaic
- Fabricated from designs developed at art workshops with local young people;
- Planting of new shrub beds and 4 trees (1 at the front and 3 at the rear).

11.3 Parks and Countryside are satisfied with the proposal as they are not responsible for the site and only maintain the grounds as part of the specific Service Level Agreement that they have with the Libraries Service. Therefore, as the Head of Library Service has agreed to the proposed scheme, it is the Libraries Service consent which was the appropriate one to be given at officer level.

11.4 The project will be funded through a contribution of £42,000 from Rothwell in Bloom and £7,000 from Groundwork's Project Support Fund which was allocated through Leeds City Council Regeneration Service. Support from the Project Support Fund also allows the improvements to be classed as Part 12 Permitted Development (by a Local Authority) and also enables all the VAT on the project to be fully reclaimable, thus maximising the value of the scheme.

12.0 Coalfields Regeneration Trust (CRT) Update

12.1 The Coalfields Regeneration Trust (CRT) is an independent grant-making organisation that was established in 1999 to improve the quality of life in Britain's coalfield communities. Yorkshire is the biggest region they operate in, with 97 coalfield Wards. Leeds has three coalfield wards, of which Rothwell is one. Of the 15 Super Output Areas (SOA's) that cover Rothwell, three are eligible for funding:

- E01011632 Wood Lane Estate
- E01011627 Sandybanks, Springhead Road and John O'Gaunts
- E01011639 Home Lea, Spibey Lane and Temple Avenue.

- 12.2 In partnership with Area Management, South Leeds Health for All submitted a bid to the CRT Round 4 Main Grant Programme of funding to meet all four of the CRT funding themes of Health & Wellbeing, Access to Employment, Education and Skills and Access to Opportunities.
- 12.3 The proposal to fund additional community development workers for Wood Lane and John O'Gaunts to focus on Health and Well Being and Training and Enterprise development was presented to the Yorkshire Regional Programme Manager before submission and received very positive comments.
- 12.3 South Leeds Health for All was contacted a few weeks after submission, requesting that the bid for £270,000 over three years be reduced, as the majority of the Round 4 funding had already been committed. Further work was carried out to the Business Plan and the application form to meet the altered criteria. SLHFA received notification in December 2008 that the project had not been successful due to over subscription to the funding.
- 12.4 A meeting has been arranged between the Rothwell Children Centres Manager, Area Management Officers and SLHFA to discuss the alternative funding and support for the project. An update will be presented to Members at a future Area Committee.

13.0 Rothwell 600

- 13.1 Area Committee supported the Rothwell 600 Committee with £15,000 to deliver a range of events during 2008 to celebrate the 600th anniversary of Rothwell receiving its Royal Charter. Members approved a further maximum amount of £2,000 if matched by new funding. This additional funding has not been used as the required as appropriate match funding was not secured.
- 13.2 The Rothwell 600 Committee have committed all of the £15,000 funding with only one outstanding event which is planned to be held in February 2009. This final project will give the Organising Committee an overspend of £154. Members are asked to consider and approve a revenue payment of £154 to Rothwell Organising Committee to balance the final accounts.
- 13.3 Twenty two events were successfully organised by the committee who delivered a great programme to celebrate the anniversary. Local Councillors and Area Management Officers are supporting the Rothwell 600 group in exploring the development of a wider coalition of Rothwell Groups to over see events in the future.

14.0 Recommendations

- 14.1 The Area Committee is asked to note the above information and make comment as appropriate.
- 14.2 Members are asked to note the Residual Waste Treatment Strategy update and agree to receive a full report to a future meeting.
- 14.3 Members are asked to note the progress made in developing a protocol to support the use of CCTV.

- 14.4 Members are asked to consider and agree to the creation of a single conversation area in Morley and approve £3,000 revenue from the Well being Budget to complete the conversation audit as outlined in 9.3.
- 14.5 Members are asked to consider and agree to commission a Conservation Audit of the Oulton area and approve £6,000 revenue from the Well being Budget to complete the conversation audit as outlined in 9.4.
- 14.6 Members are asked to consider ring fencing a proportion of capital well being funding for developments at Smithy Lane Recreational Ground as outlined in 4.1.
- 14.7 Members are asked to consider and approve £154.00 revenue Well being Funding to support Rothwell 600 as outlined in 13.3

Background Papers:

CCTV, 7th July 2008

Well being Report, 8th December 2008

Area Manager's, 8th December 2008

Marsh Street Car Park, February 2008

Conservation Area Reviews, 10th September 2007

Area Committee Roles for 2008/09, 1st September 2008

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LEEDS
CITY COUNCIL

Cleaner Neighbourhoods Sub-Group
10.30am Tuesday 20th January 2009
Small Banqueting Room
Morley Town Hall

| ATTENDANCE | |
|---------------------|---------------------------------------|
| Cllr Judith Elliott | Ward Councillor (Chair) |
| Cllr Bob Gettings | Ward Councillor |
| Cllr Jack Dunn | Ward Councillor |
| Cllr Golton | Ward Councillor |
| Chris Casey | Parks & Countryside |
| Shaun Wright | Parks & Countryside |
| Steve Wetherill | Environmental Services |
| Robert Tindall | Environmental Services |
| Anita Keaveny | Environmental Enforcement Action Team |
| Sarah Henderson | Area Management Team |

| 1.0 | Welcome and Introductions | ACTION |
|------------|---|---------------|
| 1.1 | Introductions were made and everyone was welcomed. | |
| 2.0 | Apologies | |
| 2.1 | Sue Spellman, Aire Valley Homes and Dave Gomersall, Environmental Enforcement Action Team. | |
| 3.0 | Minutes and Matters Arising | |
| 3.1 | Minutes were agreed as an accurate record. Any matters arising dealt with through Action Plan. | |
| 4.0 | Action Plan | |
| 4.1 | Updates on Action Plan received. See Action Plan. | |
| 6.0 | Any Other Business | |
| 6.1 | None | |
| 7.0 | Date of the next meeting | |
| 7.1 | 10.30am, Tuesday 28 th April 2009, Morley Town Hall, Small Banqueting Room. | SH |

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20.01.09 Outer South Cleaner Neighbourhood Sub Group Action Plan

| | ADP Action 2008/09 | CN Action | Who responsible | Target Outcome | PROGRESS |
|---------------------------------|---|---|--|--|---|
| Litterbins | Support City Development, residents and Councillors to develop schemes to improve street cleanliness in targeted areas e.g. mechanical sweepers, additional litterbin provision | Ensure installation and maintenance of 05/06 and 07/08 litterbins | Area Management / Environmental Services | Improved environment through reduced waste and improved street cleaning. | Litterbins from 05/06 and 07/08 projects are in the final stages of being fitted. Update at next meeting. |
| Brown Bins | Support delivery of garden waste collection programme and promotional activity to increase awareness of the programme. | Support roll out of Brown Bin provision in Outer South | Environmental Services / Area Management | Recycling/ garden waste initiatives and facilities enhanced, supported and promoted. Reduction in garden waste going to landfill. | 2007/08 programme has been completed. Monitoring has shown they are working well and less than 1% contamination. 2008/09 programme will see remaining areas receive brown bins. Update at next meeting. |
| Ginnels | Support City Development, residents and Councillors to develop schemes to improve street cleanliness in targeted areas e.g. mechanical sweepers, additional litterbin provision | Map ginnels in Outer South | Environmental Services | Definitive list of ginnel locations and ownership. | Rothwell first ward to be mapped, Carlton completed. Ginnel locations from Drighlington and Gildersome Parish Council forwarded to Environmental Services. To be circulated to group. Update at next meeting. |
| Youth Repairation Scheme | Deliver Youth Repairation Scheme in Outer South Leeds | Youth Repairation Scheme in Outer South | Environmental Services / Environmental Enforcement | Reduction in litter dropping, improving the environmental appearance of neighbourhoods and young people educated regarding their responsibilities. | Environmental Enforcement to report whether scheme going ahead |
| Environmental Hotspots | Support City Development, residents and Councillors to develop schemes to improve street cleanliness in targeted areas e.g. mechanical sweepers, additional litterbin provision | Research projects to tackle environmental hotspots. | Area Management / Environmental Services | Number of schemes carried out to improve the environments across the outer south. | Use of probation resource to tackle hotspots. Land ownership and relationship with CAST to be researched |

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|----------------------------------|--|--|--|--|--|
| Enforcement Operations | | Support and inform Environmental Enforcement Team on issues in Outer South | Environmental Services / Area Management / Aire Valley Homes / Parks and Countryside | Number of Enforcement Notices served in Outer South. | Enforcement requested to look into issues on South Queen Street and Wesley Street. Flytipping on Lower Thorpe Lane. |
| Recycling | Support and promote educational and awareness raising activities amongst community groups, residents and schools on all aspects of Reduce, Reuse Recycle e.g. Garden Waste, Recycling and Green Bin participation. | Monitor programme of education and support projects to fill any gaps in provision. | Environmental Services / Groundwork / Area Management | Number of education and awareness raising activities delivered. Increase in amount of waste recycled. Increased environmental awareness amongst Outer South communities. | Uncertainty on whose responsibility to educate regarding litter. Recycling education is the remit of Performance Management. Once clarified, CN to develop a programme of education for Outer South. Update to be given at next meeting. |
| Impact on Climate Change | Improve/increase 'Bring Sites' recycling facilities. Frequency of gully emptying improved. | Morley and Rothwell sites to be improved | Area Management / Environmental Services | Number of recycling bring sites improved / new facilities provided. Increased amount of waste recycled. | Morley and Rothwell Bring Sites undergone improvements |
| Garden Maintenance Scheme | Support garden maintenance provision for vulnerable members of the community across the Outer South | Support delivery of Garden Maintenance Scheme in Outer South. | Parks and Countryside / Morley Elderly Action / Care & Repair Leeds / Area Management / Aire Valley Homes. | Increase in gully emptying. Enhanced system to cope with heavy rainfalls and reduce risk of localised flooding. Increased number of people benefiting from garden maintenance scheme in Outer South Leeds. Improved appearance of gardens. Vulnerable residents in Outer South supported in independent | and Morley Elderly Action delivering schemes. Research being undertaken to support a single scheme that services the whole of the Outer South. Ardsley and Robin Hood need service to cover all of the ward. |
| Dog Warden Patrols | Support and promote Dog Warden Services in targeted areas. | Monitor provision of Dog Wardens in Outer South. | City Development / Area Management / Parks and Countryside | Increased number of days in Outer South Wards and number of fines issued. Improved appearance of targeted areas in Outer South. Reduction in dog fouling and improved street cleanliness. | Stickers been put on lampposts in Gildersome. Provision being investigated through Scrutiny Board. Group recorded that staff issues and new responsibilities for looking after Stray dogs is increasing pressure on service. |

