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NORTH EAST (INNER) AREA COMMITTEE

Meeting to be held in Committee Room 1, Civic Hall on
Monday, 16th February, 2009 at 4.30 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

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A BRIEF EXPLANATION OF COUNCIL FUNCTIONS AND EXECUTIVE FUNCTIONS

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

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

A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p>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 meeting held on 1 December 2008</p>	1 - 4
8			<p>VISION FOR LEISURE CENTRES - INVESTMENT STRATEGY FOR SCOTT HALL</p> <p>To receive and consider the attached report of the Director of City Development</p> <p>Time – 10 Mins (Council Function)</p>	5 - 8

Item No	Ward	Item Not Open		Page No
9			<p>FLOOD RISK MANAGEMENT REPORT AND PRESENTATION</p> <p>To receive and consider the attached report of the Head of Risk and Emergency Planning</p> <p>Time – 15 Mins (Council Function)</p>	9 - 14
10			<p>RELATIONSHIP AND REPORTING BETWEEN HEALTH & ENVIRONMENTAL ACTION SERVICE, INCLUDING ENVIRONMENTAL ACTION TEAMS AND AREA COMMITTEES</p> <p>To receive and consider the attached report of the Director of Environment and Neighbourhoods</p> <p>Time – 20 Mins (Council Function)</p>	15 - 38
11			<p>RELATIONSHIP AND REPORTING BETWEEN STREETSCENE SERVICES AND AREA COMMITTEES</p> <p>To receive and consider the attached report of the Director of Environment and Neighbourhoods</p> <p>Time – 20 Mins (Council Function)</p>	39 - 54
12			<p>ACTIONS AND ACHIEVEMENTS REPORT</p> <p>To receive and consider the attached report of the East North East Area Manager</p> <p>Time – 15 Mins (Executive Function)</p>	55 - 62
13			<p>COMMUNITY ENGAGEMENT: WARD ACTION EVENTS SPRING 2009</p> <p>To receive and consider the attached report of the East North East Area Manager</p> <p>Time - 10 Mins (Executive Function)</p>	63 - 66

Item No	Ward	Item Not Open		Page No
14			<p>WELL-BEING BUDGET REPORT</p> <p>To receive and consider the attached report of the North East Area Manager</p> <p>Time – 10 Mins (Executive Function)</p>	67 - 78
15			<p>DATE AND TIME OF NEXT MEETING</p> <p>Monday, 16 March 2009 at 4.00 p.m.</p>	

NORTH EAST (INNER) AREA COMMITTEE

MONDAY, 1ST DECEMBER, 2008

PRESENT: Councillor Lobley in the Chair
Councillors R Harker, V Kendall,
B Lancaster, M Lobley, M Rafique, E Taylor
and P Wadsworth

34 Declaration of Interests

Councillor Lancaster declared a personal interest in Agenda Item 8, North East Divisional Community Safety Partnership – Progress and Performance Report due to her position on the West Yorkshire Police Authority. Minute No 38 Refers.

35 Apologies

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

36 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.

37 Minutes

RESOLVED – That the minutes of the meeting held on 20 October 2008 be confirmed as a correct record subject to the inclusion of Councillor J Dowson under those in attendance.

38 North East Divisional Community Safety Partnership – Progress and Performance Report

The report of the East North East Area Manager summarised a number of local actions and activities delivered across the North East Police Division during the quarter covering 1st July 2008 to 30th September 2008. Also included in the report was a performance matrix for the end of quarter 2 (2008/09) which gave information on what key indicators the partnership is committed to help improve and progress being made in doing so. It was noted that the information in the report was relevant to the whole North East Divisional Area and there was therefore some relation to events outside the North East Inner Area Committee wards.

The Chair welcomed the following to the meeting:

Draft minutes to be approved at the meeting
to be held on Monday, 2nd February, 2009

- Beverly Yearwood, Area Community Safety Co-ordinator, LCC
- Chief Inspector Chris Rowley, West Yorkshire Police
- Inspector Jim Croft, West Yorkshire Police

It was explained that the highlight report provided was designed to assist the North East Divisional Community Safety Partnership (DCSP) in reporting to the Safer Leeds Executive. The Area Committee confirmed that they felt this was useful information to be included in future performance and update reports from the DCSP to the Area Committee. The close working relationship between the Police and Area Management were stressed, demonstrated by a recent agreement to allow the Area Committee to have an input into the distribution of monies recovered under the Proceeds of Crime Act (POCA).

