

# Public Document Pack



## NORTH EAST (INNER) AREA COMMITTEE

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Special meeting to be held in Committee Room 3, Civic Hall on  
Friday, 1st August, 2008 at 3.00 pm

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### 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

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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><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded)</p> <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><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></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><b>RESOLVED</b> – 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><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>	
4			<p><b>DECLARATION OF INTERESTS</b></p> <p>To declare any personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct</p>	
5			<p><b>APOLOGIES</b></p>	
6			<p><b>WELL-BEING FUND 2008/09 PROPOSALS</b></p> <p>To receive and consider the report of the East North East Area Manager</p> <p><b>Executive Fucntion</b></p>	1 - 12
7			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Monday, 1 September at 4.00 p.m.</p>	



Originator: John Woolmer

Tel: 2145872

**Report of the East North East Area Manager**

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**North East (Inner) Area Committee**

**Date: 1st August 2008**

**Subject: Well-Being Fund – 2008/09 Proposals**

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**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

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**Executive Summary**

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

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

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

## **Purpose of this Report**

1. The purpose of this report is to agree a rationale for the 2008/09 Wellbeing fund allocation based on:
  - a. the continuation of a dedicated Small Grants Fund;
  - b. the continuation of ward-based pots to support/help Members progress appropriate local schemes in their neighbourhoods;
  - c. the earmarking of remaining funds against the ADP priority themes to enable activities to be commissioned by and monitored through the WBF Working Group; with applications welcome from organisations proposing activities that contribute towards agreed ADP outcomes.
2. The report also suggests that the role of the WBF Working Group is further strengthened by:
  - giving it responsibility to performance manage the outcomes identified in the ADP; and
  - referring to the full Area Committee issues of concern or significant success.
3. To seek approval for a number of applications for Wellbeing budget.

## **Funding Available for 2008/09**

4. The Area Committee has been allocated £173,510 Wellbeing revenue for 2008/09. There is an uncommitted carry forward balance of £100,253 from 2007/08, giving a total available to spend of £273,763.
5. In addition, the Committee has a Wellbeing capital allocation for 2008/09 of £90,840 with a further £6,000 c/f from 2007/08 – giving £96,840 available for 2008/09.
6. Also available to Elected Members in 2008/09 is a new Ward Based Initiatives capital allocation of £10,000 per Member. It is understood that this will be managed centrally, separate from Wellbeing, although opportunity exists to mix and match funding within the restraints of capital funding.

## **Wellbeing (Revenue) Allocation**

7. The following sections set out the proposed split of the revenue budget available for 2008/09 and how the approval process would work in each case. An easy to follow flowchart summarising the decision making process for the different elements of the Wellbeing budget is provided in appendix A.

### **Small Grants Scheme**

8. In line with previous years, it is proposed to set aside £9,000 to enable the Small Grants scheme to continue for 2008/09.
9. The scheme will continue to operate as it has successfully done to date – with an application form process managed by the Area Management Team and approval sought from Members through a summary email/response system. Providing no Members register disapproval, the Director of Environment and Neighbourhoods (through the Area Manager) will authorise payment of the grant.

10. Where any Member disapproves of an application or raises concerns that he/she feels have not been adequately met – the Small Grant application will be referred to full Area Committee meeting for a decision.

### **Ward-based Pots**

11. As in previous years, Ward-based pots will continue to operate. The purpose of these pots is to allow Ward Members to bring forward and support local activities/actions that they feel are important and worthy of support. There is particular opportunity to match contributions with Ward Based Initiative, capital, money.
12. The allocation for 2008/09 will be £10,000 per ward plus any unspent balances left over from 2007/08. This works out as:

Chapel Allerton Ward:	£10,000 + £5,000	= £15,000
Moortown Ward:	£10,000 + £10,000	= £20,000
Roundhay Ward:	£10,000 + £5,000	= £15,000
13. The process for agreeing spend for each Ward-based pot will remain: Ward Member meetings will be used as the mechanism for Members to bring forward suggestions and for proposals to be agreed.
14. Providing all three Ward Members agree on a proposal, the Director of Environment and Neighbourhoods (through the Area Manager) will authorise payment to the organisation (once a funding agreement has been received back) and report the approval to the next Area Committee.
15. If, however, one or more Members do not agree to a proposal, it will be rejected and responded to by the Area Manager.

