

Public Document Pack



NORTH EAST (INNER) AREA COMMITTEE

Meeting to be held in NE City Learning Centre, Allerton Grange on
Monday, 1st September, 2008 at 4.00 pm

MEMBERSHIP

Councillors

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

Agenda compiled by:
Governance Services Unit
Civic Hall
LEEDS LS1 1UR
Telephone: 247 3209

Andy Booth
247 4356

Area Manager: Rory Barke
Tel: 214 5865

A BRIEF EXPLANATION OF COUNCIL FUNCTIONS AND EXECUTIVE FUNCTIONS

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

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

A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p>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>	

Item No	Ward	Item Not Open		Page No
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</p>	
6			<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>	
7			<p>MINUTES</p> <p>To confirm as a correct record the attached minutes of the meetings held on 23 June 2008 and 1 August 2008.</p>	1 - 8
8	Chapel Allerton		<p>BECKHILL FEASIBILITY STUDY</p> <p>To receive and consider the report of the East North East Area Manager.</p> <p>Time – 20 Mins (Executive Function)</p>	9 - 14

Item No	Ward	Item Not Open		Page No
9	Chapel Allerton		<p>INNER NORTH EAST LEEDS COMMUNITY CENTRES PRICING AND LETTINGS POLICY</p> <p>To receive and consider the attached report of the East North East Area Manager.</p> <p>Time – 15 Mins (Executive Function)</p>	15 - 28
10	Chapel Allerton; Moortown; Roundhay;		<p>WELL-BEING (REVENUE) FUND – PROJECT PROPOSALS</p> <p>To receive and consider the attached report of the North East Area Manager.</p> <p>Time – 15 Mins (Executive Function)</p>	29 - 32
11	Chapel Allerton; Moortown; Roundhay;		<p>SUMMER COMMUNITY ENGAGEMENT FEEDBACK</p> <p>To receive and consider the attached report of the East North East Area Manager.</p> <p>Time – 15 Mins (Executive function)</p>	33 - 38
12	Chapel Allerton; Moortown; Roundhay;		<p>QUARTER 1 2008/09 ACTIONS AND ACHIEVEMENTS REPORT</p> <p>To receive and consider the attached report of the East North East Area Manager</p> <p>Time – 10 Mins (Executive Function)</p>	39 - 44
13	Chapel Allerton; Moortown; Roundhay;		<p>AREA COMMITTEE WORKING GROUPS AND AREA PARTNERSHIPS - MEMBERSHIP</p> <p>To receive and consider the attached report of the East North East Area Manager</p>	45 - 48
14	Chapel Allerton; Moortown; Roundhay;		<p>AREA COMMITTEE ROLES FOR 2008/09</p> <p>To receive and consider the attached report of the North East Area Manager.</p> <p>Time – 15 mins (Executive Function)</p>	49 - 120

Item No	Ward	Item Not Open		Page No
15			<p>DATE AND TIME OF NEXT MEETING</p> <p>Monday, 20 October 2008.</p> <p>MAP OF TODAYS VENUE</p> <p>NE City Learning Centre, Allerton Grange School</p>	

Agenda Item 7

NORTH EAST (INNER) AREA COMMITTEE

MONDAY, 23RD JUNE, 2008

PRESENT: Councillor Lobley in the Chair

Councillors J Dowson, R Harker, V Kendall,
B Lancaster, M Lobley, M Rafique, E Taylor
and P Wadsworth

1 Appointment of Chair

In accordance with the agreed procedure, the Chief Democratic Services Officer reported that nominations for the Chair had been received on behalf of Councillor Lobley and Members were asked to take a formal vote.

RESOLVED – That following an overall majority of votes cast by those Elected Members present at the meeting eligible to vote, Councillor Matthew Lobley be elected chair of the North East (Inner) Area Committee for the 2008/09 Municipal Year.

2 Declaration of Interests

Councillor Lobley declared a personal interest in Agenda Item 1, Appointment of Chair, due to his participation in the vote. (Minute No. 1 refers).

Councillor Harker declared a personal interest in Agenda Item 11, Review of the Palace Youth Project due to his position as Executive Member for Learning. (Minute No. 8 Refers).

3 Apologies

An apology for absence was submitted on behalf of Councillor Harris.

4 Open Forum

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

5 Minutes

RESOLVED – That the minutes of the meeting held on 17 March 2008 be confirmed as a correct record.

Draft minutes to be approved at the meeting
to be held on Friday, 1st August, 2008

6 Appointments to Outside Bodies

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

It was reported that the North East Inner Area Committee had responsibility for making appointments to the following organisations and Members were asked to make nominations:

- Chapeltown Citizen Advice Bureau – 3 yearly appointment
- East North East ALMO Area Panel – annual appointment
- Community Action for Roundhay Elderly – annual appointment

RESOLVED –

That the following appointments to Outside Bodies to be made by the Area Committee:

Chapeltown Citizens Advice Bureau	Councillor E Taylor
East North East ALMO Area Panels	Councillor J Dowson Councillor V Kendall
Community Action for Roundhay Elderly	Councillor V Kendall

7 Area Delivery Plan 2008-11

The report of the East North East Area Manager presented the Inner North East Area Delivery Plan (ADP) for 2008-11.

It was reported that this was a developmental year for the Area Delivery Plan and that all Area Committee's would be producing ADPs that would have links to the themes of the Leeds Strategic Partnership. It was aimed to have links to the priorities of partner organisations, particularly those who were accountable to the Area Committee. The plan was more comprehensive than in previous years although it was recognised that there was gaps. Work was in progress on the ADP and there would be changes as the year progressed.

Members registered strong concern and protest at information detailed in the area profiles as described in the report. It was agreed to provide revised profiles for the Area Committee.

It was reported that in its current format, the Area Delivery Plan was to be used as a management tool and it was proposed to develop a 'Neighbourhood Charter' which would give a clear public friendly document which outlined the aims of the plan.

RESOLVED –

(a) That the Area Delivery Plan set out in appendix A as the starting point for 2008-11 be approved and that a revised area profile be brought to the next meeting.

(b) That the development and publishing of a public facing summary of the ADP in the form of a 'Neighbourhood Charter' be approved.

8 Review of the Palace Youth Project

The report of the East North East Area Manager aimed to provide the Committee with a review of the Palace Youth Project which was transferred to the Environment and Neighbourhoods Department in February 2008. Responsibility for the management of the centre had been delegated to the Area Committee and this was expected to be formally covered by the Area Function Schedule that was due for consideration by the Executive Board. The report also outlined current and proposed youth provision delivered from the facility and opportunities to expand and improve provision.

It was reported that when the Palace Youth Project was first delegated to the Area Committee there seemed to be high revenue costs and low usage. There had since been a turnaround and the level of activity had increased with additional activities being provided from the centre.

Members expressed concern that the centre was used by young people from outside the area and it was requested that the East Inner Area Committee be consulted on the project and that mapping of the project's clients was carried out.

Further issues discussed included the possibility of having a wider review of community facilities in the inner north east area; caretaking and key holder arrangements and budgetary implications. It was reported that there were no revenue implications for the Area Committee and for any capital spending, bids would have to be made centrally.

RESOLVED –

(a) That the Area Management Team work with the Youth Service and other partners involved with the Palace Youth Project to make it a viable long term centre.

(b) That further information be provided on revenue costs for the running of the Palace Youth Project be brought to the Area Committee.

*(In accordance with Paragraph 15.5 of the Council Procedure Rules, Councillors Harker and Lancaster requested that their votes against the decision on this item be recorded).

(Councillor Lancaster left the meeting at 6.15 p.m. following the conclusion of this item).

9 Well-Being Fund

The East North East Area Manager submitted a report which contained a summary of Well-Being Fund expenditure in 2007/08 and contained recommendations for a greater commissioning role in the 2008/09 allocation.

In response to Members concerns and questions regarding how much of the Well-Being Fund would be earmarked for commissioning activities and the future role of the Well-Being Fund Working Group, it was reported that the Working Group would still have a role regarding the distribution of Well-Being Funds. There would still be opportunity for organisations to request Well-Being funding and the Working Group would provide the checking mechanism for any commissioned activity, with the whole process overseen by the Area Committee Chair.

Further questions were raised regarding the allocation of funds to Wards and availability of funds for small grants and requests from community organisations.

Members also considered pending grant applications for Well-Being funds.

RESOLVED –

- (a) That a further report be brought to the next meeting of the Area Committee.
- (b) That the following decisions be made in respect of Well-Being allocations:
 - (i) Children and young people summer sports activities – approved - £11,940
 - (ii) Environmental summer playscheme – approved - £6,590
 - (iii) Church Community Outreach and Development Enterprise – approved - £9,000

10 Community Engagement

The report of the East North East Area Manager presented the findings from the 'Make your Ideas Count' community engagement events undertaken in March. It also sought to evaluate the effectiveness of the engagement events and the Area Committee was asked to support the proposals for the next events in Summer 2008.

RESOLVED –

- (a) That the report be noted.
- (b) That the theme and focus for the summer events be endorsed.

11 Actions and Achievements Report

The report of the East North East Area Manager provided Members with an update on actions and achievements of the Area Management Team since

Draft minutes to be approved at the meeting
to be held on Friday, 1st August, 2008

the last Area Committee meeting. It also provided a quarter 4 summary of progress against the Area Delivery Plan. Progress on issues raised at Area Committee meetings was also detailed in the report.

RESOLVED – That the report be noted.

12 Update on projects funded by the Well Being Fund in 2007/08

The report of the North East Area Manager informed the Area Committee of outcomes and outputs of projects that have received revenue and capital Well-Being funding over the past financially year.

RESOLVED – That the report be noted.

13 Community Safety Annual Report

The report of the East North East Divisional Community Safety Partnership provided the Area Committee with an overview of the newly merged North East Divisional Community Safety Partnership and ward based Neighbourhood Policing Teams.

The Chair welcomed the following to the meeting:

- Superintendent Simon Atkin
- Sandra Fowler, Area Community Safety Co-ordinator
- Beverley Yearwood, Area Community Safety Co-ordinator

It was reported that figures detailed in the report related to some areas outside the Inner North East Area as parts of Alwoodley were covered by the same Neighbourhood Policing Team as Moortown and Roundhay. It was also difficult to provide exact figures for each ward as more than one ward may be covered by one Neighbourhood Policing Team.

The following issues were discussed in relation to the Community Safety Annual Report:

- ‘Hanoi’ style car crime – burglary and car crime had been identified as priority concerns.
- Dispersal orders – a dispersal zone in Meanwood had proved successful and had received favourable media attention along with public participation.
- Anti Social Behaviour – it was reported that incidents of anti social behaviour had risen but improved call handling and contact management had enabled responses to be more efficient. It was recognised that prompt attention to anti social behaviour helped to prevent low level crime.
- Concern regarding an increase in violent crime.
- Statistics not including unreported crimes and residents fear of reporting crime.