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|----------------------------|---|---|--|---|---|
| Operation Champion | Deliver multi-agency Crime and Grime initiatives in targeted neighbourhoods | Support delivery of two Operation Champions in the Outer South | Area Management / Aire Valley Homes / Environmental Services / Police / Fire Service / Youth Service | Number of Operation Champions implemented. | 14th -16th October Operation Champion in Ardsley and Robin Hood Ward. |
| Environmental Pride | Deliver Environmental Pride Initiatives to priority areas. | Monitor and influence Environmental Pride days. | Aire Valley Homes / Area Management / Environmental Services | Number of Environmental Pride initiatives held.Improved appearance of local neighbourhoods | Programme of Environmental Prides for 2008 being carried out. Meeting arranged in January 2009 on 2009 programme. |
| ASB | Tackle graffiti hotspots | Refer all incidents to Environmental Services and monitor removal. Promote Environmental Services number to residents | Environmental Services | Number of graffiti incidents removed. Reduction in graffiti removed.Reduction in needle waste | Graffiti log emailed to AMT |
| | Tackle needle waste. | | Environmental Services | | Needle log emailed to AMT. Group requested information on whether reduction in needles. |
| | Tackle flytipping and environmental hotspots | | Environmental Services | % of flytipping removed within timed service targetsImproved appearance of area - less litter on street | Bulky Waste Number on Outer South Newsletter |
| CAST | Target the CAST Team to tackle hotspots across the outer south following referrals from Elected Members, Area Management, Police, Fire and other Agencies | Monitor results of CAST referrals and refer hotspot locations to Environmental Services. | Environmental Services / Area Management Team / Environmental Action Teams | Number of Cast Referrals completed.Improved environmental appearance of hotspots in Outer South. | Members continue to use CAST service through emailing Environmental Services or AMT. |
| Community Support | Support local community groups in improving the local environment e.g. In Bloom Groups | Support community groups in their applications to ring fenced well being funding. | Area Management / Parks and Countryside / Env Services /Aire Valley Homes | Number of groups supported.Improved appearance of local neighbourhoods and increase in neighbourhood pride. | In Bloom groups to be contacted regarding proposals top the ringfenced Well being Budget. |

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|---------------------------------|---|--|--|--|--|
| | Provide skips for community clean ups. | Promote skips to the community. Monitor usage of the skips. | Area Management | Number of community skips requests.Improved appearance of neighbourhoods and increased sense of neighbourhood pride | Promotion of Community Skips to Tenants and Residents Associations and Community Groups. Biffa also provide skips for community clean ups of communal areas. Email info.recycling@leeds.gov.uk with date, time and location. Need 5 days notice to provide skip. AMT recommend using for allotment requests. |
| Green Space | Support maintenance and development of green space areas and access to green space e.g. Site Based Gardeners. | Deliver schemes in Outer South that support green space development and maintenance. | Parks and Countryside / Area Management | Number of projects to support and develop green spaces in Outer South.Improved quality of green space. | Smithy Rec and Thorpe Recreation Ground are two projects being supported to develop proposals for capital works in Ardsley and Robin Hood Ward. Site Based Gardeners project funded by the Area Committee working very well and group positive with work of project. |
| Impact on Climate Change | Support development of current and new green spaces to increase rain saturation . | | Environmental Services / Parks and Countryside / Aire Valley Homes / Area Management | Number of initiatives that develop and maintain green space and saturation points Increased resilience to climate change and reduced chance of flooding. | |
| Reduce Emissions | All LCC Community buildings in portfolio get energy efficiency rating. | | Environmental Services | Number of community buildings supported in achieving energy efficiency rating to reduce energy bills.Reduction in emissions from LCC buildings. | |
| | Energy Guardian Scheme researched and action plan developed to promote to users and employees of community buildings. | | Environmental Services | Action Plan developed.Reduction in emissions from LCC buildings | |
| | Driver awareness training. Route planning and research into fuel efficient fleet vehicles | Receive updates on service actions. | Environmental Services | Number of initiatives implemented to increase fuel efficiencies.Reduction in emissions from LCC vehicles. | Service purchasing dual fuel trucks to reduce emissions. Update at next meeting. |
| | Actions for monitoring | Actions needing support | | | Priority Actions to be delivered |



Originator:
Thomas O'Donovan
Tel: 224 3040

Report of the Director of Environments and Neighbourhoods

South Leeds (Outer) Area Committee

Date: Monday 9th February 2009

Subject: Outer South Area Committee Well-being Budget Report

Electoral Wards Affected:
 Ardsley & Robin Hood
 Morley North
 Morley South
 Rothwell

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 seeks to provide Members with:

- the current position on the Well being Budget.
- details of the 2008/09 Well being budget allocations.
- details of revenue and capital funding for consideration and approval
- details revenue projects agreed to date (Appendix 1)
- details of capital projects agreed to date (Appendix 2).

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

1.0 Purpose Of This Report

The report provides:

- An update on both the revenue and capital elements of the Area Committee's budget.
- Details of projects that require approval
- A summary of all revenue and capital projects agreed to date
- Small Grant applications which have been approved.

2.0 Background Information

- 2.1 Each Area Committee has been allocated a Well being Budget which it is responsible for administering. The aim of this budget is to support the social, economic and environmental wellbeing of the area by using the funding to support projects that contribute towards the delivery of the Area Delivery Plan (ADP).
- 2.2 The Well being Budget for the Outer South is comprised of a revenue and capital allocation. The revenue allocation for 2008/09 financial year, approved by the Executive Board, has been confirmed as **£203,880**. The capital allocation is **£106,700** for the financial year 2008/2009.

3.0 Well being Budget Position

Members should note the following points: -

3.1 Revenue 2007/08

- 3.1.1 The total amount of revenue funding available for 2007/08 was **£409,241**.
- 3.1.2 The Area Committee is asked to note that **£256,105** had been allocated and spent from the 2007/08 Well being Revenue Budget as listed in **Appendix 1**.
- 3.1.3 Therefore, the balance of the 2007/08 well being fund rolled forward to 2008/09 is **£153,136**.
- 3.1.4 These figures include the additional allocation of **£50,000 revenue** approved by Executive Board for each Area Committee 2007/08.

3.2 Revenue 2008/09

- 3.2.1 The revenue budget for 2008/09 approved by Executive Board 2008/09 is **£203,880**.
- 3.2.2 The amount of roll-forward of unallocated funds from the 2007/08 budget is **£153,136**.
- 3.2.3 Therefore the total amount of revenue funding available to the Area Committee for 2008/09 is **£357,016**.
- 3.2.4 The Area Committee is asked to note that **£334,987.00** has already been allocated from the 2008/09 Well being Revenue Budget as listed in **Appendix 1**. This leaves a balance yet to be committed of **£22,029.00**.
- 3.2.5 The ringfenced amounts for 2008/09 outlined in Appendix 1 have the actual spend in brackets.

3.3 **Revenue 2009/10**

- 3.3.1 Appendix 1 has a 2009/10 column added to illustrate approved revenue commitments for 2009/10 and proposed ringfenced amounts for small grants, skips, communication, community centres and neighbourhood improvement plans. Members are asked to approve these ringfenced amounts subject to Executive Board approval.
- 3.3.2 At the December Area Committee, Members approved £40,000 revenue funding to support the delivery of Participatory Budgeting initiatives in 2008-11. Area Management have represented this funding in Appendix 1 with £10,000 allocated for 2008/09 and £30,000 for 2009-11. Members are asked to note this information.
- 3.3.3 Members are asked to note the total commitments for 2009/10 outlined in Appendix 1. This figure currently stands at £176,104.19. The revenue Well being allocation for 2008/09 was £203,880 and while some slippage can be expected the budget is under pressure with other projects ongoing or in development such as, Community Safety proposals, Site Based Gardeners and Town Centre Management to be considered.

3.4 **Capital**

- 3.4.1 Of the **£587,008** capital funding allocated to the Area Committee for 2004/09 a total of **£465,824.93** has been committed to date leaving a balance of **£121,183.07**.
- 3.4.2 Members are asked to note the capital allocation by Ward. The spend broken down by Ward is as follows:

| | Ardsley and Robin Hood | Morley North | Morley South | Rothwell |
|--------------------|------------------------|--------------|--------------|-------------|
| 2004-08 allocation | £120,077 | £120,077 | £120,077 | £120,077 |
| 2008/09 allocation | £26,675 | £26,675 | £26,675 | £26,675 |
| Spend to date | £78,845.94 | £136,995.11 | £138,510.08 | £111,473.80 |
| New Balance | £67,906.06 | £9,756.89 | £8,241.92 | £35,278.20 |

- 3.4.3 Members are invited to bring forward suitable capital projects to be developed by Area Management Team.
- 3.4.4 Members are asked to note that at present the NIP areas have been given no capital allocations and therefore any capital projects for the NIP areas must be submitted to the Area Committee for approval.

4.0 **Well being Projects**

- 4.1 **Appendix 1** details revenue projects that have been commissioned by the Area Committee to date, including a current position statement and project outputs.

4.2 It is possible that some of the projects in **Appendix 1** may not use their allocated spend. This could be for several reasons including the project no longer going ahead, the project not taking place within the dates specified in the funding agreement or failure to submit monitoring reports. Due to this the revenue balance may be greater than the amount specified in 3.2.4.

4.3 Details of projects agreed for the capital budget to date, including a current position statement and project outputs are listed in **Appendix 2**.

4.4 Members are asked to consider the following projects:-

4.4.1 **Project Title:** Manor Road Shops

Name of Group or Organisation: Groundwork

Total Project Cost: £43,000 estimate

Amount proposed from Well being Budget 2008/2009: £35,000 capital

Ward Covered: Rothwell

Project Summary: This project has been long in development and Groundwork are now seeking Area Committee approval towards major development works at Manor Road Shops in the NIP area of Wood Lane estate that will improve the physical environment and enhance the overall look and functionality of a retail site on Manor Road. The proposal aims to create:

Herringbone parking bays

Disabled bays

One way traffic system

Removal of concrete planters

Installation of memorial plaque and a tree for a local teenage.

Manor Road Shops serve a concentrated area of private and social housing it is hoped that the improvements to the forecourt area and creation of parking bays and one way traffic system will improve access to shops for disabled users and reduce congestion on Manor Road / Manor Crescent Junction.

Outcomes:

- Improved Environment
- Increased Parking
- Reduction In Congestion
- Reduction In ASB (Youths Congregating)

Members are recommended to ringfence £35,000, from the Rothwell Well being Capital allocation, to support the scheme, subject to further information being submitted to the Area Committee, following the tendering process that will provide exact costs for the works, and that Groundwork submit details of match funding from partners.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

This proposal supports the Area Committee priority to increase the number of people engaged in activities to meet community needs and improve the quality of life for local residents, under the ADP theme of 'Stronger Communities'.