### **Themed Commissioning**

16. The Area Committee has approved an Area Delivery Plan (ADP) for 2008-11. This sets the priorities for the Area Committee and begins to set out actions for the local area. The ADP will be the local delivery plan for the Leeds Strategic Plan and so is based on the same strategic themes and outcomes.
17. The Area Committee agreed a community engagement framework which makes a commitment to empower local people to have a greater voice and influence over local decision making and service planning. At the engagement events last autumn local residents were asked to identify the priorities for the area and at the spring events, a Monopoly money exercise was conducted to give people the opportunity to have influence over how the allocation of the Well-Being budget might be proportioned against those priorities.
18. The priorities and actions identified by residents have been regrouped into the ADP headings (see table 1 below). The proportion identified through the Monopoly money exercise is represented as a percentage in the allocation column and translated into funding when applied to the total available for this.

19. The Area Committee is therefore requested to consider splitting the 2008/09 revenue Well-Being Fund as shown in table 1 below:

*Table 1*

ADP Priority Theme (link back to the Leeds Strategic Plan)	Example outcomes/issues covered	Allocation		Projects Already Approved
		%	£	£
Thriving Communities	Reducing fuel poverty, reducing crime/fear of crime, reducing reoffending, tackling ASB, reducing out of work benefit claimants, supporting extended schools and Every Child Matters, positive activities for young people	31	58,200	11,940 – Summer Activities 6,590 – Summer playscheme at Meanwood Farm
Environment	Greater recycling, cleaner streets/open spaces - inc purchase of skips, litter bins etc	18	33,800	
Stronger Communities	Increase in people engaged in community activities, more local influence in decision making, increase in community pride and sense of neighbourhood	17	31,920	9,000 – Stainbeck Church improvements
Transport	Resident parking schemes, promoting cycling, walking buses etc	16	30,000	
Culture	Greater use of libraries, support local festivals, increase participation in sport	6	11,280	
Health & Wellbeing	Reduction in smoking, increase physical activity/reduce obesity rate, reduce teenage conceptions, increase independent living/choices for vulnerable adults.	6	11,280	
Learning/Enterprise & Economy	Better skilled school leavers, Reducing worklessness	6	11,280	
<b>Total Commissioning Pot</b>		<b>100</b>	<b>187,760</b>	<b>27,530</b>
Exec Board One-off Allocation	Conservation reviews/NDS and Resident Parking schemes (bal remaining from £50k)		27,000	
Small Grants	(spend in 2007/08 was £6,000)		9,000	2,414
Ward Pots (£10k + c/f)	Chapel Allerton Ward		15,000	
	Moortown Ward		20,000	
	Roundhay Ward		15,000	
<b>Total Well-Being</b>			<b>273,760</b>	<b>£29,944</b>

20. The approval process for use of the commissioning pot will be through the Well Being Fund Working Group (WBF). The WBF Working Group will provide the agreement mechanism for all commissioned activity on behalf of the Area Committee.
21. Project/activity proposals and applications will be circulated and then presented to the next scheduled meeting of the WBF Working Group, making clear which ADP theme and priority the proposal is to deliver action for. This may be either an application received which fits with one of the themes/priorities – or a proposal worked up with partners.
22. A summary of all activities/projects agreed to by the WBF Working Group will be sent to all Members following each meeting. Activities/projects agreed by the WBF Working Group will then be approved by the Director of Environment and



Neighbourhoods (through the Area Manager) unless the WBF Working Group specifically requests that approval should be gained from the Area Committee first.

23. It is envisaged that the process would normally fit with the schedule of WBF Working Group meetings; however, in exceptional circumstances where timescales dictate, agreement from the Members can be sought outside of a meeting. If the WBF Working Group can not agree to recommend approval – proposals can be referred to Area Committee for debate and a final decision. The Area Committee will continue to get regular progress reports on Wellbeing spend by activity/project, so that they can be confident that the budget is being used how they intended it to be.

### **Exceptions to the Approval Process**

24. The following exceptions will apply to the process described and summarised in appendix A:
- a. Environment theme – this budget will include provision for the purchase/hire of small items such as skips, litter bins, community clean-up support. For these items it will not be necessary to agree each request at the WBF Working Group, the Area Manager will authorise orders subject to checking relevant Ward Members are supportive.
  - b. Executive Board £50k Allocation – the balance of the additional £50k given by Executive Board to support Resident Parking Schemes and/or Conservation Area Reviews will continue to be accounted for separately and approval for its use be made at Area Committee.