The Chair thanked those present for their attendance.

RESOLVED – That the report and Performance Framework/Strategic Plan 2008-11 be noted.

(Councillor Lancaster declared a personal interest during the discussion on this item due to her position on the West Yorkshire Police Authority)

14 Date and Time of Next Meeting

The next scheduled meeting of the Area Committee was due to be held on Monday, 1 September 2008. An additional meeting would be held towards the end of July 2008.

NORTH EAST (INNER) AREA COMMITTEE

FRIDAY, 1ST AUGUST, 2008

PRESENT: Councillor in the Chair

Councillors J Dowson, V Kendall,
B Lancaster, M Lobley, M Rafique, E Taylor
and P Wadsworth

8 Declaration of Interests

Councillor Lancaster declared a personal and prejudicial interest in Agenda Item 6 due to the application for funding from Meanwood Elderly Neighbourhood Action (MENA) as she is Joint Chair of the organisation. This application was subsequently deferred for consideration at a future meeting as Councillor Lancaster's withdrawal from the would render the meeting inquorate.

9 Apologies

Apologies for absence were submitted on behalf of Councillors Harker and Harris.

10 Well-Being Fund 2008/09 Proposals

The report of the East North East Area Manager recommended a rationale for the 2008/09 Wellbeing revenue allocation to support the continuation of a Small Grants Scheme and Ward-based pots and introduced a trial approach to the commissioning of activities linked to outcomes identified in the approved Area Delivery Plan (ADP).

The report sought to strengthen the role that the Well Being Fund Working Group (WBF) played for the Area Committee by giving it authority over the commissioning process and responsibility to ensure priority outcomes in the ADP were addressed through the use of Wellbeing funds.

The report also presented a number of applications for use of Wellbeing funds for approval following consideration by the WBF Working Group.

Members attention was brought to appendix one of the report which detailed the decision making process for spending from the small grants scheme, ward pots and the commissioning budget. Changes to how Wellbeing funds would be distributed were highlighted and Members were reminded of how this would meet Area Delivery Plan priorities. The future role of the Wellbeing Fund Working Group was also discussed along with the possibility of inviting organisations to meetings to give presentations, report on their applications or speak under the Open Forum.

Draft minutes to be approved at the meeting
to be held on Monday, 1st September, 2008

Consideration was given to the following Wellbeing fund applications:

- Chapel Allerton Arts Festival – this application had been referred by the Wellbeing Fund Working Group following a request for a breakdown of the event costs. Details of these were appended to the report.
- Deen Enterprises Community Forum – application for purchase of new equipment.
- West Park Street Nameplates – to fund the refurbishment and replacement of existing cast iron nameplates.
- Meanwood Parkside Road Allotments – to fund the installation of a power supply to a communal hut, It was reported that £500 had already been raised towards the total cost.
- Nelson Mandela Birthday Party – to fund an event to celebrate the 90th birthday of Nelson Mandela.

RESOLVED –

- (1) That the allocation of the Area Committee's budgets for 2008/09 as set out in table 1; in particular the introduction of a trial commissioning budget to be overseen by the WBF working group be agreed.
- (2) That the additional role for the WBF Working Group in monitoring progress of outcomes in the Area Delivery Plan and in particular how well the Wellbeing Budget is being used to support improved local outcomes; with responsibility to recommend virements between headings to Area Committee be approved.
- (3) That the following decisions on Wellbeing funds be made:
 - (i) Deen Enterprises Community Forum – Youth Club - £2,195.05 – approved
 - (ii) Chapel Allerton Arts Festival - £14,000 – approved
 - (iii) Tai Chi Classes, Meanwood Elders Neighbourhood Association (MENA) – item deferred to the next meeting of the Area Committee.
 - (iv) West Park Street Nameplate Signs - £3,379.68 – approved
 - (v) Meanwood Parkside Road Allotments - £1,100 – approved
 - (vi) Nelson Mandela Birthday Party - £400 – approved

11 Chair's Closing Remarks

The Chair asked that thanks be recorded to Sheila Fletcher who was leaving the East North East Area Management team to take a post in West Leeds. He thanked her for her hard work and commitment and wished her all the best in her new role.

12 Date and Time of Next Meeting

Monday, 1 September 2008 at 4.00 p.m.

Report of the North East Area Manager

North East (Inner) Area Committee

Date: 1st September 2008

Subject: Access to Services in Beckhill - Feasibility Study

Electoral Wards Affected:
Chapel Allerton

Ward members consulted
(referred to in this report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council Function

Delegated Executive Function available for Call In

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

Executive Summary

This report delivers the feasibility study into the proposal for a new build, multi-agency service centre on the Beckhill estate endorsed by the Area Committee in February 2008.

In addition, this report provides an update on the position regarding the future of the caretaker's bungalow on the site of the former Miles Hill Primary School. The bungalow was refurbished to accommodate family and childrens services, paid for by Sure Start and the Area Committee. The report recommends a request is submitted to ring-fence any future capital receipt from the sale of the site to the value of the capital invested by Sure Start/Area Committee in order to fund relocation of the services on the Beckhill estate. The request will be subject to the development of a robust business plan and agreement from the Council's Asset Management Group to the terms of any relocation to non-Council facilities.

The report asks the Area Committee to consider the outcomes of the study, address the issues that have emerged and to decide on any further action.

Purpose of this report

- 1 The purpose of this report is to deliver the feasibility study into a proposed Joint Service Centre for Beckhill estate to the Area Committee and present the preferred option for development into a viable proposal. It outlines events relevant to these proposals that have occurred following the commissioning of the feasibility study. In particular, this report provides an update on the position regarding the future of the caretaker's bungalow on the site of the former Miles Hill Primary School. It includes background information that sets the context for the current situation. A copy of the full feasibility report is available by contacting the Area Management Office (tel. 0113-2145868).

Background

- 2 A previous report to the Area Committee in December 2007 set out potential options for multi-agency use of the Miles Hill school site. Nine options for the re-use of the site were considered, three of which were worthy of more detailed consideration. All three promoted new build solutions of various sizes on the site.
- 3 Significant consultation was undertaken to identify the need for this project. A Community Impact Assessment was carried out in 2006 as part of the consultation around Miles Hill School. It concluded that there were gaps in provision and particular problems with access to service provision in Beckhill. Partners, including Leeds PCT, West Yorkshire Police, Education Leeds and Extended Services were also consulted and identified a need to be based in the immediate locality. At that time there were no suitable buildings identified on the Beckhill estate that could provide accommodation for service requirements.
- 4 Asset Management Group, (AMG) agreed to support further exploration of the three favoured options, particularly to address the financial issues that exist both in terms of revenue and capital funding. In addition, AMG asked that an assessment of whether alternative Council or third party sites in the local area might present an opportunity for the facility proposed.

Financial issues and the Capital Receipts Programme

- 5 In the case of each option a shortfall in both the capital and revenue costs required for construction and the approximate running costs was identified. A £1m capital receipt is expected from the disposal of the Miles Hill School site. Due to the pressures on the citywide Capital Programme the Executive Board agreed a policy in August 2007 which has implications for this proposal.

“No new injections to the capital programme will be made without identifying new resources or taking an existing scheme out. Capital receipts from sites on the existing disposal programme cannot be diverted to other projects and initiatives.”

- 6 Therefore the North East (Inner) Area Committee were asked to consider existing schemes in their area and indicate if they wished to identify a scheme in the area, currently in the Capital Programme, which could be withdrawn to meet the capital costs involved.

- 7 The Area Committee considered this at its meeting on December 3rd. They resolved that there is currently nothing in the Capital Programme that they feel could be taken out on the basis community expectations have already been raised for the Council to deliver the schemes in the programme.
- 8 Since the commissioning of the feasibility study officers have been looking to identify sites in the 3 wards covered by the Area Committee that are currently in the ownership of the Council, but not identified in the Capital Programme, that could be disposed of to cover the capital costs of the scheme. This principle has been successfully applied in the case of Otley Civic Centre. The Area Management Team has undertaken a review of Inner North East and no suitable property was identified for disposal.
- 9 The implication of these financial issues outlined above is that funding is not available to deliver the full scope of the proposed Joint Service Centre Scheme as outlined in the feasibility report. However, events relevant to these proposals have subsequently occurred that impact on current and future provision of services in Beckhill and provide opportunity for the Area Committee to ensure a gap in provision can be filled, complementary to recent service developments. These are outlined below.

Former Caretaker's Bungalow

- 10 In 2004 the Government announced the integration of Sure Start local programmes into the Children's Centre programme as part of the 10 year Strategy. Lack of local facilities has long been identified as a major barrier to service delivery in the MilesHill/Beckhill and Scott Hall areas. In addition, poor transport links mean that local people find it extremely difficult to access services elsewhere. Sure Start proposed to tackle this through minor capital improvements to the Scott Hall Early Year's Centre and by the substantial redevelopment of the redundant caretaker's bungalow in the grounds of Miles Hill School. It was proposed that the latter would act as the main hub for Sure Start programme in the MilesHill/Beckhill/ScottHall areas. The total refurbishment costs were £60,000. In October 2004 the Area Committee allocated £20,000 of well-being funds from its capital budget. Sure Start provided the balance of £40,000.
- 11 In 2007 the Sure Start programmes in Leeds reconfigured themselves into 5 Seven Day Response Teams providing more specialist services for families with escalating needs in those most disadvantaged localities. The lead agencies for those teams remained the same as the lead partners for the Sure Start Local Programmes and in Beckhill services were co-ordinated by the Children's Society.
- 12 Since the demolition of Miles Hill School the bungalow there has been subject to ongoing vandalism resulting in frequent disruption to services delivered to local families from the bungalow. In mid-June, following an attempted burglary, the Children's Society were advised to remove all confidential files to the Little London Children's Centre. At the end of June, due to further vandalism and to ensure the safety and security of their staff, The Children's Society was unable to continue delivering services from the building. Consequently Early Years Service declared the bungalow surplus to its operational requirements.

- 13 The services delivered from the bungalow have been temporarily relocated to the Little London Children's Centre and a reduced service in the Beckhill area is being delivered from Stainbeck Church.

Sure Start Local Programme Funding

- 14 The use of Sure Start capital funding is subject to a Partnership Contract which secures the use of the asset for 25 years for the benefit of families with children aged 0 to 5. The conditions of that contract will transfer with the property. Sale of the asset or change of use will result in clawback of that capital funding unless the agreed market value of the asset is reinvested in premises within a reasonable proximity of the property or reinvested for the benefit of the Sure Start community of families with children under the age of 5.
- 15 The Area Management Team have met with Asset Management officers to discuss the outcome of the feasibility study and the use of capital to secure the provision of future services in Beckhill. Colleagues support, in principle, the ring fencing of a portion of the capital receipt gained from the open market disposal of the former caretaker's bungalow for the re-provision of services previously delivered from the bungalow to another venue(s) in Beckhill.
- 16 It should be noted though that the current economic climate may delay the disposal of the site and this may lead to cash-flow issues to resolve should the timescales become incompatible.