4.4.2 **Project Title:** Oulton and Woodlesford Design Statement

Name of Group or Organisation: Oulton and Woodlesford Design Statement

Total Project Cost: £5,600

Amount proposed from Well being Budget 2008/2009: £5,600 revenue

Ward Covered: Rothwell

Project Summary: To support the local residents in undertaking a Village Design Statement. The Design Statement aims to enable the local community to define the characteristics of their neighbourhood. The community then identifies those which should be preserved and respected by new development, and those which would benefit from improvement. The final document will cover the physical aspects of the area and how they impact on the well being of residents. The Design Statement offers the opportunity for local residents and businesses to influence the directions of development. Professional guidance to support the residents and assist in the production of the Design Statement is recognised and Oulton and Woodlesford Design Statement have identified the services of a consultant to support them. The tasks identified below to complete the Design Statement are part of a detailed work programme that the members of the Oulton and Woodlesford Design Statement are delivering in conjunction with the consultant.

Tasks:

Public meetings

Questionnaires

Workshops

Historical research

Fieldwork

Draft production

Second Public meetings

Final production

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

This proposal supports the Area Committee priority to increase the number of people engaged in activities to meet community needs and improve the quality of life for local residents, under the ADP theme of 'Stronger Communities'.

4.4.3 **Project Title:** Furniture for St Gabriel's Centre

Name of Group or Organisation: Area Management

Total Project Cost: £1,273.88

Amount proposed from Well being Budget 2008/2009: £1,273.88 revenue from Outer South Community Centres funding

Ward Covered: Ardsley & Robin Hood

Project Summary: A number of new activities are now taking place at St Gabriel's Community Centre and there is not adequate furniture for these sessions – for example, there is a Bingo evening and a Pie & Peas Supper as well as other social events happening on a regular basis. Due to the numbers attending, this has meant that there isn't enough chairs for the attendees or the right types of tables, as there are only small coffee tables in the building. The Area Committee is asked to approve the allocation of £1,273.88 towards the provision of five new folding tables (£406.50), a storage trolley (£168.63) and 25 folding chairs (£698.75) from the Outer South Community Centres Well being allocation. St Gabriel's Centre is currently under

review and a report will be presented to Area Committee in March to decide on the building's future. If the Area Committee decides that the building should no longer be operational, the furniture will be re-allocated to other facilities within the Area Committees community centre portfolio.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

This proposal supports the Area Committee priority action to enable more people to become involved in sport and culture by providing better quality and wider ranging activities and facilities under the ADP theme of Culture.

4.4.4 **Project Title:** Floral Displays in Rothwell Town Centre

Name of Group or Organisation: Rothwell In Bloom

Total Project Cost: £2,004 revenue

Amount proposed from Well being Budget 2008/2009: £2,004 revenue

Ward Covered: Rothwell

Project Summary: As part of Area Committees annual ringfencing of the revenue Well being Budget to support key priorities, £2,000 was identified to support the work of Rothwell In Bloom. Area Management Team has liaised with Rothwell In Bloom members to develop a project proposal to submit to the Outer South Area Committee for approval. The Floral Displays project aims to provide:

- 17 filled street planters in Commercial Street
- Refills for column planters on Gillet Lane
- Refilled hay racks for Commercial Street and Marsh Street
- Plants and compost for planters in front of civic buildings.

The provision of floral displays in and round the town centre will attract visitors and shoppers to support local commercial activities and improve the appearance of the area for the benefit of the local community.

Area Committee/Area Delivery Plan Key Themes and Action Plan Priorities:

This proposal supports the Area Committee priority to support local community organisations, such as In Bloom groups, to improve the environment in their local neighbourhood, under the ADP theme of 'Stronger Communities'

5.0 Small Grants Update

5.1 No small grants have been approved since the last meeting.

6.0 Implications For Council Policy and Governance

6.1 There are no direct implications for the above as a result of this report.

7.0 Legal and Resource Implications

7.1 Legal implications as a result of this report will be reflected in any subsequent Funding Agreements and Contracts to Tender that arise from projects funded by the Well being Budget.

7.2 Resource implications will be that the remaining balance of the Well being Budget for revenue will be reduced and remaining balance of the Well being Budget for capital will be reduced as a result of any projects funded.

8.0 Conclusions

8.1 The report provides up to date information on the Area Committee's Well being Budget.

9.0 Recommendations

9.1 Members of the Outer South Area Committee are requested to:

- Note the contents of the report.
- Note the position of the Well being Budget as set out at 3.0
- Consider and agreed the revenue ringfenced amounts for 2009/10 as outlined in 3.3.1 and Appendix 1.
- Note the recording of revenue funding for Participatory Budgeting in Appendix 1 as outlined in 3.3.2.
- Consider and agree capital and revenue project funding detailed in section 4.0
- Note the Well-being revenue projects agreed as listed in Appendix 1.
- Note the Well-being capital projects already agreed as listed in Appendix 2.

Background Papers:

Well Being Report, 9th December 2008

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Outer South Well Being Budget 2008/09
Revenue Projects agreed to date

| Project | Delivery Organisation/ Description | Actual Revenue costs 07/08 | Approved Revenue Costs and (spend to date) 08/09 | Revenue Costs 09/10 | Description | Outputs | Outcomes |
|-----------------------------------|------------------------------------|----------------------------|--|---------------------|--|---|---|
| Budget | Allocation | £199,880 | £203,880 | | | | |
| | Carry forward | £159,361 | £153,136 | | | | |
| | Additional Allocation | £50,000 | | | | | |
| | TOTAL | £409,241 | £357,016 | | | | |
| Outer South Skips Budget | South East Area Management Team | £5,869 | £5,000 (£2,050) | £5,000 | To provide skips for community use. | <ul style="list-style-type: none"> Community groups undertake clean-ups | <ul style="list-style-type: none"> Improved streetscene in local neighbourhoods Increased community pride |
| Outer South Small Grants Fund | South East Area Management Team | £5,889.21 | £10,000 (£8,298) | £10,000 | Provision of a small grants fund for small scale community based projects meeting Area Delivery Plan priorities. | <ul style="list-style-type: none"> Voluntary and community groups supported through grant aid | <ul style="list-style-type: none"> Increased range of community activity Increased community participation Increased community pride Delivery of Area Delivery Plan priorities |
| Outer South Communications Budget | South East Area Management Team | £1,048.55 | £10,000 (£6,605.72) | £10,000 | A budget to enable effective communication and consultation on Area Committee issues in the Outer South | <ul style="list-style-type: none"> 5 newsletters Questionnaires Promotional material | <ul style="list-style-type: none"> Increased awareness of the Outer South Area Committee Improved consultation that can inform local projects and plans. Public participation in projects / plans. |

| Project | Delivery Organisation/ Description | Actual Revenue costs 07/08 | Approved Revenue Costs and (spend to date) 08/09 | Revenue Costs 09/10 | Description | Outputs | Outcomes |
|---|------------------------------------|----------------------------|--|---------------------|--|--|---|
| Supported Area - Eastleighs & Fairleighs | South East Area Management Team | £2,034.50 | £5,000 (£500) | £2,000 | A plan aimed at making improvements in Priority Neighbourhoods | <ul style="list-style-type: none"> Projects aimed at the priorities identified: The environment, community involvement, young people. | <ul style="list-style-type: none"> Narrowing the gap: improved services and wellbeing of the area. |
| Supported Area - Newlands & Denshaws | South East Area Management Team | £2,766 | NIP Complete | £2,000 | A plan aimed at making improvements in Priority Neighbourhoods | <ul style="list-style-type: none"> Projects aimed at the 5 priority's identified: <ul style="list-style-type: none"> Drugs, The environment, ASB, activities for young people | <ul style="list-style-type: none"> Narrowing the gap: improved services and wellbeing of the area. |
| Supported Area - John O'Gaunts | South East Area Management Team | £3,726.09 | £5,000 (£2,751) | £2,000 | A plan aimed at making improvements in Priority Neighbourhoods | <ul style="list-style-type: none"> Projects aimed at the priorities identified as: <ul style="list-style-type: none"> ASB, young people, environment, unemployment, community involvement | <ul style="list-style-type: none"> Narrowing the gap: improved services and wellbeing of the area |
| Neighbourhood Improvement Area – Oakwells & Fairfaxes | South East Area Management | £838 | £5,000 (£2,851) | £5,000 | A plan aimed at making improvements in Priority Neighbourhoods | <ul style="list-style-type: none"> Projects aimed at the priorities identified of: <ul style="list-style-type: none"> ASB, environment, young people and community facilities. | <ul style="list-style-type: none"> Narrowing the gap: improved services and wellbeing of the area. |

| Project | Delivery Organisation/ Description | Actual Revenue costs 07/08 | Approved Revenue Costs and (spend to date) 08/09 | Revenue Costs 09/10 | Description | Outputs | Outcomes |
|--|--|----------------------------|--|---------------------|--|---|--|
| Neighbourhood Improvement Area – Harrops | South East Area Management | £426 | £5,000 (£0) | £5,000 | A plan aimed at making improvements in Priority Neighbourhoods | <ul style="list-style-type: none"> Projects aimed at the priorities identified: Crime and ASB, Environment and young people. | <ul style="list-style-type: none"> Narrowing the gap: improved services and wellbeing of the area |
| Neighbourhood Improvement Area – Wood Lane | South East Area Management | £426 | £5,000 (£0) | £5,000 | A plan aimed at making improvements in Priority Neighbourhoods | <ul style="list-style-type: none"> Projects aimed at the priorities identified: the environment, young people and crime and ASB. | <ul style="list-style-type: none"> Narrowing the gap: improved services and wellbeing of the area |
| Community Centres | South East Area Management <i>Lewisham Furniture</i> <i>Gildersome Furniture</i> | £1,000 | £5,000 (£384.55) (£981.63) | £5,000 | A ringfenced amount to cover any essential work identified by the Community Centres Sub-Group. | <ul style="list-style-type: none"> Community centre improvements. | <ul style="list-style-type: none"> Community involvement Improved facilities for community use |
| Morley In Bloom Groups 08/09 | Morley in Bloom | | £2,000 (£0) | | Support for Morley in Bloom. | <ul style="list-style-type: none"> Planting schemes in Morley. | <ul style="list-style-type: none"> Cleaner Neighbourhoods Vibrant town centre Creation of community spirit. |
| Morley In Bloom 07/08 | Morley In Bloom 07/08 | | £2,304 (£2,304) | | | | |