### **Monitoring Role of the Well Being Fund Working Group**

25. If this approach is agreed, it is proposed the WBF Working Group also take on a monitoring role to ensure the use of Wellbeing funds is helping achieve the agreed ADP priority outcomes.
26. This will allow the group to closely scrutinise the progress of organisations and directorates who have been commissioned in delivering against the relevant actions in the ADP and report concerns to Area Committee where performance against agreed outcomes/targets is falling short.
27. It is proposed that the role of the WBF Working Group also be strengthened by giving it responsibility to review the distribution of the commissioning pot between the various themes and make recommendations as appropriate to Area Committee for virements between headings. This would be based on monitoring of ADP outcomes and where it was felt resource needed shifting across to address underachievement or match funding opportunities.

### **Approval of Existing Applications**

28. A number of applications have been received since the last meeting and considered at the WBF Working Group. The WBF Working Group did not have prior sight of the applications and so raised a number of queries and asked that the answers to these queries be brought to the Area Committee meeting in order for a decision to be made.

29. A summary of each application and answers to the queries raised by WBF Working Group is provided in appendix B, together with any recommendations made by the WBF Working Group where appropriate.

## **Recommendations**

30. The Area Committee is requested to;
- a. approve 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
  - b. approve 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.
  - c. consider the following applications for Wellbeing funds (revenue unless stated) and approve an appropriate amount:
    - INE.08.06.LG - Deen Enterprises Community Forum - Youth Club
    - INE.08.07.LG - Chapel Allerton Arts Festival
    - INE.08.08.LG - Tai Chi Classes, Meanwood Elders Neighbourhood Action
    - INE.08.09.LG - West Park Street Nameplate Signs
    - INE.08.11. LGC – Meanwood Parkside Allotments
    - INE.08.08. SG – Nelson Mandela Birthday Party

## WELL BEING FUND APPLICATIONS

The following projects were received as grant applications. The WBF Working Group has considered the applications and their recommendations are included below.

### **INE.08.06.LG – Deen Enterprises Community Forum – Youth Club. Requesting £2,198.05**

The youth club is run by Deen Enterprises Community Forum, based at The Mandela Centre in Chapeltown. The club aims to tackle anti-social behaviour through the provision of sports activities for young people including badminton, table tennis, pool and indoor football. In addition, since relocating to The Mandela Centre from the Islamic Centre, they have expanded their programme of activities to include the delivery of a drugs programme and advice and guidance on training and employment initiatives. Deen's work in partnership with the Youth Service.

This application is for the purchase of new equipment which will support the club's plans to expand its current activities. Deen's have indicated that they intend to share the equipment with all users of The Mandela Centre. The user group steering group at the centre have indicated their willingness to coordinate this through a booking – out system.

#### ***Recommendations***

This proposal meets the local improvement priority of the Area Delivery Plan to reduce anti-social behaviour through the provision of diversionary activities.

The Well-Being Fund Working Group are supportive of this proposal.

**Recommend £2,198.05 from the Thriving Communities theme.**

### **INE.08.07. LG – Chapel Allerton Arts festival. Requesting £14,000**

This application is from the Chapel Allerton Arts Festival Committee who are a voluntary group formed by residents from the local and surrounding area. One of their aims is to help build a stronger community through the promotion of arts and culture. The arts festival is now in its 11<sup>th</sup> year and brings together arts and music groups as diverse as the combined Guide Troops of the area to the talents of home-grown celebrities such as Corrine Bailey-Rae. Local bands are sought and the young people from Chapel Allerton, Roundhay and Moortown have a stage to display their talents. The festival takes place on the weekend of 29<sup>th</sup> – 31<sup>st</sup> August. This is a street festival supported by the surrounding local communities and celebrates the diversities within them.

This is an application to the revenue Well-Being budget to meet costs associated with infrastructure costs, specifically the hire of stage and lighting equipment, PA system and toilets. In addition an amount is requested for the costs required to meet certain licence conditions.

#### ***Recommendations***

This proposal meets local improvement priorities of the Area Delivery Plan to enable more people to become involved in culture and an increased sense of belonging and pride in local neighbourhoods that help to build cohesive communities.