Stainbeck Church

- 17 Stainbeck Church is located on a substantial plot at the junction of Stainbeck Lane and Stainbeck Road. It is in the far north east corner of the Beckhill estate and currently provides a base for a number of activities accessed by the local community including a community café, youth club and older people's club. The church and grounds are owned by the Yorkshire/Leeds Congregational Council.
- 18 The church minister is a member of the Beckhill Implementation Group and is well known and respected in the local community. As a consequence, Beckhill residents already access the church facilities and recognise it as a focal point of the community.
- 19 The Church's Community Outreach and Development Enterprise (CODE) aims to provide opportunities for local people to use the building in a way that will foster a sense of community. They have recently spent £10,000 enlarging the car park, and considerably more on making the building compliant with legislation relating to access for disabled. With the help of the Community Buildings Capital Grant Scheme, they have created an attractive and welcoming entrance facing the Beckhill estate and car park. Last year, with support from the Area Committee, well-being funds were allocated to install a stair lift to bring people from the car park level to the community café on the upper level. Further well-being funds have been allocated to open up the large space, currently only used on a Sunday, for community use.
- 20 Recently, the area has been used for First Aid for Children Courses run by Early Years, and activities organised by Learning Partnerships. The Hall downstairs is

used every day by groups and there is now a thriving club for 7-12 year olds and a Karate Group run by a local Police Officer. All these activities however, including more recently the Seven Day Response Team, increase the demand for space.

Carr Manor Children's Centre

- 21 Carr Manor Children's Centre opened on the main school site on 3rd July 2008. Both the high school and primary school serve the Beckhill/Mileshill communities. Local Authorities were given strategic responsibility for the delivery of children's centres. The centres take into account the needs of local communities and have been developed in consultation with private, voluntary and independent sectors, the PCT, Job Centre Plus and other key partners to deliver a range of services.
- 22 Discussions have taken place with the Carr Manor Children's Centre manager to locate those services identified through consultation on the Joint Service Centre proposals. Agreement has been given that space can be provided for child and family services, including health, specialist services and links to local Jobcentre Plus and training. This removes the need for a new build, multi- agency service centre on the Beckhill Estate.

Proposed way forward

- 23 An assessment of the Stainbeck Church site for the proposed joint service centre was undertaken as part of the feasibility study at the request of Asset Management. Although for the purposes of the study this was to consider the feasibility of a new build, stand alone facility, it concluded that this location would be a positive location due to its existing links to the community, the Beckhill Implementation Group (BIG) and Area Committee.
- 24 As previously mentioned in this report, The Seven Day Response team are delivering a reduced service from the church since the closure of the bungalow. It is the view of Chapel Allerton ward members and the Beckhill Implementation Group (BIG) that Stainbeck Church is the preferred location for the future delivery of these services. In addition, preliminary discussions with the church minister indicate that the church would be interested in facilitating the proposed service within their grounds. They would like to free up more space and refurbish facilities to make them more conducive to these services and extend the benefits to more families - bringing an integrated approach to service delivery to areas where it is most needed.
- 25 The Area Management Team met with the Children's Services Locality Enabler, Councillor Dowson and Early Years Service to discuss the long term provision of services in Beckhill and their location. It is proposed that the capital ringfenced from the disposal of the bungalow is reinvested towards refurbishment of the church premises to deliver family support services in Beckhill. It is proposed that these proposals are integrated around the Children's Plan and link with the Meanwood Children Services Cluster.
- 26 Asset Management Group has indicated their support for these proposals to be investigated and has advised the following as a process.
- Establish a project team led by BIG and the Integrated Services Leader.

- Develop a business plan/project plan to determine the physical aspects of the scheme, refurbishment required and costs – with clarity on any proposed agreement between LCC and the church which would set down the relationship between the parties from an operational and property perspective - and which demonstrates how services will be re-provided.

- 27 Asset Management Group has requested that subject to Area Committee approval, an update report is submitted to their September meeting.
- 28 It should be noted that the cost to the Area Committee of the feasibility study is being questioned, as the content would not appear to provide the detail that had been expected nor represent value for money.

Recommendations

- 29 The Inner North East Area Committee are requested to:
- a. Support a request to Asset Management Group to ring-fence the capital invested in the caretaker's bungalow by Sure Start and the Area Committee to facilitate the re-provision of services previously provided at the bungalow to Stainbeck Church – subject to a process, robust business plan and clear agreement with the Church on how services will be re-provided and hosted as outlined in section 26.

Background Papers

1. Feasibility Report – Joint Services Centre in Beckhill, Meanwood, Leeds

Report of the North East Area Manager

North East (Inner) Area Committee

Date: 1st September 2008

Subject: Inner North East Leeds Community Centres Pricing and Lettings Policy

Electoral Wards Affected:
Chapel Allerton

Ward members consulted
(referred to in this report)

x

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council Function	<input type="checkbox"/>	Delegated Executive Function available for Call In	<input checked="" type="checkbox"/>	Delegated Executive Function not available for Call In Details set out in the report	<input type="checkbox"/>
------------------	--------------------------	--	-------------------------------------	--	--------------------------

Executive Summary

This report asks the Area Committee to endorse and implement a revised Pricing and Lettings Policy. A draft version of this policy was presented to the Area Committee in February 2008 and a three month consultation exercise undertaken.

This report also provides information of work underway to ensure the effective implementation of the revised policy by the Lettings Unit to ensure a smooth transition from the existing policy to the revised one.

This report does not cover the future of community facilities in the inner north east area or any efficiency measures that may need to be put in place.

Purpose of this report

1. This report outlines a revised Pricing and Lettings Policy to be implemented across inner north east Leeds on behalf of the Area Committee. The policy details how much groups would be charged for use of the community facilities to be managed by the Inner NE Area Committee to ensure they become financially viable and stable. In addition the policy outlines a schedule of discounts which will be applied to various types of community organisations hiring community centre facilities.
2. Implementing this policy will ensure that the Area Committee is effectively managing these resources in line with departmental and City Council priorities and ensure a policy that is consistent.

Background information

3. Previous reports to the Council's Executive Board and the Area Committee have covered the community centres review and the agreement of proposals to transfer responsibilities for community centres to the Area Committees. Two directly managed centres, the Mandela Centre and The Palace Youth Centre have been transferred. The Area Committee now have responsibilities for this portfolio of centres and this will be formally covered by the Area Function Schedule which is due to go to the next meeting of Executive Board.
4. In line with this new responsibility, the Area Committee is asked to agree to the introduction of a consistent charging policy for all centres under its portfolio to be complemented by a discount policy which ensures that local community groups and organisations are best served by the facilities and able to use them at a free or discounted rate depending on the activities being held and their benefit to the community.
5. As outlined in previous reports to the Area Committee, a number of responsibilities will also be transferred to the Area Management Team to carry out on behalf of the Area Committee, these are
 - Liaising with users, user groups, local members and management committees on issues relating to centres in their area
 - Developing proposals for re-shaping the portfolio in the area
 - Developing capital schemes and funding packages
 - Monitoring the service level agreement with Corporate Property Management for centres in the area and monitoring capital and revenue budgets
 - Ensuring where relevant, the leases and licences are in place and reviewed periodically

- Developing, implementing and overseeing the administration of a new schedule of pricing and discounts for centre usage.

6. In February 2008, a draft Pricing and Lettings Policy was presented to the Area Committee. The Area Committee will recall that this draft policy was based on previous work which had been undertaken on the development of a city- wide pricing and lettings schedule. In addition, a bench-marking exercise was undertaken that looked at other non - council buildings available for hire in the inner north east to ensure that the hire charges are reasonable and comparable.
7. Following approval by the Area Committee for the development of the proposed Pricing and Lettings Policy a 3 month community and user consultation was undertaken by the Area Management Team.
8. Information was sent to all registered users on the Lettings Unit database, details were displayed in both centres, and at a specially convened “open – evening” at The Mandela Centre. In addition the draft policy was presented to local stakeholders identified in the review of community facilities in Chapeltown and the IMPaCT partnership for comments. Between March and May only 3 responses from users were received, details of which can be found in Appendix 1.

A revised pricing structure for community centres in inner north east Leeds

9. The Area Committee are asked to endorse the implementation of the following standard charges as outlined in the draft Pricing and Lettings Policy submitted to the Area Committee in February 2008:

Room Band	Standard Charge for Leeds City Council directly managed community centres in Inner North East Leeds
Band A – Large, typically up to 40ft x 40ft (1600 sq ft)	£25.00
Band B – Medium, typically up to 30ft x 30 ft (900 sq ft)	£18.00
Band C – Small, typically up to 20ft x 20ft (400 sq ft)	£12.00
Band D - Kitchens	£5.00
Band E – Store rooms	Subject to negotiation

10. Minimal use of a kitchen, e.g. to make refreshments for a meeting, will be included in the standard charge. More extensive use will be covered by booking a kitchen under the Band D charge rate. It is important to note that these proposed charges are exclusive of any discount scheme that the Area Committee would want to introduce.

11. As mentioned in the previous report submitted in February 2008, It is proposed that a standard charge of £650 is levied for weddings. Charges for security and cleaning will be additional to the £650 charge and will be apportioned on an event by event basis. Currently there is no demand for weddings at community centres managed by the Area Committee.
12. If venues are to be used for parties, the hire rates will be the proposed standard lettings charge for any user, plus the costs of caretaking, cleaning and security provided for the function.

Charges for FE Colleges/Adult Learning

13. In relation to charges for FE colleges and Adult Learning, corporate level discussions have been undertaken with colleges and adult learning institutions. Charges have been agreed based on £2.50 per hour, Monday to Friday for small and medium rooms and £10.00 per hour for large rooms and weekend / council holiday use. For lettings that exceed 2000 hours per year an annual service charge will be calculated as described in paragraph 20 of this report. The charge will be 25% of this cost.
14. It has been agreed corporately that for a smooth transitional period and for the Lettings Unit to be able to manage the lettings process that these standard charges are applied across the city.
15. The main aim of the revised lettings policy is to create a standardised charging system for all council community facilities in the area and create opportunities to generate increased income for the centres to address a high level of backlog maintenance costs. This has arisen largely due to inadequacies in the current system underpinned by a policy that has not been reviewed for 10 years. The income will assist with the running costs associated with the buildings and where possible go towards enhancements to the facilities.