| Project | Delivery Organisation/ Description | Actual Revenue costs 07/08 | Approved Revenue Costs and (spend to date) 08/09 | Revenue Costs 09/10 | Description | Outputs | Outcomes |
|-------------------------------|------------------------------------|----------------------------|--|-------------------------------|--|--|---|
| Rothwell in Bloom | Rothwell in Bloom | | £2,000 (£0) | | Support for Rothwell in Bloom. | <ul style="list-style-type: none"> Planting schemes in Rothwell. | <ul style="list-style-type: none"> Cleaner Neighbourhoods Vibrant town centre Creation of community spirit. |
| Town Centre Manager | South East Area Management Team | £47,194 | £57,270 (£57,270) | £23,862.50 Up to August 09 | A Town Centre Manager employed to help bring improvements to Morley and Rothwell Town Centre | <ul style="list-style-type: none"> Town Centre Manager for Morley and Rothwell. | <ul style="list-style-type: none"> Please refer to town centre Action Plans |
| Upgrade of Colour Photocopier | South East Area Management Team | £4,215 | | | Upgrading of the Area Management team's photocopier | <ul style="list-style-type: none"> One upgraded photocopier for the Outer South Area Management Team. | <ul style="list-style-type: none"> The capacity to produce more questionnaires, publicity and newsletter to a higher standard. |

| Project | Delivery Organisation/ Description | Actual Revenue costs 07/08 | Approved Revenue Costs and (spend to date) 08/09 | Revenue Costs 09/10 | Description | Outputs | Outcomes |
|--|------------------------------------|----------------------------|--|---------------------|---|--|---|
| Ardsley & Robin Hood and Rothwell Gardening Scheme | Care & Repair | £14,050 | £16,031 (£16,031) | | Establishment of a gardening service for Rothwell that will be aimed at older people (people over 60) and people with disabilities who are currently unable to maintain their gardens | <ul style="list-style-type: none"> 50 gardens in the first year 75 gardens in the second year 100 gardens in the third year | <ul style="list-style-type: none"> Environmental improvements People being helped to maintain their own homes Community safety benefits |
| Dance Classes | Dance Action Zone Leeds | £9,120.00 | £15,368 (£15,368) | | Dance classes for young people at risk of being involved in anti-social behaviour. | <ul style="list-style-type: none"> Four dance classes in the Outer South | <ul style="list-style-type: none"> Health benefits to young people involved Increase in self esteem for young people involved Targeted young people at less risk of committing anti social behaviour |
| More for young people – Outer Activities | Youth Service | £8,757.07 | £10,000 (£9,973) | £35,000 | Involve more young people in more activities | <ul style="list-style-type: none"> Summer activities for young people across the Outer South area. | <ul style="list-style-type: none"> More young people involved in activities over the school holidays Reduction in complaints of anti social behaviour in the area over the holidays. |

| Project | Delivery Organisation/ Description | Actual Revenue costs 07/08 | Approved Revenue Costs and (spend to date) 08/09 | Revenue Costs 09/10 | Description | Outputs | Outcomes |
|-------------------------------|---|----------------------------|---|---------------------|--|---|--|
| Priority Neighbourhood Worker | South East Area Management | £13,062.50 | £31,622 (end date 31 st March 2009) (£13,736.69) | £36,241.69 | Review & implement the Neighbourhood Improvement approach for <ul style="list-style-type: none"> • Eastleighs/ Fairleighs • Newlands/ Denshaws • John O'Gaunts • Wood Lane Estate • Fairfaxes and Oakwells • The Harrops | <ul style="list-style-type: none"> • One worker (or two part time workers) to help progress NIP projects | <ul style="list-style-type: none"> • NIP action plans being implemented more effectively with greater community representation. • Increased social capital through capacity building of small groups and the voluntary sector. |
| Site Based Gardeners | Parks and Countryside Oct 07 – Mar 08 Oct 08 – Mar 09 Additional “ “ | £8,250 | £60,380 (£22,500) (£28,410) (£9,470) | | Site based gardeners at community parks | <ul style="list-style-type: none"> • 3 full time Gardeners for 1 year. | <ul style="list-style-type: none"> • Crime reduction • Reducing fear of crime • Increasing voluntary and community engagement • Cleaner safer public green spaces |
| Morley Literature Festival | South East Area Management | £10,000 | £15,000 (£15,000) | | Contribution towards the general revenue costs of holding the event | <ul style="list-style-type: none"> • A five day festival with a full programme. | <ul style="list-style-type: none"> • Increased community spirit, education and activities for families. • Encourage partnership work between the public and private sectors. • Engender a stronger community link with the town centre. |

| Project | Delivery Organisation/ Description | Actual Revenue costs 07/08 | Approved Revenue Costs and (spend to date) 08/09 | Revenue Costs 09/10 | Description | Outputs | Outcomes |
|---|------------------------------------|----------------------------|--|---------------------|---|---|---|
| Mini Tennis | Outer South Primary Schools | £500 | £500 (£0) | | Mini tennis coaching to be delivered in Outer South Primary schools | <ul style="list-style-type: none"> No of teacher trained. No of children engaged. | <ul style="list-style-type: none"> Increased physical activities for schools children to increase health and wellbeing of young people |
| Rothwell 600 Celebrations | Rothwell 600 Committee | £15,000 | £2,000 (£0) | | A programme of activities events to mark the 600 th anniversary of Rothwell's Royal Charter. | <ul style="list-style-type: none"> Several events and activities ran by local community groups | <ul style="list-style-type: none"> Encourage people from a wide variety of backgrounds to share and appreciate the culture and heritage of the area. Use the celebrations as vehicle to regenerate the Ward through a variety of methods, promoting community pride and identity. |
| Conservation Areas Audit of Morley and Rothwell | South Area Management Team | | £16,000 (£16,000) | | To carry out a conservation area review in both Rothwell and Morley | <ul style="list-style-type: none"> Conservation study complete in both Rothwell and Morley | <ul style="list-style-type: none"> Study will be a document to support the maintenance of built heritage in the towns. |
| Car Park Survey | Highways | £1,875 | | | To carry out a car park survey | <ul style="list-style-type: none"> A completed study | <ul style="list-style-type: none"> A way forward for parking in the town |
| Bulb Bonanza | Groundwork | £500 | £250 (£0) | | To plant bulbs at key locations around town | <ul style="list-style-type: none"> Bulbs planted | <ul style="list-style-type: none"> Improve the appearance of the town |

| Project | Delivery Organisation/ Description | Actual Revenue costs 07/08 | Approved Revenue Costs and (spend to date) 08/09 | Revenue Costs 09/10 | Description | Outputs | Outcomes |
|---|------------------------------------|----------------------------|--|---------------------|--|--|--|
| Participatory Budgeting | South Area Management Team | £10,000 | £10,000 | £30,000 | To deliver PB pilot in Outer South | <ul style="list-style-type: none"> Completed pilot initiative in Outer South | <ul style="list-style-type: none"> £30,000 spent on priority issues in Drighlington and evaluation of effectiveness of PB approach in 'Narrowing the Gap' Support development of community group |
| Morley Heritage Society | Corporate Property Management | | £400 (£400) | | Provision of an archive for Morley Heritage Society | <ul style="list-style-type: none"> New archive to house and show artefacts of Morley Heritage Society | <ul style="list-style-type: none"> Support development of community group |
| Thorpe Recreation Ground | Parks and Countryside | | £8,000 (£0) | | Design fees for construction of new playground and multi use games area at Thorpe Recreation Ground | <ul style="list-style-type: none"> New playground and games area for local residents | <ul style="list-style-type: none"> Support development of community group Provision for activities for young people |
| Garden Maintenance Scheme Morley Elderly Action | Morley Elderly Action | | £7,500 (£7,500) | | Provision of Garden Maintenance Scheme for elderly and disabled who are currently unable to maintain their gardens | <ul style="list-style-type: none"> 100 gardens visited over the course of the year | <ul style="list-style-type: none"> Environmental improvements People being helped to maintain their homes Community Safety benefits |

| Project | Delivery Organisation/ Description | Actual Revenue costs 07/08 | Approved Revenue Costs and (spend to date) 08/09 | Revenue Costs 09/10 | Description | Outputs | Outcomes |
|---------------------------------|--|----------------------------|--|---------------------|---|--|---|
| Breeze | Out of School Activities Team, Children Services | £4,000 | £750 (£0) | | Pilot of Breeze Card recording machine | <ul style="list-style-type: none"> Monitor attendance at Breeze activities at 5 community venues in Outer South | <ul style="list-style-type: none"> Evaluate provision of activities for young people |
| West Ardsley Children's Project | The Children's Project | | £960 (£960) | | To support the provision of an after school club for 9 – 13year olds in West Ardsley. | <ul style="list-style-type: none"> Weekly session over three months providing activities for young people. | <ul style="list-style-type: none"> Building confidence and skills of young people. Provision of after school facilities for young people. |
| Operation Champion | South Area Management | | £400 (£0) | | To support the multi agency crime and crime initiative in the Outer South wards. | <ul style="list-style-type: none"> Two Operation Champions in the Outer South in 2008/09 | <ul style="list-style-type: none"> Improved neighbourhoods as a result of the environmental actions carried out. Reduced crime and fear of crime as a result of targeted community safety work. |
| Smithy Lane Recreation Ground | Parks & Countryside | | £6,500 (£0) | | To fund design and consultation fees for work on Smithy Lane Rec | <ul style="list-style-type: none"> Completed consultation and design works for capital improvement to Smithy Lane Rec | <ul style="list-style-type: none"> Community engaged in improvements to local amenities. First stage completed in developing local facilities. |

| Project | Delivery Organisation/ Description | Actual Revenue costs 07/08 | Approved Revenue Costs and (spend to date) 08/09 | Revenue Costs 09/10 | Description | Outputs | Outcomes |
|---|------------------------------------|----------------------------|--|---------------------|--|---|--|
| John O Gaunts Environment Week | South Area Management | | £2,367 (£2,367) | | To support the local residents on JOG estate, in conjunction with partners, Groundwork and Aire Valley Homes to deliver an environmental week. | <ul style="list-style-type: none"> Variety of environmental awareness and improvement initiatives completed e.g. bulky waste clearance, litterpicks, poster competitions, educational sessions on recycling and reusing. | <ul style="list-style-type: none"> Improved environment for local residents to live. Increased sense of community spirit and pride over their neighbourhood. |
| Rothwell Community Enterprise (CRT Funding) | Area Management | | £5,000 (£0) | | To contribute match funding towards a CRT bid. | <ul style="list-style-type: none"> If CRT application successful, £300,000 for development work in JOG and Wood Lane Estates. | <ul style="list-style-type: none"> Community Development workers providing health related sessions and building confidence and skills to assist residents accessing employment. |
| John O Gaunts Junior Allotments | Groundwork | | £425 (£425) | | To purchase a timber for plant staging, heaters and equipment to carry out allotment tasks during bad weather. | <ul style="list-style-type: none"> Activities provided for young people. Educational opportunities on horticulture. | <ul style="list-style-type: none"> Young people engaged with local residents. Improved local environment Increase in green space area. |

| Project | Delivery Organisation/ Description | Actual Revenue costs 07/08 | Approved Revenue Costs and (spend to date) 08/09 | Revenue Costs 09/10 | Description | Outputs | Outcomes |
|--------------|------------------------------------|----------------------------|--|---------------------|--|---|--|
| Youth Bus | Youth Service | | £6,960 | | Fund equipment for the Outer South Youth Bus | <ul style="list-style-type: none"> New equipment for the Youth Bus | <ul style="list-style-type: none"> Increased number of young accessing youth services. Reduction in ASB as a result of diversionary activities Young People supported to develop their confidence and skills through activities on the youth bus. |
| TOTAL | Projects agreed | £170,546.92 | £334,987.00 | £176,104.19 | | | |
| | Balance | £234,694.08 | £22,029.00 | | | | |