The Well-Being Fund Working Group are supportive of the application, however do not recommend the full amount of £14,000. They requested a breakdown of event costs to allow the Area Committee to decide which elements they wish to support. These were not available to them at the working group meeting on 21<sup>st</sup> July. Please refer to Appendix 2 for a breakdown of costs.

### **INE.08.08.LG – Tai Chi Classes, Meanwood Elders Neighbourhood Action ( MENA). Requesting £3,000**

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.

***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.**

**INE.08.09.LG – West Park street nameplates signs. Requesting £3,379.68**

This application from Highway Services is to fund the refurbishment and replacement of the existing cast iron street nameplates. Each sign plate will be restored to its original condition thereby making it easier for the community and those who deliver to the community to locate addresses in the area.

***Recommendation***

This application meets the local improvement priority of the Area Delivery Plan to address neighbourhood problem sites.

The Well-Being Fund Working Group support this application from the Roundhay ward pot.

**Recommend. £3,379.68 from the Roundhay ward pot.**

**INE.08.11.LGC – Meanwood Parkside Road Allotments. Requesting £1,600**

This capital application is to fund the installation of a power supply to the allotment site communal hut. This is an award winning allotment site, including a wildlife area. The Allotment Association invites local school children to take part in gardening and wildlife activities and the site was visited by 130 children last year.

***Recommendation***

This application meets the local improvement priority of the Area Delivery Plan to improve access to and improve the quality of green spaces. The Well-Being Fund Working Group support the application and recommend funding of £1,000.00 with the remaining to be sought from Parks and Countryside Department.

**Recommend £1,000 from the Environment theme.**

**INE.08.08.SG – Nelson Mandela Birthday Party. Requesting £440**

This application is to fund an event that took place on 19<sup>th</sup> July to celebrate the 90<sup>th</sup> Birthday of Nelson Mandela at The Mandela Centre. The funding will be used as a contribution towards the hire of equipment. The event was a family fun day for local people to come together and included poetry, music and activities for all age groups.

***Recommendation***

This application meets the local improvement priority of the Area Delivery Plan to enable more people to become involved in culture and an increased sense of belonging and pride on local neighbourhoods that help to build cohesive communities. The application was only received on 16<sup>th</sup> July. The Well-Being Fund Working Group support the application, however expressed concerns at the lateness of the application. They recommend £400 is allocated.

**Recommend £400 from the small grants pot.**

## Chapel Allerton Arts Festival

**Estimated 2008 Event Costs**

## 1.1.1 Direct Licence Costs (payable to LCC)

Entertainment Licence Renewal	£70
Road Closure Order	£900
<b>Sub-Total</b>	<b>£970</b>

## 1.1.2 Costs Required to Meet Licence Conditions (set by LCC, West Yorkshire Police and Others)

Professional Security	£1,000
Street Cleaners	£850
First Aid Training (for volunteers)	£400
Toilets (including Service)	£250
St John's Ambulance	£230
Noise Meter Hire	£220
Additional High Visibility Jackets	£100
Mobile Credit (publically available numbers)	£40
<b>Sub-Total</b>	<b>£3,090</b>

## 1.1.3 Technical Costs

Stage and lighting	£5,000
PA System	£2,500
Generator	£750
<b>Sub-Total</b>	<b>£8,250</b>

## 1.1.4 Other Event Staging Costs

Public Liability Insurance	£1,000
Hire of Chairs and Tables	£1,000
Insurance for Hired Equipment	£400
Two Way Radios	£200
Security Barriers	£150
First Aid Materials	£20
<b>Sub-Total</b>	<b>£2,770</b>