A revised discount policy for community centres in inner north east Leeds

16. It is important to stress that the charging policy is accompanied by a discount policy. This will ensure that user groups who are providing community services that meet local priorities will benefit from free or subsidised lettings. A discount policy will also provide greater clarity for the rationale and "cost" to the Area Committee for allowing discounted or free use. The discount policy is outlined in appendix 2. Corporate discussions suggest that further work needs to be undertaken to make the criteria of the user group more specific and prescriptive to ensure that the discount policy is not open to abuse by groups who may have the ability to pay lettings charges.
17. One area that has been changed from the draft discount policy presented in February relates to where an organisation charges for an activity. A comment was raised by a fitness group who charge a fee for their activities. In this case the fees go towards funding the activity. Following further consultation with the Chapel Allerton ward members and The Mandela Centre steering group it is proposed that where a fee is charged to fund the activity and not for profit making purposes, and where the activity meets the priorities of the Area Committee, no charge is levied. The discount policy has been amended to reflect this.

18. It is also proposed that a caveat be included that if a group is found to be making a profit or receiving a high level of income from the activities that they are running, they will be charged accordingly. The lettings application form is being re- designed to take into account the additional information required to assess this.
19. The Area Committee will recall that they agreed at the February meeting that if groups are unable to pay the lettings charge, they can request a subsidy from the Area Committee. Criteria for the subsidy would be based on the relevance of the group's activity to the Area Delivery Plan. It is proposed that initially the Area Committee considers covering the cost of the subsidy through the operational budget for the facility taking into account its budget parameters. An analysis of the actual budgets for the centres indicates that they are operating within their budget parameter. In the event of ongoing pressures on the operational budget, due to variations in caretaking, energy costs and varying levels of income from lettings, it is further proposed that the Area Committee consider giving approval for expenditure through its well-being budget.

Charging for office space

20. There are some organisations using space in community centres as an office base. These range from Council Departments to voluntary or community groups. It was agreed by Executive Board that that an annual service charge is calculated based on the total cost to operate each square metre of the facility. Currently, Corporate Property Management is in the process of confirming all room sizes and it is not possible to present the Area Committee with the exact values.
21. The organisations currently using the Mandela Centre and The Palace Youth Project as office bases are Leeds City Council Youth Services and three voluntary organisations under contract to provide a service. Currently there are no commercial organisations using inner north east community centres as offices. Prior to the transfer of community centres from the former Learning and Leisure Department, there was an agreement in place with the Youth Services allowing them free use of community centres for existing activities for young people. Negotiations have taken place between the Regeneration Partnerships Team and the former Learning and Leisure Department to agree a charge that reflects the running costs of the building and the Youth Service have paid a service charge for the office space they occupy at The Mandela Centre and The Palace Youth Project. The Youth Service have indicated however that they no longer require this office space and from October 2008 these offices will be vacant. Work is underway by the Area Management Team to secure a letting for these offices at both centres and negotiations are underway for the Behavioural Educational Support Team to take up a letting at The Mandela Centre and Shantona at The Palace Youth Centre.
22. The exact charges for each organisation using community centres as an office base will be calculated on a case by case basis following the receipt of information from Corporate Property Management. The Regeneration Partnerships Team are negotiating with Legal Services for lease agreements to be then entered into with all relevant organisations.

Implementation Process

23. Work is underway to ensure the implementation of the revised Lettings and Pricing Policies across the city are efficient and effective. Area Management Teams are working with the Lettings Unit to develop a database which will automatically calculate the level of discount based upon the type of user group. This is to ensure that the policy is relatively simple to apply for the benefit of the customer and with no additional administrative burden for the Area Management Teams.
24. To further ensure that the policy is easy to understand and apply from a customer perspective it is suggested that posters outlining the charges are displayed in each facility so users are fully aware how much they would be expected to pay for room hire.
25. It is anticipated that the new system will go live for new community referrals from October 2008. Existing bookings will be transferred over to the revised policy at this time which coincides with the renewal of their lettings granted in April 2008.
26. If there any disputes arising from the revised policy, these will be dealt with through the Council's Complaints Procedure. It is anticipated that a disputes resolution policy will be developed for the lettings process over the next few months alongside the new database.

Implications for Council Policy and Governance

27. There are no implications, as the range of community centre issues detailed in this report fit with agreed Council policy and governance arrangements.

Legal and resource implications

28. There are no legal implications arising from the contents of this report.
29. There could be some budgetary impact in terms of increased or reduced income for community facilities. Any increased income should be re-invested into the facilities to make them of a higher standard for all users. If the income levels were to fall, efficiency saving measures would have to be explored to see how these costs could be recovered.
30. In terms of staffing resources, an officer from the Area Management Team will oversee the implementation of the new policy with the Lettings Unit, who will continue to be responsible for the management of lettings for all directly managed community facilities across the city.
31. Caretaking, cleaning and facilities management services will continue to be provided by Corporate Property Management.

Recommendations

32. The Area Committee is asked to:
 - Note the content of this report

- Endorse the revised Pricing and Lettings Policy to be implemented in the inner north east community centres.
- Agree indicative implementation date of 1st October 2008. If this date cannot be achieved, the policy will be implemented as soon as operationally possible.

Background papers

There are no background papers to this report

This page is intentionally left blank

RESPONSES FROM THE CONSULTATION ON THE DRAFT PRICING AND LETTINGS POLICY

Centre	Group/Organisation	Comments
The Mandela Centre	Chapel Allerton Methodist Centre	Charges appear unreasonably cheap! Are they liable to have an adverse effect on income streams of neighbouring community facilities of these charges set the benchmark
The Mandela Centre	Women's health drop-in	The centre is used for a health drop-in every Wednesday for women in Chapeltown and Harehills. Women who access this group are from various cultures and ages, some on a low income. This is not a profit making group and a minimal fee is charged and this solely goes to pay the fitness instructor and refreshments for the children in the crèche. If there was not a crèche the ladies would not be able to attend. The women would not normally access a service like this which is a very positive step. For the past 2 years the ladies have enjoyed the fact they could do their exercise in a safe environment and even more so for those with religious beliefs that can not do exercise on the same building with the opposite sex. To have to pay a lettings fee will mean I would have to increase the charge for the exercise class. I can tell you now he group would have to cease.
The Mandela Centre	Leeds College of Technology	The charges incurred are fair and I don't see any problem with the proposed charges.

This page is intentionally left blank

Inner North East Leeds Community Centres Letting Policy – draft schedule of charges and discounts

The table below outlines the proposals for discounts for community centres pricing and lettings policy in Inner North East Leeds.

Type of User	Proposed charges	Impact	Comments
<p>Adult Learning Covers: Adult education activities and use by colleges</p>	<p>£2.50 per room per hour Monday to Friday for small and medium rooms. College block bookings would incur a charge based on proportion of space taken. £10 per room per hour for large rooms and weekend/council holiday usage of rooms.</p>	<p>College use currently not extensive and uncertainty over renewal of letting.</p>	<p>Example of charge: Weekly 2 hour session over 30 wks 30 x 2 x 2.50 = £150 p.a. Based on a session with ten people this equates to £15 per person over the year or 50p per session.</p>
<p>Community meetings such as community forums, interest group meetings, community engagement activities for example tenants and resident associations, neighbourhood watch and faith groups, and surgeries for Councillors and MPs.</p>	<p>£5 per room per hour Monday to Friday for small and medium rooms. £10 per room per hour for large rooms and weekend/council holiday usage of rooms.</p>	<p>There is very little of this type of activity in the Mandela Centre and Palace Youth Centre. City-wide, much of this type of activity currently isn't charged but depends in some cases what groups have put on lettings forms. Groups meeting frequently could approach the Area Committees for support and request a discount if they don't have the means to pay charges. Existing use for members surgeries is nil.</p>	<ul style="list-style-type: none"> • Links to City Council/Leeds Initiative policy to support community engagement and civic renewal. • Recognises that many groups have modest funds. • Some groups charge a membership fee and undertake fundraising activities. • City Councillor Surgeries to be booked and paid by Member Services. • Groups would be able to approach the relevant Area Committee for support if not able to pay a modest contribution to centre running costs. <p>Example of charge: Bi-monthly meeting for 2 hours. 6 x 2 x £5 = £60 p.a.</p>
<p>Political meetings of registered political groups</p>	<p>Standard charge</p>	<p>There is very little of this type of activity in the Mandela Centre and Palace Youth Centre.</p>	

<p>Community meetings such as young people, older people, Black and Minority Ethnic groups, disabled people's groups</p> <p>Centre Management Committees</p>	<p>No charge Monday to Friday</p> <p>£10 per room per hour at weekends/council holidays</p>	<p>Currently existing use for this type of activity is minimal</p>	<ul style="list-style-type: none"> Groups would be able to approach the relevant Area Committee for support if not able to pay a modest contribution to centre running costs.
<p>Commercial Use</p>	<p>Typically meet Mon – Fri at present so will still have free use.</p> <p>No commercial business use at present</p>	<p>No commercial business use at present</p>	<ul style="list-style-type: none"> Could look at encouraging commercial businesses to consider using community centres as an operational base – this would therefore generate additional income and be able to be used to subsidise lettings further. Community activities take priority however.
<p>Council Departments/ Other Agencies</p> <p>Covers: Delivery of council services not covered in other categories of use.</p> <p>Examples: Polling Stations, Delivery of educational programmes out of school settings</p>	<p>Standard charges</p>	<p>There is currently a charge for polling station use – this would be apportioned at a flat rate of £250.</p> <p>Existing use is mainly by Leeds City Council Youth Services who use as an operational office base. A service charge will be apportioned based on square metreage of office space used.</p>	<ul style="list-style-type: none"> Not clearly included in current policies. Area Management Team would be charged
<p>Lifestyle and leisure groups</p> <p>Examples: dance clubs, games clubs, diet and fitness where users pay a charge for the session to cover costs to run activity</p> <p>If group is found to be making a profit</p>	<p>No charge</p> <p>Standard charge</p>	<p>Currently most of these groups are not charged.</p> <p>Standard charges are competitive with non-council</p>	<p>Example of Charge: Weekly 2 hour session over 50 weeks in a small room. 50 x 2 x 10.00@50% = £500 p.a. Based on a session with 10 people this equates to £50 per person over the year or £1 per session.</p>