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Outer South Well Being Budget 2004/2008
Capital Projects agreed to date

| Project | Delivery Organisation / Description | Projected Capital cost | Actual Spend/ Completion Status | Outputs | Outcomes |
|--|---|------------------------|---------------------------------|--|---|
| Budget | | £587,008.00 | | | |
| Ardsley & Robin Hood | | | | | |
| Sports Facility Development | Tingley Athletic Football Club The development of a home ground site with training facilities and a club house for Tingley Athletic Junior Football Club | £20,000.00 | £20,000.00 Complete | <ul style="list-style-type: none"> Clearance of the existing site Levelling and drainage of the site Provision of a new access point with car parking facilities Build of a new clubhouse with changing facilities and multi purpose room. | <ul style="list-style-type: none"> More people in the area benefiting from local sports facilities. |
| West Ardsley Community Centre Improvements | City Development/ Neighbourhoods & Housing Repairs to bring community centre back into active use | £16,564.00 | £16,564.00 Complete | <ul style="list-style-type: none"> Restore outside lighting Replace existing handrails Additional fencing Roller shutter door Replace gutter and fall pipes Connect gas supply to centre Maintenance works to gents toilets | <ul style="list-style-type: none"> After school and youth provision provided in the area More young people engaged in diversionary activities. A base for community groups to hold activities in the area. |

| Project | Delivery Organisation / Description | Projected Capital cost | Actual Spend/ Completion Status | Outputs | Outcomes |
|---|---|------------------------|---------------------------------|--|--|
| Litterbins Ardsley & Robin Hood 2005/2006 | Environmental Services Additional litterbins for areas identified as being problematic for litter | £2,900.00 | £2,900.00 Complete | <ul style="list-style-type: none"> 17 Dual compartment, free standing litter bins | <ul style="list-style-type: none"> A reduction in the amount of litter in the area. Improvements to the environment. |
| East Ardsley Community Centre Fence | City Development Security measures taken around the East Ardsley Community Centre which has been a hotspot for anti social behaviour | £13,193.00 | £13,193.00 Complete | <ul style="list-style-type: none"> A security fence to be installed around the Centre. Security Lighting to be installed on the exterior of the centre. Planning permission to be obtained from City Services. | <ul style="list-style-type: none"> A reduction in the amount of vandalism the centre was experiencing. |
| Westerton Road Allotments Fencing | Parks & Countryside To erect steel fencing around the back of Westerton Road Allotments | £10,071.75 | £10,071.75 Complete | <ul style="list-style-type: none"> A steel security fence. | <ul style="list-style-type: none"> Reduction in vandalism, and anti social behaviour. |
| Litterbins 2007/2008 | Environmental Services Additional litterbins for areas identified as being problematic for litter | £2,400.00 | £2,400.00 Complete | <ul style="list-style-type: none"> 6 additional litter bins | <ul style="list-style-type: none"> A reduction in the amount of litter in the area. Improvements to the environment. |

| Project | Delivery Organisation / Description | Projected Capital cost | Actual Spend/ Completion Status | Outputs | Outcomes |
|---|--|------------------------|---------------------------------|--|--|
| Tingley Athletic Junior Football Club – Car Park Provision | Tingley Junior Athletic Football Club To continue development of Tingley Junior Athletic FC by supporting the installation of a car park surface on the overflow car park | £12,000.00 | £12,000.00 Complete | <ul style="list-style-type: none"> New Overflow car park for users of Tingley FC. | <ul style="list-style-type: none"> Supporting community groups to improve local environment and involving more young people in activities. |
| Improved Drainage to Public Footpath Number 20 Rothwell at Oakley underpass | Parks and Countryside Installation of a gully to prevent a key public right of way being flooded. | £1,717.19 | £1,717.19 Complete | <ul style="list-style-type: none"> Improved footpath. | <ul style="list-style-type: none"> Improvement to the environment Supporting local residents association to improve local environment. |
| Ardsley & Robin Hood Sub Total | | £78,845.94 | £78,845.94 | | |
| All Morley | | | | | |
| Morley Community Radio | Morley Community Radio A radio station to be established covering the Morley area | £10,000.00 | £10,000.00 Complete | <ul style="list-style-type: none"> Broadcasted 12 days in December and 10 days in July 40 people were involved. Many voluntary and statutory organisations fed into this and gave interviews on air | <ul style="list-style-type: none"> More local people being aware and able to voice their opinion on local issues |

| Project | Delivery Organisation / Description | Projected Capital cost | Actual Spend/ Completion Status | Outputs | Outcomes |
|---|--|------------------------|---------------------------------|--|---|
| Morley Leisure Centre Disability Access | Leisure Services Measures to make Morley Leisure Centre DDA compliant. | £15,000.00 | £15,000.00 Complete | <ul style="list-style-type: none"> New disabled changing facilities Lowering of reception counter | <ul style="list-style-type: none"> More disabled people being able to access Morley Leisure Centre facilities and the health benefits that will come from that. |
| Town Centre Environmental Improvements | Morley In Bloom Environmental Improvements in Morley Town Centre | £1,000.00 | £1,000.00 Complete | <ul style="list-style-type: none"> Purchase of flowers, shrubs, planters and tubs and gardening equipment for use in Morley Town Centre | <ul style="list-style-type: none"> A more pleasant environment in Morley Town Centre encouraging more people to shop there. |
| New Creation | Groundwork To run environmental projects in Morley schools until the end of 2008. | £1,000.00 | £1000.00 Complete | <ul style="list-style-type: none"> Yellow Woods Challenge Recycled Christmas Decorations projects. Development of bring bank sites in Morley schools. Composting schemes in Morley schools Litter pick with Seven Hills primary School. | <ul style="list-style-type: none"> Increase Young people and their family's knowledge of environmental issues such as recycling An increase in recycling rates in the Outer South Environmental Improvements in the Outer South. |

| Project | Delivery Organisation / Description | Projected Capital cost | Actual Spend/ Completion Status | Outputs | Outcomes |
|--|--|------------------------|---------------------------------|--|---|
| Morley Bottoms Regeneration Scheme | Development Department, LLC Physical regeneration to the Morley Bottoms area | £30,000 | £18,400.00 Ongoing | <ul style="list-style-type: none"> • Improve appearance • Fencing • Landscaping • Stabilizing bank • Develop lay by | <ul style="list-style-type: none"> • Improve appearance; quality and value of the local area as well improve the public realm and environment. |
| Scatcherd Park War Memorial | Parks and Countryside Restoration of the war memorial | £10,000 | £0.00 Scheme Complete | <ul style="list-style-type: none"> • Improve appearance | <ul style="list-style-type: none"> • Protection of a local heritage site and improve the general appearance of the park while promoting pride in the area. |
| Electrical Services to Bandstand | Civic Buildings Installation of an outdoor power point at the bandstand | £936 | £936 Complete | <ul style="list-style-type: none"> • Develop the technical infrastructure of the town centre | <ul style="list-style-type: none"> • support outdoor entertainment such at the Morley light switch on and future events. |
| Glutton Street Cleanser | Environmental Services Purchase of a mechanical sweeper | £6,000 | £6,000 Complete | <ul style="list-style-type: none"> • Improve the appearance of the Town and surrounding area | <ul style="list-style-type: none"> • improved street cleaning of Morley town centre |
| Car parking scheme at Queensway Car Park | City Development Installation of equipment providing time limited parking in car park | £6,000 | £0.00 Scheme Complete | <ul style="list-style-type: none"> ▪ Improved car parking provision in town | <ul style="list-style-type: none"> • Support development of town through improved infrastructure |
| Morley Heritage Society | Corporate Property Management Provision of an archive for Morley Heritage Society | £1,800 | £0.00 Scheme Complete | <ul style="list-style-type: none"> ▪ New archive to house and show artefacts of Morley Heritage | <ul style="list-style-type: none"> • Support development of community group |

| Project | Delivery Organisation / Description | Projected Capital cost | Actual Spend/ Completion Status | Outputs | Outcomes |
|--|---|------------------------|---------------------------------|---|--|
| Morley Bring Site | City Development Improve and enhance existing Recycling facilities in Morley | £6,612.25 | £6,612.25 Complete | <ul style="list-style-type: none"> ▪ Improved recycling facilities in Morley | <ul style="list-style-type: none"> • Encourage residents to recycle, reuse and reduce waste |
| Morley Town Hall | Corporate Property Management Improve facilities at Morley Town Hall | £31,000 | £24,100.00 Ongoing | <ul style="list-style-type: none"> ▪ Four rooms in Town Hall to be improved and enhanced. | <ul style="list-style-type: none"> • Encourage Town Hall to be rented out by the public and increase rental income. |
| Morley in Bloom | Morley in Bloom Purchase of planters | £1,835.40 | £1835.40 Complete | <ul style="list-style-type: none"> • Increase number of planters in Morley and improved appearance of community | <ul style="list-style-type: none"> • Cleaner neighbourhoods and vibrant town centres and creation of community spirit |
| Morley Bottoms | City Development Install new layby along with seating and fencing | £8,006.57 | £8,006.57 Complete | <ul style="list-style-type: none"> • Support economic development | |
| Morley Elderly Action | Morley Elderly Action Building extension | £40,000 | £0.00 Ongoing | | |
| All Morley Sub Total | | £169,190.22 | £92,890.22 | | |
| Morley North | | | | | |
| Gildersome Springbank Green Doorstep Project | Gildersome Action Group The transformation of an area of under used public green space that is subject to fly tipping and vandalism into a community resource. | £5,000.00 | £5,000.00 Complete | <ul style="list-style-type: none"> • Clearance of area • Litter bins in area • Benches in the area • Soft landscaping | <ul style="list-style-type: none"> • An improvement to the physical environment of the area. |