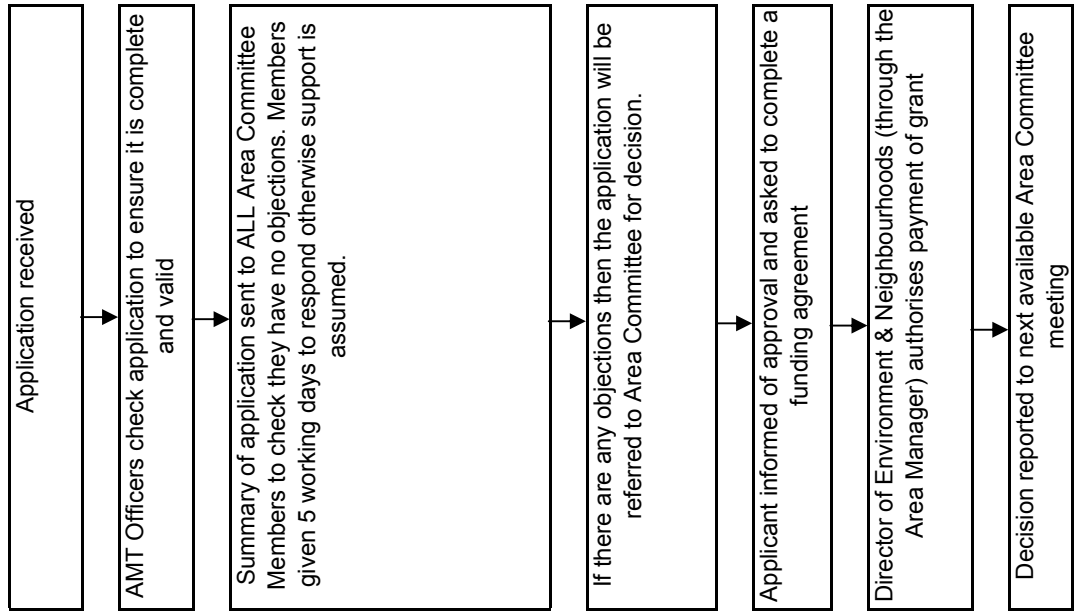
<b>Total</b>	<b>£14,080</b>
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## Inner North East Wellbeing Budget - Decision Making Process

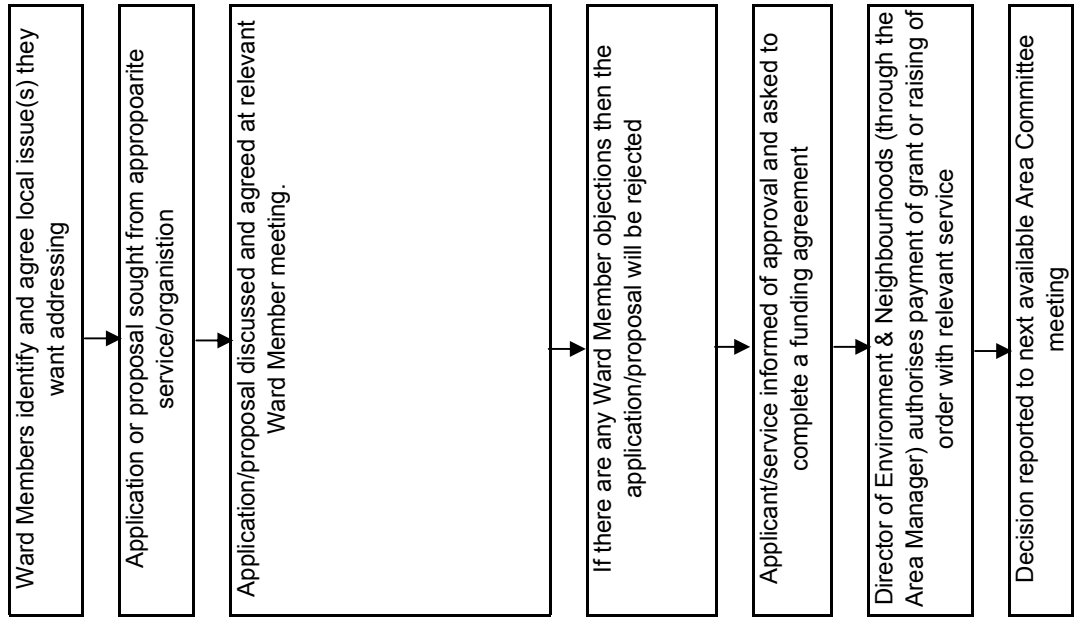
### SMALL GRANTS SCHEME

A grant of up to £500 to support local organisations/groups in delivering activities/actions that contribute towards the priorities of the Area Committee



### WARD-POTS

£10k per year set aside per ward for local Members to commission and oversee. To support local organisations/services in delivering activities that meet a local need identified by Ward Members and to help maximise other funding opportunities.



### COMMISSIONING BUDGET

Commissioning budget split between priority themes as influenced by community engagement activity. Activity/project proposals put together by AMT staff with relevant service providers/groups to deliver agreed ADP outcomes