<p>Where activity is free</p> <p>Note: 0-19 activities and older peoples' groups (60+) are covered by separate categories.</p>	<p>No charge Monday to Friday £10 per room per hour at weekends/council holidays</p>	<p>providers.</p> <p>Activities for younger people and older people are not affected by these charges – reflecting corporate priorities.</p>	
<p>Older Peoples' groups (60+)</p> <p>Examples: luncheon clubs, games sessions</p>	<p>No charge Monday to Friday.</p> <p>£10 per room per hour at weekends/council holidays.</p>	<p>Currently most of these groups are not charged.</p> <p>Currently at Mandela Centre no such groups meet at weekends. As the Mandela Centre is being developed as a "youth hub" for Chapeltown.</p>	<ul style="list-style-type: none"> • These arrangements would also apply to intergenerational activities which bring young (0-18) and old people (60+) together. • Games activities involving prize giving – e.g. Bingo – will need appropriate licences.
<p>Older Peoples' groups (60) where users pay a charge for the session to cover costs to run the activity</p> <p>If group is found to be making a profit</p>	<p>No charge</p> <p>£2.50 per room per hour Monday to Friday for small and medium rooms.</p> <p>£10 per room per hour for large rooms and weekend/council holiday usage of rooms</p>	<p>As above. It is unclear how many groups charge a fee for the activity</p>	
<p>Performances & rehearsals</p> <p>Covers: Amateur productions by community and voluntary organisations.</p>	<p>Performances charged at the hourly room rate.</p> <p>Rehearsals charged at 50% of the hourly room rate.</p>	<p>.</p>	<p>Same as current policy.</p>
<p>Private functions</p> <p>Covers: Weddings, Funerals,</p>	<p>Fixed rate for weddings of £650 per booking to cover all costs.</p> <p>Standard charges for room hire</p>	<p>Parties, fashion shows, weddings etc will generally pay more as costs will seek to cover the full costs of services</p>	<p>For parties etc...additional charges will be incurred as appropriate based on costs of any extra services needed for the function – security, caretaking and cleaning.</p>

Parties	for other functions.	provided.	
<p>Young people – Under 19. where users pay a charge for the session to cover costs to run activity.</p> <p>Examples: playgroups, out of school clubs, sports, scouts and brownies</p> <p>If group is found to be making a profit</p>	<p>No charge</p> <p>£2.50 per room per hour Monday to Friday for small and medium rooms.</p> <p>£10 per room per hour for large rooms and weekend/council holiday usage of rooms.</p>	<p>Currently unclear how many groups who are not charged for room hire charge are charging children for activities e.g. sports, martial arts.</p> <p>Charges per hour kept low to reflect that some providers, e.g. playgroups meeting several days per week, are trying to keep costs low for families.</p> <p>If groups don't feel they could pass on these modest room hire charges they could approach the area committee for support.</p>	<ul style="list-style-type: none"> • Wide variations in pricing at present. <p>Example of charge: Mon- Fri sessions for 2 hours over 30 weeks. 30 x 2 x 5 x 2.50 = £750 p.a.</p> <p>Based on a session with ten people, the cost per session is 50p per person.</p>
<p>Young people – Under 19. Non-charged activities (e.g. pre-school activities, youth service programmes, voluntary/community organisations running programmes which do not incur any session charges to users).</p>	<p>No charge Monday to Friday, weekends/council holidays.</p>	<p>There is much use of this type and mainly Mon – Fri at present so will not incur any charges.</p> <p>Currently there is weekend use at Mandela by groups which is likely to increase in demand from the local community. The Area Committee to consider subsidising additional caretaking costs from the operational budget of the centre or through use of Well-Being funds</p>	<ul style="list-style-type: none"> • Youth service and many voluntary organisations do not have specific budgets to pay for room hire. • Organisation would need to demonstrate it has child protection policies and meet local youth provision needs. • If youth service is using community centres as an operational office base, a service charge will be apportioned based on square metreage of space used. A formal agreement would also be drawn up for the use of the space as an office base.

Originator: John Woolmer

Tel: 214 5872

Report of the North East Area Manager

North East (Inner) Area Committee

Date: 1st September 2008

Subject: Well-Being (Revenue) Fund – Project Proposals

Electoral Wards Affected:

Chapel Allerton
Moortown
Roundhay

Ward members consulted
(referred to in this report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council
Function

Delegated Executive
Function available
for Call In

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

Executive Summary

This report contains details of proposed projects to deliver local actions relating to agreed themes and outcomes of the Area Delivery Plan. The projects have been discussed with Members of the Well-Being Fund Working Group since the last Area Committee meeting and their recommendations are included.

Purpose of this report

1. The purpose of this report is to update the Area Committee on project applications/proposals that have been discussed with the Member Working Group since the last Area Committee meeting and to seek approval of their recommendations.
2. An additional proposal originally included in the papers for the Special Meeting of 1st August is also being re-presented for approval - as the Special Meeting became inquorate and therefore unable to consider this request.
3. The report also updates the Committee on small grants approved since the last meeting, attached as appendix 1.

Background

4. At the Special Meeting in August, the Area Committee agreed to split the Well-Being Fund between the strategic themes identified in the Area Delivery Plan, as well as retaining an element of funding for ward based projects and continuation of the Small Grants scheme.
5. Three applications have since been received from organisations wishing to deliver activities which will help contribute towards achieving outcomes identified within the Area Delivery Plan.
6. Due to time constraints, Members of the Wellbeing Working Group considered the proposals by email correspondence rather than a scheduled/convened meeting. Unanimous agreement was reached through this method on each proposal.
7. A further proposal

Project/Activity Proposals

Meanwood Elders Neighbourhood Action (MENA) - Tai Chi Classes (requesting £1,500)

8. MENA is part of the city-wide neighbourhood network and provides a wide and growing range of services to local older people. Current activities include healthy living sessions, swimming group, tea dances, home befriending and benefits advice. This application is to fund the continuation and expansion of Tai Chi classes. The original classes were very successful and local consultation has indicated a demand for more. The funding will be for the cost of a tutor at a rate of £50 per week for 60 weeks.
9. ***Recommendation: this application meets action F10 in the Area Delivery Plan to support Neighbourhood Network Schemes. MENA have applied for match funding from the Primary Care Trust. The Well-Being Fund Working Group recommend a 50% match fund of £1,500. Recommend. £1,500 from the Health and Well-Being theme.***

REEMAP: Making the Difference Programme (requesting £18,600)

10. REEMAP received funding in 2007/08 to deliver their programme targeting BME young people and their parents in order to raise educational attainment at GCSE level. This funded an expanded programme for the last academic year which has worked with 57 young people and 30 parents. This application is to fund an extended programme for the new academic year to enhance the educational achievement of disadvantaged pupils in Key stages 2, 3, and 4. They aim to deliver this up to 190 young people in the inner NE.
11. The total cost of the project is £65,411. REEMAP have been successful in obtaining funding totalling £46,811 from Education Leeds, and the Equality and Human Rights Commission.
12. **Recommendation:** REEMAP are identified as a key voluntary organisation who can deliver on a number of local improvement priorities in the ADP to improve learning outcomes for all 16 year olds with a focus on narrowing the achievement gap and increase the proportion of vulnerable groups engaged in education, training or employment. They work with Carr Manor, Allerton Grange and in community settings across the area. Recommend £18,600 from the Learning pot.

Karate for Inner City Kids (requesting £3,440)

13. This is a gang resistance education and training programme being delivered by PC Dave Brook. Funding was allocated in 07/08 to deliver a similar programme from his karate academy. It aims to provide a structured combination of Karate, citizenship and life skills to young people aged 11-16 to divert young people from crime and boost their self-esteem. This application is to continue the project for a further 12 weeks from Stainbeck Church. Up to 30 young people will be offered a place on the course - 2 hours, one evening per week. Each young person has the opportunity to achieve 4 accreditations resulting in a course diploma, Duke of Edinburgh certificate, Karate diploma and Red Cross award. The total project cost is £3440.
14. **Recommendation - The project will contribute towards the local improvement priority in the ADP to commission diversionary activities to work with young people involved with anti-social behaviour Recommend - £3,000 contribution from Thriving Communities pot.**

Gang - Hoodies or Goodies – requesting £2,000

15. This is an initiative developed by Crime Beat “Quest” which is a national initiative promoting positive community engagement to reduce crime and the fear of crime. Quest is the West Yorkshire regional initiative.
16. Gangs - Hoodies or Goodies has been developed by Hillcrest school with PC Dave Brook and PC Andy Hall. All 400 pupils will take part through a series of competitions; the aim is to engage young people about the consequences of gang culture, guns and knives.
17. **Recommendation** The project will contribute towards the local improvement priority in the ADP to commission diversionary activities to work with young people involved with anti-social behaviour Recommend £2,000 from the Thriving Communities pot.

Recommendations

- 18 The Area Committee is requested to note the contents of this report and approve the following amounts of Wellbeing Revenue funds to be released to the projects listed;
- a) Meanwood Elders Neighbourhood Action: Tai Chi Classes (£1,500)
 - b) REEMAP: Making the Difference Programme (£18,600)
 - c) Karate for Inner City Kids (£3,440)
 - d) Gang - Hoodies or Goodies (£2,000)

Background papers

There are no background papers to this report

Report of the North East Area Manager

North East (Inner) Area Committee

Date: 1st September 2008

Subject: Community Engagement Strategy – Update on Summer Activity

<p>Electoral Wards Affected: Chapel Allerton Moortown Roundhay</p> <p><input checked="" type="checkbox"/> Ward members consulted (referred to in this 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>
--	--

Council Function	<input type="checkbox"/>	Delegated Executive Function available for Call In	<input checked="" type="checkbox"/>	Delegated Executive Function not available for Call In Details set out in the report	<input type="checkbox"/>
------------------	--------------------------	--	-------------------------------------	--	--------------------------

Executive Summary

This report provides an update on progress implementing the Area Committee’s community engagement strategy, in particular the efforts to ensure the annual cycle of community engagement helps inform the development of the Area Delivery Plan and Wellbeing spending programme.

The report summarises the ward based community events held during the summer which focused on feed back to residents how their priorities and ideas shaped plans and actions.

Purpose of this report

- 1 This report provides an update on progress implementing the Area Committee's community engagement strategy, in particular the efforts to ensure the annual cycle of community engagement helps inform the development of the Area Delivery Plan and Wellbeing spending programme.
- 2 The report summarises the ward based community events held during the summer which focused on feed back to residents on how their priorities and ideas shaped the plans and actions of the Area Committee.

Background information

- 3 The Area Committee has an agreed community strategy in place which seeks to engage with residents through an annual cycle of events that complements the service and budget planning processes.
- 4 In the engagement process leading up to the first Area Delivery Plan for 2008-2011, the following cycle was followed:
 - Planning Ahead/Have Your Say – a focus on gathering residents views on what issues are of most importance to them
 - Make Your Ideas Count – presenting the ideas gathered back to residents, by theme, asking for prioritisation through a monopoly money exercise
 - Feedback – open events, but targeting those residents who participated in earlier events/exercises, to feedback on actions that have been taken and what is planned.
- 5 The first two elements of the process have already taken place and reports provided to the Area Committee on the information gathered.
- 6 At its Special Meeting in August, the Area Committee agreed to allocate an element of its Wellbeing Budget based on the combined results of the "Make Your Ideas Count" community engagement events. With the earmarking of budget against the relevant strategic theme of the Area Delivery Plan, in direct proportion to the combined results of the monopoly money exercises.