| Project | Delivery Organisation / Description | Projected Capital cost | Actual Spend/ Completion Status | Outputs | Outcomes |
|---|---|------------------------|---------------------------------|---|---|
| Gildersome CCTV Scheme | Gildersome Action Group The installation of a CCTV system around Gildersome Meeting Hall to reduce incidences of ASB and vandalism | £12,600.00 | £12,600.00 Complete | <ul style="list-style-type: none"> 7 high resolution day / night cameras to be installed | <ul style="list-style-type: none"> A reduction in the incidents of crime and ASB in the area. A reduction in the fear of crime amongst local residents. |
| Drighlington Library Disability parking | Learning & Leisure Improvements to Drighlington Library and meeting hall to make the building more DDA compliant and improve access to disabled users. | £4,500.00 | £4,500.00 Complete | <ul style="list-style-type: none"> Two additional disabled parking bays | <ul style="list-style-type: none"> An increase number of people being able to take advantage of facilities at Drighlington Library and meeting hall. |
| Minibus | Birchfield School A new mini bus for the school to help continue the pupils sporting success and achievements | £5,000.00 | £5,000.00 Complete | <ul style="list-style-type: none"> Contribution towards mini bus for the school | <ul style="list-style-type: none"> More young people involved in diversionary activities. |
| Drighlington Meeting Hall | Learning and Leisure Improvement to Drighlington Meeting hall | £7,500.00 | £0.00 Scheme Complete | <ul style="list-style-type: none"> Upgrade of Kitchen Upgrade of toilets New storage | <ul style="list-style-type: none"> Continued and developed use of Drighlington Meeting hall by community groups. |
| Litterbins 2007/008 | Environmental Services Additional litterbins for areas identified as being problematic for litter | £2,400.00 | £2,400.00 Complete | <ul style="list-style-type: none"> 6 additional litter bins | <ul style="list-style-type: none"> A reduction in the amount of litter in the area. Improvements to the environment. |

| Project | Delivery Organisation / Description | Projected Capital cost | Actual Spend/ Completion Status | Outputs | Outcomes |
|-------------------------------|---|------------------------|---------------------------------|--|--|
| Springfield Mill Park | Friends of Springfield Mill Park Environmental Improvements to Springfield Mill Park | £5,000 | £5,000 Complete | <ul style="list-style-type: none"> New footpath, hedging and plants. New notice board and bases for picnic benches | <ul style="list-style-type: none"> Improved habitats for wildlife Increased community involvement and ownership of the site Improvements to the local environment |
| Churwell CCTV | Parks and Countryside Install CCTV at Churwell Park | £5,400 | £0.00 Ongoing | <ul style="list-style-type: none"> New CCTV system installed | <ul style="list-style-type: none"> Local community group Churwell Action Group supported in deterring vandalism to improvement works. |
| Churwell Park | Parks and Countryside Improvements to Churwell Park | £5,000 | £5,000 Complete | <ul style="list-style-type: none"> New benches and plants for shrub beds | <ul style="list-style-type: none"> Improvements to the environment |
| Morley North Sub Total | | £52,400.00 | £39,500.00 | | |
| All Morley (50%) | | £84,595.11 | £46,445.11 | | |
| Morley North Total | | £136,995.11 | £85,945.11 | | |

| Project | Delivery Organisation / Description | Projected Capital cost | Actual Spend/ Completion Status | Outputs | Outcomes |
|--|---|------------------------|---|--|---|
| Morley South | | | | | |
| Neighbourhood Improvement Area – Newlands & Denshaws | South Area Management A plan to aimed at making improvements in Priority Neighbourhoods | £25,100 | £19,000.00 Complete £2,000.00 Complete £4,100.00 Complete | <ul style="list-style-type: none"> Albert Drive Shop Improvements Kick around area in Newlands Lewisham Park Improvements | <ul style="list-style-type: none"> More diversionary activities for young people in the area A safer neighbourhood with a reduction in the fear of crime amongst residents. |
| Rein Park – Morley South | Parks & Countryside An efficient hand over of the Public Open Space on the Rein Road Development in Morley South, from the developer to Parks and Countryside Department in an area with a high level of ASB | £3,000.00 | £3,000.00 Complete | <ul style="list-style-type: none"> Land adopted Fencing Trees planting | <ul style="list-style-type: none"> Reduction in the number of reported incidents of anti social behaviour in the area. |
| Morley South litter Bins 2005/06 | Environmental Services Additional litter bins for areas identified as being problematic for litter | £4,700.00 | £4,700.00 Complete | <ul style="list-style-type: none"> 14 additional dual compartments, free standing litter bins for Morley South. | <ul style="list-style-type: none"> A reduction in the amount of litter in the area. Improvements to the environment |

| Project | Delivery Organisation / Description | Projected Capital cost | Actual Spend/ Completion Status | Outputs | Outcomes |
|---------------------------------|---|------------------------|---------------------------------|---|---|
| Magpie Lane – Morley South | Leeds South Homes Environmental improvements to secure Magpie Lane and prevent travellers from re-entering the site. | £8,000.00 | £8,000.00 Complete | <ul style="list-style-type: none"> Measures taken to prevent travellers from re-entering the site on Magpie Lane | <ul style="list-style-type: none"> Improvements in the physical environment of the area. Residents of the area feeling more secure. |
| Lewisham Park Youth Centre CCTV | City Services, LCC CCTV scheme for Lewisham Park youth centre | £8,500 | £8,500 Complete | <ul style="list-style-type: none"> CCTV | <ul style="list-style-type: none"> A decrease of ASB in the area. Safer communities |
| Litterbins 2007/08 | Environmental Services Additional litterbins for areas identified as being problematic for litter | £2,400.00 | £2,400.00 Complete | <ul style="list-style-type: none"> 6 additional litter bins | <ul style="list-style-type: none"> A reduction in the amount of litter in the area. Improvements to the environment. |
| Denshaw Grove Landscaping | Groundwork Clear fly tipping, level the area and seed, create path and install a fence with lockable gate | £2,214.97 | £0.00 Ongoing | <ul style="list-style-type: none"> Safer stronger community | <ul style="list-style-type: none"> A safe and pleasant place to play |
| Morley South Sub Total | | £53,914.97 | £51,700.00 | | |
| All Morley (50%) | | £84,595.11 | £46,445.11 | | |
| Morley South Total | | £138,510.08 | £98,145.11 | | |

| Project | Delivery Organisation / Description | Projected Capital cost | Actual Spend/ Completion Status | Outputs | Outcomes |
|---|---|------------------------|--|--|---|
| Rothwell | | | | | |
| Neighbourhood Improvement Area – John O’Gaunts | South Area Management A plan to aimed at making improvements in Priority Neighbourhoods | £20,600.00 | £9,000 Complete | <ul style="list-style-type: none"> • Diversionary activities for young people • Pathways Initiative • Gardening Initiative • Youth Shelter | <ul style="list-style-type: none"> • More diversionary activities for young people in the area • A safer neighbourhood with a reduction in the fear of crime amongst residents. • An improvement in the physical environment of the area |
| Litter Bins Rothwell 2005/06 | Environmental Services Additional litter bins for areas identified as being problematic for litter | £5,000.00 | £5,000.00 Complete | <ul style="list-style-type: none"> • 17 Dual compartment, free standing litter bins | <ul style="list-style-type: none"> • A reduction in the amount of litter in the area. • Improvements to the environment |
| Oulton & Woodlesford Sports & Social Facilities | Parks & Countryside The refurbishment and extension of the existing changing facilities / club house at Oulton and Woodlesford Sports and Social Club. | £20,000.00 | £0.00 Ongoing – match funding being secured | <ul style="list-style-type: none"> • Two new changing rooms • Officials room with toilet and shower activities | <ul style="list-style-type: none"> • More young people involved in more sporting activities • Facilities meeting Sports England Requirements for health and safety |

| Project | Delivery Organisation / Description | Projected Capital cost | Actual Spend/ Completion Status | Outputs | Outcomes |
|------------------------------------|--|------------------------|---------------------------------|--|---|
| Rose Lund Centre Improvements | Parks & Countryside The extension of the Rose Lund Centre | £20,000.00 | £0.00 Ongoing | <ul style="list-style-type: none"> 2 new changing rooms Officials room with toilet and shower facilities | <ul style="list-style-type: none"> More young people involved in sporting activities Facilities meeting Sports England Requirements for health and safety |
| Litterbins 2007/08 | Environmental Services Additional litterbins for areas identified as being problematic for litter | £2,400.00 | £2,400.00 Complete | <ul style="list-style-type: none"> 6 additional litter bins | <ul style="list-style-type: none"> A reduction in the amount of litter in the area. Improvements to the environment. |
| Rothwell Litterbins | Environmental Services Additional litterbins for areas identified as being problematic for litter | £2,400.00 | £2,400.00 Complete | <ul style="list-style-type: none"> Additional litter bins | <ul style="list-style-type: none"> A reduction in the amount of litter in the area. Improvements to the environment. |
| Rothwell Bring Site | City Development Improve and enhance existing Recycling facilities in Morley | £6,452.80 | £6,452.80 Complete | <ul style="list-style-type: none"> Improved recycling facilities in Morley | <ul style="list-style-type: none"> Encourage residents to recycle, reuse and reduce waste |
| Windmill | Corporate Property Management Improve facilities at Windmill Youth Club | £30,707 | £0.00 Ongoing | <ul style="list-style-type: none"> Enhance and develop a community centre | <ul style="list-style-type: none"> Increase community use of building. |
| Recycling Bring Sites (additional) | City Development Resurfacing of the site | £3,914 | £3,914 Complete | <ul style="list-style-type: none"> Improved recycling facilities in Morley | <ul style="list-style-type: none"> Encourage residents to recycle, reuse and reduce waste |
| Rothwell Sub Total | | £111,473.80 | £40,766.80 | | |

| Project | Delivery Organisation / Description | Projected Capital cost | Actual Spend/ Completion Status | Outputs | Outcomes |
|---------|-------------------------------------|------------------------|---------------------------------|---------|----------|
| | TOTAL Projects agreed | £465,824.93 | | | |
| | Balance | £121,183.07 | | | |

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Report of the Director of Environments & Neighbourhoods Directorate

South Leeds (Outer) Area Committee

Date: Monday 9th February 2009

Subject: Town Centre Management Report

| | | |
|---|---|--|
| <p>Electoral Wards Affected:</p> <p>Ardsley & Robin Hood Morley North Morley South Rothwell</p> <p><input type="checkbox"/> Ward Members consulted (referred to in report)</p> | <p>Specific Implications For:</p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input type="checkbox"/></p> <p>Narrowing the Gap <input checked="" 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

In September 2004 the Area Committee approved five priority themes for actions to address key issues across the Outer South. One of these actions was 'Town Centre Development'; the aim being to enhance the attractiveness of the two towns of Morley and Rothwell, to increase their vibrancy and sustainability and to help create centres where increasing numbers go to shop, and for entertainment and leisure activities. The 2005 April Area Committee considered a report detailing five delivery options for the initiative. Members agreed to the commissioning of a three year project and the appointment of a single Town Centre Manager who would utilise the existing Town Centre Partnerships as a forum for engaging key stakeholders. The initiative started in August 2006 with the appointment of the current Town Centre Manager. In consideration that the project is now in its final year and is currently due to finish in August 2008 this report provides Members with a review of the Town Centre Management Project in Morley and Rothwell since its start date and options to consider for the way forward.