Summer Feedback Events

- 7 Three community engagement events were organised in the Inner North East wards in summer 2008.
- 8 The summer community engagement events provided a clear link to previous events and gave residents who had attended either 'Make Your Ideas Count' and/or 'Have Your Say' the opportunity to see clear progress, while enabling new residents to find out more about the Area Committee and Area Management.

- 9 The summer events were about informing residents how their ideas had been used to influence service delivery in their area. The Community Engagement Strategy is about finding out what residents want and about keeping them informed of how their ideas are being used - to ensure residents feel they have influence on how decisions are made which affect change in their community. The events were also an opportunity to launch the 'Take Action' cards, which give residents an easy, alternative way to inform the Council of local problems.

Roundhay – Oakwood Farmer Market

- 11 The event took place at Oakwood Farmers Market on Saturday 19th July. This location was chosen by Roundhay ward members because it was popular with residents. In addition, as the North East (Inner) Area Committee had contributed funding towards the market, it seemed appropriate to have a presence there. In addition to a representative of the Area Management Team there were also representatives of Youth Service and the Police. The market was extremely busy and many shoppers, when asked, were happy to listen to information about the Area Committee's role in Roundhay. There were also many residents at the market that had attended previous community engagement events and it was very useful to update them on the achievements of the Area Committee. Some residents had never heard of the Area Committee and were interested to find out what its responsibilities are and how they might attend future community engagement events.
- 12 It is worth noting that there were many residents who expressed no interest in attending any community engagement events and who had no wish to discuss service delivery in Roundhay. The main reason offered for this was that they were happy with services in their neighbourhood.

Chapel Allerton

- 13 The "picnic in the park" event took place in Buslingthorpe Park, just off Chapeltown Road. Activities were organised that would appeal to children and encourage families to come along. This included face painting, a circus workshop, a game of rounders and a sack race with prizes. The event was attended by approximately 100 people. This event also had displays illustrating Area Committee achievements. All partners had a good level of interest from the community and the event was well received by local residents and helped raise the profile of the Area Committee and its work.

Moortown

- 14 The event took place at Moortown Community Fair. There were representatives of Area Management, Youth Service, Recycling and Waste Education Team and the Police. Many residents were interested in finding out more about Area Management and some Take Action cards were completed. The recycling information was particularly popular. The event was well attended by both children and adults and again helped raise the profile of the work of local Councillors and the Area Committee. The Moortown Community Fair was an inter-faith event, encouraging

community cohesion and as such it was appropriate for the Area Committee to demonstrate its support.

15 **Publicity**

For all three summer events eye catching posters were displayed in shops and community centres and letters were sent out to residents on the mailing list to inform them of the event. In Chapel Allerton leaflets were also distributed amongst school children.

Overall Assessment

16 One of the main advantages of the three events was the opportunity to increase the visibility of Elected Members and the Area Committee's profile. Previous community engagement events have generally attracted residents who have something specific in their community that they want to see tackled. In contrast, the summer events were an opportunity to feedback on the work undertaken by the Area Committee and the improvements made in the community in a positive atmosphere.

17 As a way of engaging with the community these events were extremely successful. One of the more positive aspects of the events was the way in which they attracted a cross section of all members of the community. Previously it has often been difficult to engage with different ethnic groups and younger adults in the community. At the summer events many young parents were present with their children, as well as many residents of various ethnic backgrounds.

18 These events were relatively cheap to organise. Altogether the cost of the events (excluding staff time) totalled £717.52.

Conclusions

19 The community engagement events held since Autumn last year have demonstrated a sustainable framework for regular consultation with residents in each ward. When including the Volunteer Thank You event the strategy shows four seasonal events:

Autumn – Have Your Say (Planning Ahead)

Winter – Volunteer Thank You Event

Spring – Make Your Ideas Count

Summer – Celebratory/Feedback Events

20 If Members would like the Volunteer Thank You Event to continue as part of the community engagement framework, funding will have to be allocated in the Well-Being fund in September. Last year £700 was allocated to the event and a similar amount would be needed this year.

21 The community engagement strategy of having quarterly events appears to be successful in increasing participation and allowing residents to have greater influence in service planning and delivery. The addition of the 'take action' cards give residents more opportunity to contact and be aware of Area Management. It is

recommended that this strategy continues. It is suggested however that the focus of the planning ahead event is shifted away from identifying broad priorities to actual local actions.

Recommendations

- 22 The Area Committee is asked to note the content of this report. In particular the achievement of completing the first annual cycle of resident engagement culminating, for the first time, in an area budget that has been allocated according to direct resident participation in the prioritisation of resources.
- 23 The Area Committee is asked to approve the allocation of £700 from Wellbeing to support the Volunteer Thank You Event for 2008.

Background papers

There are no background papers to this report

This page is intentionally left blank

Report of the East North East Area Manager

North East (Inner) Area Committee

Date: 1st September 2008

Subject: Actions and Achievements Report

Electoral Wards Affected:

Chapel Allerton
Moortown
Roundhay

Ward members consulted
(referred to in this report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council
Function

Delegated Executive
Function available
for Call In

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

Executive Summary

This report provides Members with an update on actions and achievements of the Area Management Team since the last Area Committee meeting in June 2008.

Purpose of this report

1. This report provides Members with an update on actions and achievements since the last Area Committee meeting. Appendix 1 gives a summary of issues raised at Area Committee meetings.

Highlights

Oakwood Town & District Centre (TD&C) Scheme

2. Oakwood T&DC scheme was split into two Phases in order to progress work on the resurfacing and remodelling of the Clock Car Park while the lengthier process of designing and approving the additional parking facility was undertaken. The work on Phase 1 of the Oakwood scheme was completed in February 2008. This did not include the lighting to the Clock Car Park, which was agreed would be undertaken as part of the Phase 2 contract.
3. Phase 2 of the scheme largely consists of the additional parking, street furniture and lighting. Phase 2 is currently having its final designs completed and approved by Planning and Highways. Once this has been done, work is scheduled to commence in late 2008, for work to be completed by the end of March 2009.
4. However, recently Phase 2 of the Oakwood scheme has encountered difficulties and the current financial projection for the scheme is showing an overspend.
5. The cause of the predicted overspend is that we have finally received the costings for movement of the statutory services from BT and YEDL of £69,000. As raised in recent reports to Programme Board, these costs are much higher than initially budgeted for, due to the shallow depth at which these services are currently buried. Added to the current cost estimates for Phase 2, it is now predicted that the overall amount for the scheme will exceed the agreed budget.
6. In order for the scheme to progress we will need to identify savings within the final design or additional sources of funding (probably a mixture of both). This may require some hard decisions to be taken on the final design specification. It may also require discussion with Members, in order to identify availability and willingness to part fund the scheme through sources such as Well-being; Section 106; Ward Based Initiative.
7. There has however been a saving identified from the Oakwood scheme through renegotiation of the fee element between Highways Department and the SDA. This money, coupled with modifications to the design, identified by SDA, would offset the additional costs.
8. Following discussion with LCC Highways, SDA have already been able to remove additional allowance for traffic management and have changed the range of street furniture. This combined with the corresponding reduction in percentage add ons has reduced the construction cost estimate of the Oakwood scheme. These savings together should bring us back within acceptable contingency margins, built into the scheme.
9. It is hoped to complete the whole scheme by the end of 2008/09 financial year.

Townscape Heritage Initiative (THI)

10. A report outlining the successful Chapeltown and Armley THI bids was submitted to Executive Board on 16th July 2008. The Board members agreed to support both schemes. An approval was given to inject £1.9 million into the capital programme which will be fully funded by Heritage Lottery Fund.
11. Following on from approval from Executive Board the contract documents have been thoroughly examined by Legal and Public Services and have now been signed by the Assistant Chief Executive (Corporate Services). The permission to start confirmation from EH will be dependent upon the submission of the Conservation Area Management Plans for Armley and Chapeltown, expected in September and October respectively.
12. Further heritage training has been confirmed for house holders at Harewood House on 14th August 2008. Critical and eligible properties within the conservation areas have been targeted through a mail shot to publicise the course and inform them of the THI award.
13. Proposals to set up local heritage action groups in each area are well advanced and will be in place to endorse the Conservation Area Management Plans prior to submission to the Heritage Lottery Fund.
14. The official opening date for the THI website has been retimed to coincide with the forthcoming launch of the scheme in each area which, combined with a programme of events to ensure maximum publicity for the THI. Provisionally the Armley and Chapeltown schemes will start in October and November 2008 respectively to address emerging demand, with a formal launch within the New Year once the THI Officers are in place.

Community Centres

15. The Mandela Centre and Palace Youth Centre were transferred to Environment and Neighbourhoods Department on 1st February 2008. The responsibilities for the management of the centres have been delegated to the Area Committee and this will be formally covered by the Area Function Schedule which is due to go to the next meeting of Executive Board.
16. In relation to the draft lettings and pricing policy, widespread consultation took place for a period of three months from 25 February. The findings of the consultation and revised policy are presented in a separate report to the Area Committee.
17. Work is continuing at the Mandela Centre to develop an expanded programme of educational, vocational, career and social activities to meet the needs of young people in the area. A steering group of representatives of users of the centre meet regularly as does the young people's steering group. The Behavioural Educational Support Team will be delivering a pilot project from the centre commencing in September for one year. This is targeted at young people not in education, employment and training (NEET). Attendance at the centre by young Asian people continues to grow. This in turn builds the promotion of community cohesion into our service delivery by developing cross- cultural contact at all levels.

18. Following a review of the Palace Youth Project considerable work has been undertaken to promote its use by the local community. Negotiations are underway to establish a permanent letting with Shantona. This organisation provides integrated multi-agency services to Bangladeshi families and currently work from the caretaker's house adjoining the Bangladeshi Centre. They have received substantial funding to expand their programme of activities beyond their original catchment area and are looking to expand to this area of Chapeltown

Open Door

19. Proposals to redevelop The Open Door as a community centre with a customer service point for ENEH tenants continue to be developed. The Director of Environment and Neighbourhoods has approved the extension of peppercorn rent for a further year.

Community Engagement Events

20. Events have taken place in all three wards during July. An evaluation of these events and proposals for future events are presented in a separate report to the Area Committee

Priority Neighbourhoods update

21. The Area Committee will be aware that three neighbourhoods in the north east have been identified as priority areas for multi-agency action to narrow the gap between these areas and the rest of the city. This is based on deprivation indicators. All three neighbourhoods are in the inner area – Chapeltown (IMPACT partnership), Beckhill (Beckhill Implementation Group) and Moor Allerton (MAP). Area Management staff are responsible for driving forward action in these areas through partnership arrangements. The following are progress updates from the partnership groups.

Beckhill Implementation Group

22. Since agreeing that resident representation would be welcomed on the BIG partnership, members of the Tenants & Residents Association have been attending and contributing to the meetings. As a result, it was agreed at the last meeting to relaunch the estate newsletter with support from all partner agencies who will contribute articles. This will be published and circulated on the estate in August.
23. In an attempt to regain confidence in public services by the local community, BIG have embarked on a series of "quick-wins" over the summer. These include the re-opening of the multi-use games area on the site of the former Miles Hill School for the benefit of local young people during the summer holidays. The neighbourhood wardens will engage young people to maintain the area. In addition, BIG have been successful in a bid for a £4,000 healthy living grant from the PCT. Funding will be used to deliver a series of healthy living sessions by a range of partners. Other actions include the production of a newsletter, attendance of partners at the Moortown Community Fayre to promote the work of the partnership, work to strengthen the Beckhill Tenants and Residents Group and investigating options with Metro to reinstate a regular bus service in to the estate.

24. The findings of the feasibility study into a proposed joint service centre for Beckhill are presented in a separate report to the Area Committee.
25. At its next meeting the partnership will consider a review of the current action plan with a view to updating the priorities and actions along the lines of the Leeds Strategic Plan.

IMPACT

26. The IMPACT partnership has begun considering a succession plan for the ending of Safer, Stronger Communities Fund in March 2010. A one-off meeting was held on 23rd June to explore the key issues and a summary paper was produced for the 11th July IMPACT meeting.
27. A tender document was produced to invite organisations to bid for Safer, Stronger, Communities Fund to deliver activities for young people. In total, 13 bids were received with a combined request of £137,119. An appraisal panel drawn from the IMPACT partnership including ward members met on Friday 8th August to consider the bids. A number of organisations were given conditional awards. The panel is meeting again in September to review revised proposals.
28. IMPACT has agreed the use of underspend from 2007/08 in consultation with ward members as follows:

10 Festive Light Motifs	2,500
13 replacement trees and decorative guards for Sholebroke Area	6,500
Replacement 30 Wooden Bollards on Spencer Place	1,500
Buslingthorpe Walk Phase 2	3,700
Total	14,200

29. A series of clean ups have been organised for Autumn through Chapel Allerton Tasking. The first two are being lead by East North East Homes (ENEH) and the IMPACT residents network and will be larger events with more partners involved.

Granges/Hamilton Av and Nassau Place	14 th & 15 th Aug
Reginalds/Sholebrokes and Button Hills	4 th & 5 th Sept
Scott Hall Avenue & Scott Hall Drive	10th Sept.
Spencer Place & Shepherds Lane	9th Oct
Louis Street/Francis Street/Hamilton Gardens	13th Nov

30. Targeted outreach work is being planned for late September focussing on Scotthall Avenue and Scotthall Drive. This IMPACT outreach group works along similar lines to the crime and grime tasking but it aims to link residents into jobs/enterprise support and training opportunities.
31. The IMPACT intensive Family Support project has finished – the families engaged are now being supported with mainstream support services. A final project report will be considered by the project steering group in terms of sharing good practise.
32. IMPACT has contributed some funding towards publicity for the Birthday Celebration for Nelson Mandela organised by the Chapeltown 10-2 club. This event took place on 19th July and was attended by 250 residents.

33. Joint Service Centre Consultation – two public consultation events were organised over the summer in advance of the planning permission being submitted for the Chapeltown Joint Service Centre. A stakeholder workshop was also held – so that partners could find out more about the Centre and its design.

Moor Allerton Partnership (MAP)

34. The next MAP meeting was scheduled for 21st August, which was after the dispatch deadline for this report. A full update will therefore be provided at October Area Committee.

Recommendations

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

Background Papers

There are no background papers to this report.

Report of the North East Area Manager

North East (Inner) Area Committee

Date: 1st September 2008

Subject: Area Committee Working Groups and Area Partnerships - Membership

Electoral Wards Affected:

Chapel Allerton
Moortown
Roundhay

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 approval for the membership of the Area Committees' Working Groups for the 2008/09 municipal year and agreement on representatives on the various thematic Area Partnerships (subject to corporate approval through the Member Management Committee).

Purpose of this report

- 1 This report seeks approval for the membership of the Area Committees' Working Groups for the 2008/09 municipal year and agreement on representatives on the various thematic Area Partnerships (subject to corporate approval through the Member Management Committee).

Background

- 2 The Area Committee currently operates two Member Working Groups, as sub-groups of the Area Committee. They are:
- the Wellbeing Fund Members Working Group
 - the Youth Issues Working Group
- 3 Both Groups are made up from an Elected Member from each ward and in a way which ensure all three political parties are represented on each Working Group.
- 4 The Leeds Initiative has agreed to support the nomination of an Elected Member from each Area Committee to the relevant area based thematic partnership. This is to strengthen the links between partnership working and Area Committees.
- 5 The Area Committee has agreed for a representative, Councillor Rafique, to sit on the North East Divisional Community Safety Partnership. This decision is subject to approval of the Council's Member Management Committee who must agree on all Member appointments to Committees/Partnership Bodies.

Proposed Memberships

Wellbeing Fund Members Group

- 6 It is proposed that the Membership of this Working Group continues as:

Councillors Dowson, Kendall and Lancaster

Youth Issues Group

- 7 It is proposed that the Membership of this Working Group continues as:

Councillors Lancaster, Lobley, and a Member from the Chapel Allerton ward to be nominated and agreed at the Area Committee

- 8 It is further proposed that the Youth Issues Group takes responsibility to engage with Children's Services/Trust on behalf of the Area Committee to maximise opportunities for joint commissioning of activities and delivery of ADP outcomes relating to young people. Any proposals that emerge would be fed through the Wellbeing Fund Members Group for recommendation to Area Committee as appropriate.

Area Based Thematic Partnerships

- 9 There are three area partnerships currently in operation, linked to the Leeds Initiative. These are:

- North East Divisional Community Safety Partnership (DCSP)
 - North East Children's Partnership
 - East North East Housing Partnership
 - East North East Jobs Enterprise and Training Partnership (JET)
- 10 The Area Committee has already nominated Councillor Rafique to the DCSP, so agreement is sought on representatives for the other three partnerships.
- 11 Further area partnerships are likely to be developed shortly; these will probably include a Health/Wellbeing Partnership for example.
- 12 It is proposed to agree representatives now for these anticipated partnerships and full briefs and inductions will be arranged once the partnerships are established for the relevant Members.

Recommendations

- 13 The Area Committee is requested to:
- (a) Approve membership of the Wellbeing Members Working Group as set out in section 5
 - (b) Approve membership of the Youth Issues Working Group as set out in section 6 and agree a member from the Chapel Allerton Ward.
 - (c) Agree the strengthening of the Youth Issues Working Group role to maximise influence and joint commissioning opportunities through Children's Services/Trust.
 - (d) Note the continuation of Councillor Rafique as a representative on the Divisional Community Safety Partnership for the remainder of the municipal year (subject to corporate approval through the Member Management Committee).
 - (e) Agree representatives for the North East Children's Partnership, Housing Partnership, Jobs Enterprise and Training Partnership and any future Health/Wellbeing area partnership (subject to corporate approval through the Member Management Committee).

Background papers

There are no background papers to this report.

This page is intentionally left blank



Originator: Liz Jarmin

Tel: 0113 247 8129

Report of The Director of Environment and Neighbourhoods

Meeting: North East (Inner) Leeds Area Committee

Date: Monday 1st September 2008

Subject: Area Committee Roles for 2008/09

<p>Electoral Wards Affected: ALL ELECTORAL WARDS</p> <input type="checkbox"/> Ward Members consulted (referred to in report)	<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 presents the Area Committee with details of their area function schedules and roles in relation to these service areas for 2008/09. The attached report and appendices were agreed by the Executive Board on 16th July 2008 and include further development of Area Committee responsibilities from this year onwards.

Purpose Of This Report

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

Main Points

- 2 The attached report Area Committee Roles 2008/09 (Area Functions) was agreed by the Executive Board on 16th July 2008.
- 3 The Executive Board received a paper in November 2007, the Area Management Review which proposed to further develop the responsibilities of the Area Committees during 2008/09. The attached report gives details of the proposed new responsibilities for the Area Committees in 2008/09 including changes to the Area Functions Schedule.
- 4 The Area Committee is requested to note that the attached appendices include a change to those that were presented to the Executive Board. In one of the appendices that was presented to the Executive Board, Community Engagement was shown as a delegated function. The Council's Constitution makes it clear that Community Engagement is a Council not an Executive Function and cannot therefore be delegated by the Executive. Community Engagement is therefore identified within the report as a function where Area Committees have an enhanced role however the appendices were inaccurate. A separate letter has been sent out to Executive Board members explaining the error in the appendices. There was no error in the main report so the Executive Board decision is not affected.

Recommendations

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

Background Papers

There are no background papers to this report



Report of the Director of Environment and Neighbourhoods

Executive Board

Date: 16 July 2008

Subject: Area Committee Roles for 2008/09

Electoral Wards Affected:

All

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Eligible for Call In

Not Eligible for Call In

(Details contained in the report)

EXECUTIVE SUMMARY

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

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

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

1.0 Purpose of this report

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

2.0 Background information

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

3.0 Proposed Area Functions for 2008/09

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

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

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

4.0 Other Area Committee Roles for 2008/09

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

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

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

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

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

5.0 Implications for council policy and governance

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

6.0 Legal and resource implications

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

7.0 Recommendations

7.1 The Executive Board is asked to:

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

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

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

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

This page is intentionally left blank

Area Committee Roles for 2008/09

Area Functions

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

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



Area Functions Information – 2008/09

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

Area Functions Information – 2008 / 09

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

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

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

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

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

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

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

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

Council Constitution
Local Government Act 2000
Area Delivery Plans

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

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

DESCRIPTION OF WHAT THE BUDGET REPRESENTS:

Revenue and Capital allocations to the Area Committees.

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

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

REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:

Based on formula used previously and agreed by Executive Board.

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

Reflects population and deprivation characteristics of different areas.