1.0 Purpose of Report

1.1 To provide Members with an opportunity to review the Town Centre Management Project and consider options for the future.

2.0 Background

2.1 In September 2004 the Area Committee approved five priority themes for actions to address key issues across the Outer South. One of these actions was 'Town Centre Development', the aim being to enhance the attractiveness of the two towns of Morley and Rothwell, to increase their vibrancy and sustainability and to help create centres where increasing numbers go to shop, and for entertainment and leisure activities.

- 2.2 In October 2004, the Area Committee was presented with a report that detailed the potential for a Town Centre Management initiative to address the regeneration needs of the two town centres. Members agreed for a proposal to be developed for consideration.
- 2.3 Area Management undertook research in relation to potential models for the delivery of such an initiative. A meeting held on 8th April 2005 with all potential stakeholders in Morley considered their views and discussed potential options for how the project could be delivered.
- 2.4 At the April 2005 Area Committee, Members considered five options for the development of a Town Centre Management model for Morley and Rothwell. The Area Committee agreed to the option of appointing a single Town Centre Manager (TCM) for Morley and Rothwell over a period of three years. The TCM would dedicate three days to Morley and two days in Rothwell.

3.0 Operational Delivery

- 3.1 The Town Centre Manager was appointed in August 2006 with the remit of driving the revitalisation of Morley and Rothwell Town Centres. The Town Centre Manager is employed through Leeds City Council and managed by the Outer South Area Management Officer in the South East Area Management Team. The Area Committee receives 6 monthly updates on the project which provide opportunities to consider all elements of the scheme.

3.2 Town Centre Management Board

Established in November 2006, the Town Centre Management Board (TCMB) was created by the Area Committee with the responsibility of developing a strategic overview of the project on behalf of the Area Committee. The TCMB is chaired by a Member of the Area Committee and has representatives from Area Management, Morley Town Council and traders from Morley and Rothwell as members. The TCMB meet bi-monthly and monitors the TCM project through reviewing of each town's action plans.

3.3 Town Centre Partnerships

Town Centre Partnerships were already in existence when the Town Centre Manager started. They aimed to bring together key stakeholders in each Town to discuss town centre development. The commencement of the Area Committee Town Centre Management Project, offered the opportunity for the TCM to coordinate the quarterly TCPs and utilise them as sounding boards for key elements of the project and to provide a forum for updating businesses on the TCM project.

4.0 Funding

- 4.1 The TCM project was commissioned for three years, subject to annual approval of the Well being Budget by the Executive Board. The Area Committee approved revenue funding of £57,270 a year to deliver a TCM initiative. The project has also received £10,000 for two years from Morley Town Council. The Town Council is currently considering funding of the third year of the project.
- 4.2 In addition to the salary costs, the initiative also includes revenue funding to undertake projects identified by the TCM to contribute towards the regeneration of the town centres.

4.3 The yearly budget is allocated by the Area Management Team and the Town Centre Manager for projects and is approved by the Town Centre Management Board.

INCOME

| | 06/07 | 07/08 | 08/09 | 09/10 committed |
|---------------------|----------------|----------------|----------------|------------------|
| Area Committee | £16,625 | £47,242 | £57,270 | £23,862.50 |
| Morley Town Council | £5,461 | £10,000 | £10,000 | £4,539 |
| TOTAL | £22,086 | £57,242 | £67,270 | £2,840.15 |

EXPENDITURE

| | 06/07 | 07/08 | 08/09 to date |
|---|----------------|----------------|----------------|
| Salary & On costs | £20,625 | £36,804 | £27,591 |
| Office materials, Computer and software | £1,009 | £0 | £0 |
| Projects | £1,847 | £21,111 | £18,682 |
| TOTAL | £23,481 | £57,915 | £46,273 |
| Balance | -£1,395 | - £673 | £20,997 |

4.4 The negative figures illustrated above in 2006/07 and 2007/08 are overspends. These are totals taken from the budget for the Town Centre Managers contributions towards the West Yorkshire Government Pension Fund. Finance teams within Regeneration Services are investigating the budget to reimburse the TCM budget for these contributions.

5.0 Town Centre Project Achievements

Town Centre Management Board

- Bi-monthly Board Meetings held.

Morley

As a result of the Town Centre Management initiative, Morley has been supported in its development as a vibrant town. The establishment of a reinvigorated Chamber of Trade is a key partner for ensuring the success of Morley Town Centre but, as an organisation it is still in a fragile state requiring the support of public sector partners such as the Town Council and Leeds City Council. The existence of a Chamber of Trade, a Morley Entertainments Committee and the Town Council provide a mature level of capacity and infrastructure to support future Town Centre Management work in Morley.

Morley Town Centre Partnership

- Quarterly partnership meetings
- Town Centre Manager a figurehead in town that offers businesses support and a point of contact to resolve issues faced on a day to day basis.

Extended Opening

- Developed evening economy with businesses

Markets and Streetsellers

- Street markets introduced and held quarterly

Retail Environment

- Supported relaunch and development of Chamber of Trade
- Developed a café culture aspect to town.
- Supported improvements to Morley Market

Linked Promotions

- Supported 2008 Morley Literature Festival with street entertainment and street market

Heritage

- Supported Heritage Society in room renovations at Morley Town Hall for archive
- Assisted with devising and producing heritage leaflet for town centre

Promotional Strategy

- Household Flyer promoting town centre produced bi-annually
- Extended programme of street entertainment during Summer 2007/08.
- Supported the development and running of events management structure through Morley Entertainments Committee

Calendar of events

- Quarterly Events leaflets produced

Encourage Private Sector role within Town Centre Development

- Links with White Rose Centre with Morley Literature Festival and Morley Day in January 09
- Encouraged private sector funding of town centre initiatives including Morley Business Directory and Morley Bottoms planting

Encourage Partnership working with public Sector to improve Town Centre

- Electricity power to bandstand to support entertainments in Morley
- Queensway Car Park Survey commissioned and recommendations of limited waiting time introduced.

Community Safety

- TCM inputs into Tasking meetings
- TCM liaison with Pubwatch

Healthcheck

- Summits held in Jan 2007, 97 attendees and March 2008 and 82 attendees

Morley Bottoms

- Supports Morley Bottoms Project.
- Supported development of crafts and hobbies area

Rothwell

As a result of the Morrison's redevelopment in Rothwell, the town centre has been subject to major developments which have impacted on the work of the Town Centre Management initiative. Whilst the Town Centre Manager has good relations with individual traders and the Town centre Partnership is established, there is no retail or business association in a coherent and mature form. This situation is projected to continue for some time and requires

a town centre initiative specific to Rothwell that will tackle its successfully and support the businesses in a more locally focused way.

Rothwell Town Centre Partnership

- Quarterly partnership meetings
- Town Centre Manager a figurehead in town that offers businesses support and a point of contact to resolve issues faced on a day to day basis

Developing a wider mix of shops

- Assisted property owners, retailers and council departments to regenerate a range of town centre units.
- Successful discussions to ensure Wm Morrison's old site brings strong retail offer in redevelopment

General Markets

- Christmas Markets 2007 and 2008
- Street markets introduced and a team created to oversee ongoing development

Improved connection between shopping areas

- Pavement café at junction between Marsh Street and Commercial Street.
- Arranged promotion for new shops on Meynell Car Park.

Develop evening economy

- Successfully campaigned for Hare & Hounds to benefit from Morrison's footpath closure
- Christmas markets, store opening and street entertainment used to illustrate potential of evening opening for Rothwell

Rothwell 600

- Supported Rothwell 600 Committee
- Led on introduction of festival banners

Calendar of events

- Quarterly events newsletter produced

Promotional Strategy and Budget

- Information leaflet promoting town centre distributed bi-annually
- Successful 2008 Christmas Fayre held in Blackburn Hall
- Introduced Street Entertainment on Saturdays during Summer months

Develop the social, cultural and economic capacity of the Town Centre

- As above

Encourage Private Sector role within Town Centre Development

- Ongoing liaison with Wm Morrison's over phase 3 development

Encourage Partnership working with public Sector to improve Town Centre

- Led on installation of bus shelter on Marsh Street
- Established team to find new location for redundant bus shelter

Community Safety

- TCM inputs into Tasking meetings

- Regular town centre meetings with police to discuss issues including nuisance issues in Meynell Avenue Car Park

Marsh Street Car Park

- Supported Marsh Street Car Park Town and District Regeneration Project

Healthcheck

- Summits held in March 2007 (60 attended) and February 2008 (40 attendees)

Wm Morrisons Scheme

- Liaised with Morrison's and appointed agents over redevelopment work

Morley and Rothwell have received a programme of work delivered through the town centre management project that has been very similar. Area Management and the Town Centre Manager recognise that the future success of TCM in both towns needs to address each town separately and identify the most appropriate support required. Morley has a high level of infrastructure to support TCM work and offers capacity within the town to deliver aspects of the TCM project through alternative methods. Rothwell does not have this infrastructure and any future TCM work in Rothwell needs to be developed to reflect this key difference.

6.0 Future Strategy of Town Centre Management Project: August 2009 onwards

- 6.1 The development of the town centres in Outer South is a key priority for the Area Committee, as outlined under the 'Enterprise and Economy' theme of the Area Delivery Plan. Dialogue has been held between Area Management and representatives of the Morley Chamber of Trade on their view of the TCM project to date and future operation. Area Management recommends that whatever the option decided by Members on the future delivery of TCM project, then the following strategy must be used as a base for achieving the Area Committees agreed priorities.

1) Identify Town Centre Boundary

Identify geographical boundaries in the town centre where the Town Centre Management project will operate. Having a clear boundary of operation will focus the work of the project and allow partners to recognise when and where the Town Centre Management project should be involved.

Timescale: completed by August 2009

2) Establish a Baseline

The establishment of a baseline position for any project is vital to monitor progress and identify targets for the project.

The completion of a professional healthcheck on the condition of each town is fundamental to inform and direct the TCM work programme.