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

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

Page 64

Notes:

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

Area Functions Information – 2008 / 09

FUNCTION:	Community Centres
DESCRIPTION	
HEADLINE INFORMATION:	
<p>Responsibility for a portfolio of community centres vested with Regeneration Service. This covers overseeing revenue budgets, operational arrangements and the use of the centres, agreeing and implementing a schedule of charges and discounts for directly managed centres and making asset management and investment proposals to ensure the portfolio is sustainable and meets local needs.</p>	
OVERVIEW OF RESOURCES:	
<p>65 community centres city wide Managed by Regeneration Service Caretaking, cleaning, lettings, surveying and maintenance provided by Corporate Property Management Service</p>	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:	
<p>List of centres and management arrangements with data sheets and budget information, Lettings and Pricing policy.</p>	
EXECUTIVE MEMBER:	
<p>Cllr Les Carter – Environment and Neighbourhoods</p>	
RESPONSIBLE OFFICERS:	
<p>DIRECTOR: Neil Evans CHIEF OFFICER: Stephen Boyle LEAD OFFICER FOR FUNCTION SCHEDULE: Martyn Stenton</p>	

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

Harmonious Communities

IMPROVEMENT PRIORITIES:

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

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

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

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

Annual survey – resident perception of neighbourhood and local facilities

Data sheets for each centre updated at least annually

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

This covers overseeing revenue budgets, operational arrangements and the use of the centres, agreeing and implementing a schedule of charges and discounts for directly managed centres and making asset management and investment proposals to ensure the portfolio is sustainable and meets local needs.

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

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

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

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

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

Mid year and year end update on portfolio and budgets.

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

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

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

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

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

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

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

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

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

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

DESCRIPTION OF WHAT THE BUDGET REPRESENTS:

Revenue costs associated with the operation of the community centres.

DETAIL OF ANY NON CONTROLLABLE ELEMENTS:

Provision of insurance cover and liability

Non-controllable capital asset charges.

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

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

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

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

REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:

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

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

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

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

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

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

AREA COMMITTEE BREAKDOWN – Community Centres

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

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

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

Area Functions Information – 2008 / 09

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

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

SO: Environment

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

NI: 195

SO: Thriving Places

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

NI: 24

SO: Harmonious Communities

IP: increased sense of belonging and pride

NI: 1

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

Area Management Area
Quarterly

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

This covers overseeing revenue budgets, operational arrangements.

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

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

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

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

Regular updates to area Committees from Area Management Teams on deployment / service priorities.
Half yearly update on outputs and service status.

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

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

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

SLAs with RSLs
Information sharing protocol with West Yorkshire Police

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

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

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

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

DESCRIPTION OF WHAT THE BUDGET REPRESENTS:

Staffing and equipment costs for neighbourhood wardens.

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

Pro rata per location of Neighbourhood Wardens.

REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:

Suits this type of function

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

AREA COMMITTEE BREAKDOWN – Neighbourhood Wardens

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

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

Area Functions Information – 2008 / 09

FUNCTION:	CCTV
------------------	-------------

HEADLINE INFORMATION:

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

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

OVERVIEW OF RESOURCES:

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

TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:

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

EXECUTIVE MEMBER:

Councillor Les Carter

RESPONSIBLE OFFICERS:

DIRECTOR: Neil Evans

CHIEF OFFICER: Richard Jackson

LEAD OFFICER FOR FUNCTION SCHEDULE: Wayne Clamp

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

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

Thriving Places

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

Harmonious Communities

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

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

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

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

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

DESCRIPTION OF WHAT THE BUDGET REPRESENTS:

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

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

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

REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:

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

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

AREA COMMITTEE BREAKDOWN – CCTV

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

Page 79

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

Area Functions Information – 2008 / 09

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

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

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

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

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

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

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

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

LINKS TO OTHER SERVICES:

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

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

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

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

	£000s	%
Safer and Stronger Communities Fund	1,239	100

DESCRIPTION OF WHAT THE BUDGET REPRESENTS:

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

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

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

REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:

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

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

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

AREA COMMITTEE BREAKDOWN – Neighbourhood Management Co-ordination

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

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

This page is intentionally left blank

Area Committee Roles for 2008/09

Other Roles

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

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



Other Area Committee Roles – 2008/09

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

Area Committee Roles – 2008 / 09

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

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

Harmonious Communities

IMPROVEMENT PRIORITIES:

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

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

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

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

Annual report to Area Committees.

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

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

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

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

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

Area Committees to agree plan and consider annual report.

Ward Members directly involved in ward/neighbourhood based activities.

HOW / WHEN WOULD THE FUNCTION REPORT TO AREA COMMITTEES:

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

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

Other specific reports/updates as required during the year.

MANAGEMENT AND CO-ORDINATION

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

Locally Managed Service
With Some Central
Support/Technical
Expertise/Co-Ordination

Area Management teams lead on range of community engagement work in partnership with other services and local partners. Area Management teams and central team provides support to other consultation and engagement activities undertaken by the Council and partners.

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

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

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

BUDGET / RESOURCES INFORMATION

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

Area Committee Roles – 2008 / 09

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

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

GOVERNANCE

DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

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

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

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

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

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

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

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2008/09:

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

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Police
Primary Care Trusts

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

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

Area Committee Roles – 2008 / 09

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

DESCRIPTION

HEADLINE INFORMATION:

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

OVERVIEW OF RESOURCES:

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

TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:

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

EXECUTIVE MEMBER:

Les Carter

RESPONSIBLE OFFICERS:

DIRECTOR: Neil Evans

CHIEF OFFICER: Stephen Boyle / Richard Jackson

LEAD OFFICER FOR FUNCTION SCHEDULE: Manny Mudhar / Rory Barke

OUTCOMES AND PERFORMANCE INFORMATION

LINK TO LEEDS STRATEGIC PLAN OUTCOMES:

Environment

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

Thriving Places

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

Harmonious Communities

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

IMPROVEMENT PRIORITIES:

Environment

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

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

Thriving Places

Reduce Crime and fear of crime.

Reduce offending.

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

Reduce anti-social behaviour.

Reduce bullying and harassment.

Harmonious Communities

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

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

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

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

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

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

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

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

Annual themed Community Safety Area Committee Report

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

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Crime and Disorder Reduction Partnership

GOYH – Home Office

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

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

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

Services, Anti Social Behaviour Unit

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

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

Area Committee Roles – 2008 / 09

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

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

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

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

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

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

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

Area Committee Roles – 2008 / 09

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

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

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

IMPROVEMENT PRIORITIES:

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

CONTRACT / COMMISSIONING

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

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

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

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

Area Committee Roles – 2008 / 09

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

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

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

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

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

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

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

Reporting / consultation primarily via Ward Members as per current arrangements

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

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

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

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

Area Committee Roles – 2008 / 09

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

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

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

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

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

IMPROVEMENT PRIORITIES:

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

Resident perception annual survey.

Participation events / feedback.

Extended Services Cluster plans (approximately ward level)

GOVERNANCE

DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

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

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

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

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

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

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

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

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

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

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

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

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

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2008/09:

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

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

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

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

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

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

Appendix to Local Children and Young People's Plan Function Schedule

Priorities for improving outcomes:

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

Priorities for improving services:

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

Area Committee Roles – 2008 / 09

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

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

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

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

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

IMPROVEMENT PRIORITIES:

Reduce premature mortality in the most deprived areas

Reduction in the number of people who smoke.

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

Reduce teenage conception and improve sexual health.

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

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

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

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

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

SOA level – citywide

Quarterly and annually

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

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

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

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

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

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

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

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

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

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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

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

Health and Well Being Strategy (under development)

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

Area Committee Roles – 2008 / 09

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

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

Please see SDU Service Plan 2008-09

IMPROVEMENT PRIORITIES:

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

Quarterly reporting

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

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

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

Quarterly written report

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

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

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

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

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

Funding Provider	£000s	%
LCC	115.5	100
Net Budget	115.5	100

DESCRIPTION OF WHAT THE BUDGET REPRESENTS:

Revenue funding for salaries, on-costs and supplies.

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

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

REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:

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

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

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

AREA COMMITTEE BREAKDOWN – Conservation Area Reviews

(Please complete as relevant for service/function)

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

Other roles without detailed additional information at present

Grounds Maintenance

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

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

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

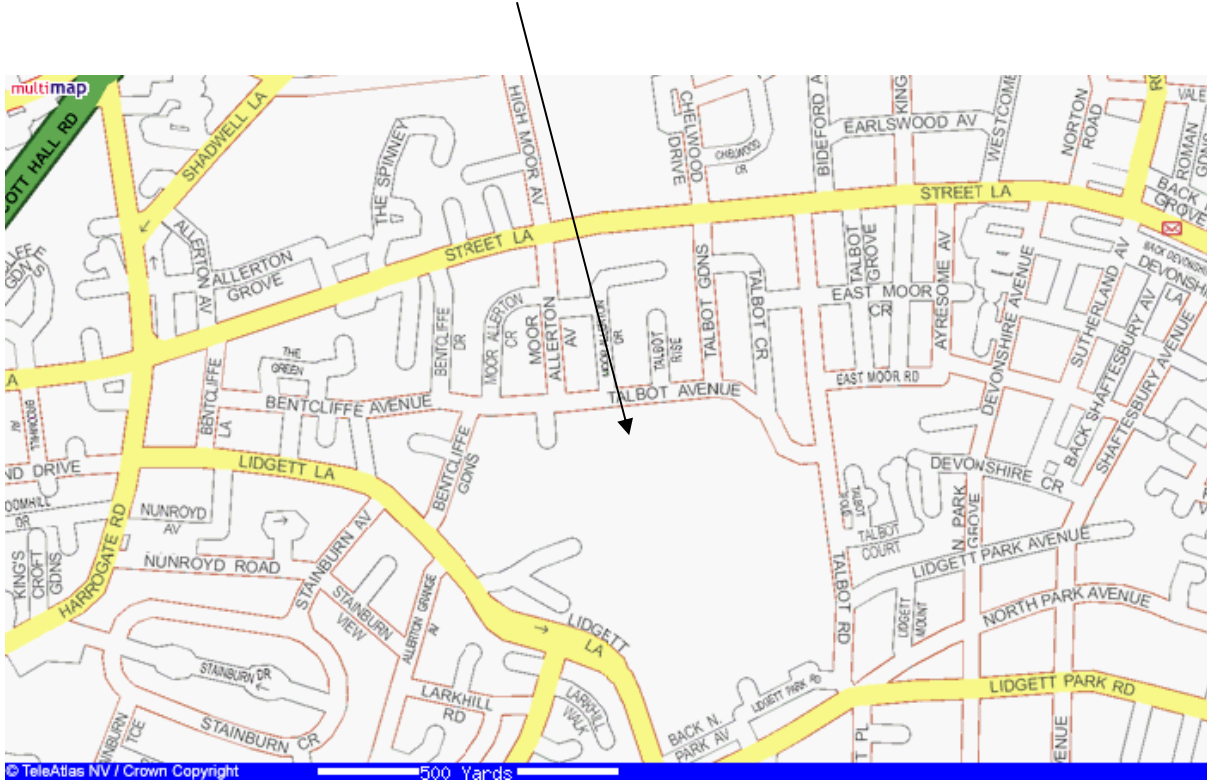
Area Based Regeneration Schemes and Town and District Centre Projects

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

Advertising on Lampposts

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

NE City Learning Centre, Allerton Grange High School, Talbot Avenue



This page is intentionally left blank