A proposal for undertaking a healthcheck would be developed by Area Management in conjunction with the business community that would aim to identify 'what makes Morley' and 'What makes Rothwell' and using indicators associated with that as a guide for the healthcheck. A questionnaire to all households would identify how residents use Morley/Rothwell e.g. why they visit the town, how often, how they travel there. Other indicators would be identified and monitored e.g. car park usage, footfall in the town and attendance at key events and data collated. The Chamber of Trade would have a significant involvement in the direction and aims of the work.

Timescale: completed by Dec 2009

3) Produce a Masterplan

Using the information obtained from the healthcheck that provides a profile of each town, key stakeholders are consulted to identify short term and medium term and long term aims for the town and a framework for achieving this. The Town Centre Manager has a clear role to input to this process, encourage stakeholder participation, and monitor the process.

3) Revised Work Programme

The TCM project would continue to use a work programme but it is recommended that it is revised to reflect clear responsibilities and roles for partners and the Town Centre Manager. Area Management proposes to meet with key stakeholders and consult with them, using the current work programme as a base, to develop the new work programme and ensure partner support to the project. The revised programme would also address the long term sustainability of town centre development by linking each element with a partner who could be supported by TCM to develop their capacity to deliver that element in the future.

4) Exit Strategy

The production of an exit strategy by the Town Centre Manager is vital to address the long term sustainability of town centre development and to build on the work achieved by the project. As capacity within key organisations in the towns continues to grow, packaging up elements of the project for partners to deliver is a real solution. The new work programme would start the development moving towards this goal.

Timescale: Two months before end of Project.

7.0 Project Delivery Options

- 7.1 The Area Committee is asked to consider the following options to decide on an option that would deliver strategy outlined above.

Option 1: Continue current arrangements and extend project for 3 years

Continue with project as operated over the last three years and commission a further three years, subject to funding from the Executive Board.

Positives

- This option offers businesses in both towns a figurehead of support and reassurance, and a point of contact to resolve issues that they face on a day to day basis.
- Networks and relationships that have been built over the last three years would continue to flourish for the benefit of the towns' development.
- Continuation of the achievements that have been listed above.
- Vehicle to deliver the strategy outlined above.
- Provides significant amount of time to write an exit strategy for the project.

Negatives

- Project is a significant portion of the Well being Funding Budget.
- Some elements of the project are already being delivered by alternative agencies potentially making the Town Centre Management Project redundant in its current form within a shorter time scale than three years.

Option 2: Continue current arrangements and extend project for one year, until August 2010.

Continue with project as operated over the last three years and commission a further twelve months, subject to funding being available.

Positives

- This option offers businesses in both towns a figurehead of support and a point of contact to resolve issues that they face on a day to day basis.
- Networks and relationships that have been built over the last three years would continue to flourish for the benefit of the towns development.
- Continuation of the achievements that have been listed above.
- Opportunity for the TCM to write an exit strategy for the project.
- Vehicle to deliver the strategy outlined above
- Reasonable timescale to finalise delivery of project in current form and identify elements before project ends.
- Project would require less Well being Funding.

Negatives

- Still a significant portion of the Well being Budget being allocated.
- Shorter timescale to achieve the proposed strategy.

Option 3: End Project in August 2009

No extension agreed and the Town Centre Manager post would end in August 2009. Town Centre Manager would be placed in the Managing Workforce Change Procedure (this process currently under review, time could change) for a period up to 12 months. During this period the salary would continue to be paid through the Well being Budget.

Positives

- Work completed through identified agencies
- Well being Budget will have to fund a 12month salary once the project ends but this option will free up Well being funding for alternative projects sooner.

Negatives

- Area Committee have identified Town Centre Development as one of its key priorities and must demonstrate through ADP monitoring how it is supporting the achievements of a robust local economy.
- Momentum and support for the TCM project over the last three years could be lost and the partnership and positive attitude amongst businesses would be jeopardised.
- Well being Budget funding post for a further 12 months as part of the Managing Workforce Change Procedure.
- Only Seven months to develop sustainable strategy for elements of TCM work.

Option 4: End the Project and Commission an alternative project

Continue to commit to town centre development work but end the current project in August 2009 and agree the development of alternative project options that would utilise resources within AMT and partners to deliver elements of the TCM work programme suitable for both Morley and Rothwell.

Positives

- An alternative project offers the opportunity to explore the following:
 - Commission outside agency to deliver programme of work
 - Engage with partners and get them to sign up to supporting elements of work

- Employment of post through appropriate external organisation and removing the employment obligations from the Area Committee's responsibility.
 - Support key stakeholders to develop their capacity to manage a budget to deliver elements of the TCM initiative.
- Builds on the work to date and demonstrates a commitment from the Area Committee towards Town Centre Development.
 - Stakeholders' resources used effectively to achieve elements of the TCM project.
 - New operation would provide opportunity to see how the future of TCM might develop.
 - A more suitable work programme and resource allocation could reflect the different needs of Morley and Rothwell.
 - Opportunities to develop capacity of key stakeholders
 - Positive links made with work in other town centres.

Negatives

- There are no negative impacts.

Recommendation

The TCM project is key to over seeing and directing the development of the town centres. Area Committee support for the project is significant and as a priority under the Area Delivery Plan 'Enterprise and Economy' theme must continue in some form. Option 4 provides Members with an opportunity to consolidate what has been achieved until August 2009 while developing a future scheme for each town to support Town Centre Management work in an efficient and effective way.

The new project would be able to take into consideration the roles of key partners and the significant differences between Morley and Rothwell.

8.0 Implications For Council Policy and Governance

8.1 There are no direct implications for the above as a result of this report.

9.0 Legal and Resource Implications

9.1 Legal implications as a result of this report will be reflected in any subsequent Contract of Employment that arise from a project extension funded by the Well being Budget or through paperwork through Managing Workforce Change Procedure.

9.2 Resource implications will be that the remaining balance of the Well being Budget for revenue will be reduced dependent on the option taken by the Area Committee on the future of the project.

10.0 Conclusions

10.1 TCM has achieved much to date, although the impact in Morley and Rothwell has differed for reasons already highlighted. The Area Committee and Morley Town Council can be assured that sufficient evidence exists to confirm the success of the project to date. In the light of other issues identified, Members are asked to consider if the extension of the project in its current form is the most efficient use of Wellbeing resources or whether a remodeled TCM project based on option 4 should be developed.

11.0 Recommendations

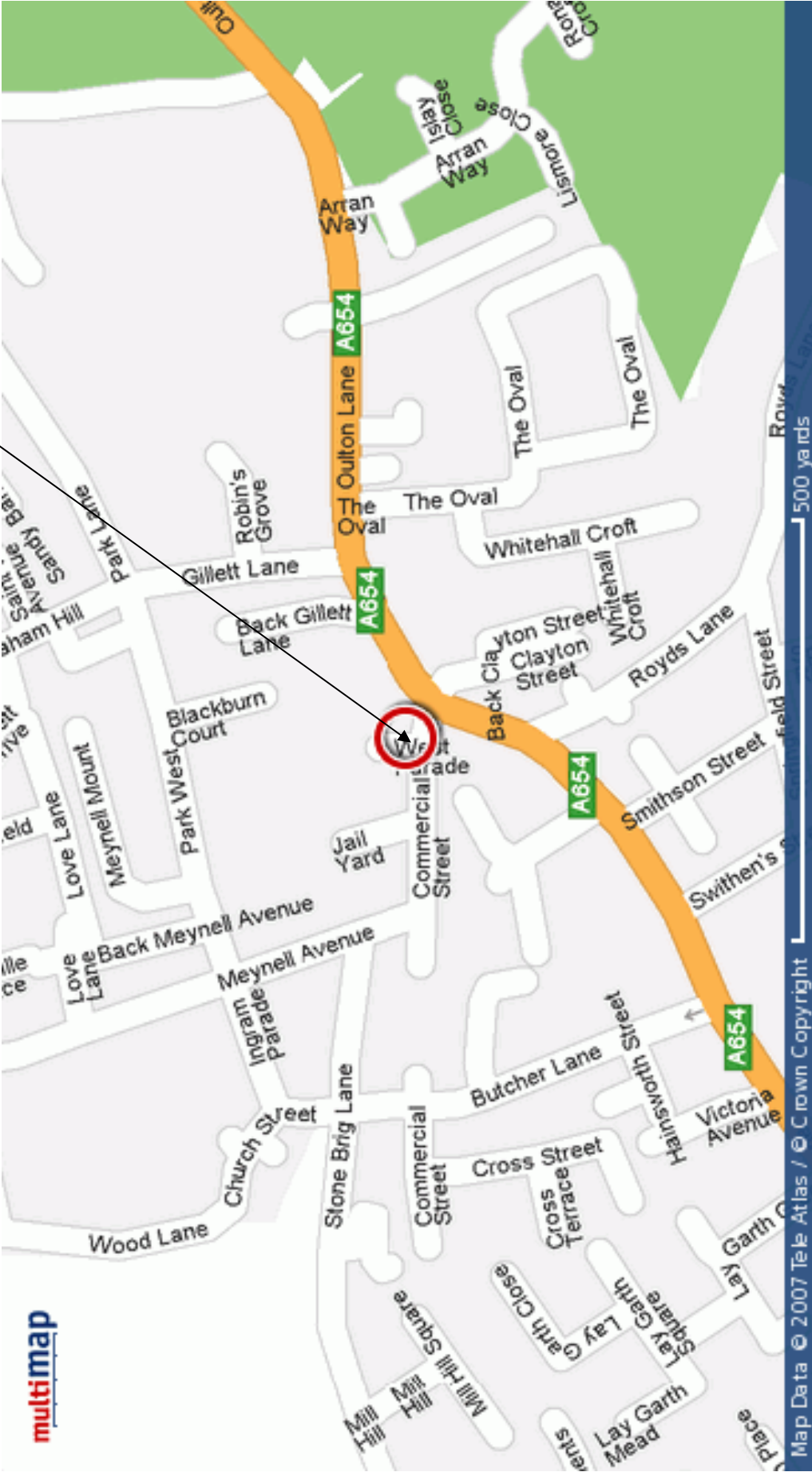
11.1 The Area Committee is asked to

- a) Note the contents of the report and make comment
- b) Consider and agree the strategy outlined in 6.0
- c) Consider and decide on a preferred option for the future delivery of Town Centre Management
- d) Depending on the option decided agree to commission it through Well being Funding subject to Executive Board approval of future funding.

Background Papers:

- Town Centre Management – An update Monday 20th October 2008
- Town Centre Management – An update – Monday 25th February 2008
- Town Centre Management – An update – Monday 10th September 2007
- Town Centre Management – An update – Monday 2nd April 2007
- Options for Town Centre Management – Morley and Rothwell Town Centres – 25th April 2005

Blackburn Hall, Commercial Street, Rothwell, Leeds, LS26 0AW



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