A number of Members commented on the success of local tasking teams in their wards and the improvement that has made to the coordination of efforts across agencies together with the positive involvement of Members at a local level. Councillor Harker commented that the development of tasking teams was one of the best initiatives he had seen as a local Councillor,

It was reported that a working group was to be established from officers involved in the DCSP and the East/North East Childrens Partnership to look at how the successful approach undertaken through tasking teams may lend itself and connect to preventative work with families/households.

In relation to figures detailed in the report it was reported that serious acquisitive crimes, domestic burglaries and theft of and from motor vehicles had risen across the division and these areas would be given immediate priority. Reductions had been seen in the amount of violent crime, assault and robbery across the division. The North East Police Division had also achieved the highest satisfaction levels across the West Yorkshire force.

In response to Members questions and comments, the following issues were discussed:

- High levels of Police on the street had been a reason for the high public satisfaction levels.
- 23% of the active criminals across West Yorkshire resided in the area covered by the North East Police Division.
- Anti-social behaviour.
- Response times to reported crimes.
- Offender management and strategies to prevent re-offending.
- A planned property marking scheme to discourage the sale of stolen goods.

RESOLVED –

- (1) That the progress and relevant local actions contained in the highlight report for quarter 2 be noted.

Draft minutes to be approved at the meeting
to be held on Monday, 2nd February, 2009

- (2) That the performance information for the end of quarter 2 and corrective actions being put in place where appropriate be noted.
- (3) That the information provided at the meeting by the Police and Community Safety Co-ordinators on key issues being addressed in the current quarter for each ward be noted.
- (4) That the Area Committee receives twice yearly Progress and Performance Reports from the North East Divisional Community Safety Partnership and Members be issued with quarterly reports.
- (5) That up to £3,500 Well-Being funds be made available to carry out a property marking scheme in Inner North East Leeds.

39 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 the last Area Committee meeting in September 2008. It also provided a quarter 3 summary of progress against the Area Delivery Plan 2007/08.

The following issues were highlighted in the report:

- Oakwood Town and District Centre Scheme
- Community Centres
- Mandela Centre
- The Palace Centre
- Open Door Project
- Probation Services – Community Payback scheme
- Volunteer Thank You Event
- Beckhill Implementation Group
- IMPaCT
- Moor Allerton Partnership

RESOLVED – That the report be noted.

40 The Children and Young People's Plan 2009-14 and the Development of Local Priorities for Action and Revised Children's Services Arrangements for More Effective Locality Working with Families

The reports of the Directors of Children's Services outlined the development of local priorities for action under the Children and Young People's Plan 2009-14 and revised Children's Services arrangements for more effective locality working with families.

The Chair welcomed Shaid Mahmood, Locality Enabler to the meeting.

It was reported that the Children and Young People's Plan would give opportunity to shape local priorities. Draft priorities had already been identified on a citywide basis but local engagement would inform local priorities.

New partnership arrangements would be used to identify actions that traditional services had not covered and Member's attention was brought to arrangements for the Leeds Children's Trust and ways of improving outcomes.

In brief summary, the following issues were discussed.

- The use of case studies in reports to members to demonstrate how new arrangements could improve outcomes for children.
- The importance in use of plain English in reporting to members to enable members to challenge and question officers
- The Leadership Challenge and examples of integrated working across services including the requirement for one individual to take overall responsibility where several partners organisations are involved in a case.
- The impact of issues such as high teenage conception rates and those not in education, employment or training.
- Further to the request for an Elected Member to work with the locality Enabler and represent the Area Committee, it was reported that Councillor Lancaster had previously been nominated as the Children's Champion for the North East Inner Area Committee.

RESOLVED – That the reports be noted.

41 Well-Being Budget – Project/Activity Proposals

The East North East Area Manager submitted a report which detailed proposed projects/activities to deliver local actions relating to agreed themes and outcomes of the Area Delivery Plan. The report also detailed recommendations of the Area Committee's Well-Being Working Group and their recommendations for noting and/or approving. The latest financial position of the Wellbeing (revenue and capital) budget was also provided.

RESOLVED –

- (1) That the report be noted.
- (2) That the following amounts of Wellbeing budget be approved:
 - (a) North Leeds Bowling Club - £7,000 – capital
 - (b) Air Cadets 208 Squadron - £3,000 – capital
- (3) That the approval of £5,690 from the Roundhay Ward Pot for the establishment of festive lights in that ward be noted, with the intention for the Member Working Group to consider an Area Committee wide programme of festive light installations at a future date and if agreed, the cost of the initial set up from within this figure to be reimbursed to the Roundhay Ward pot.

42 Date and Time of Next Meeting

Monday, 2 February 2009 at 4.00 p.m.

Draft minutes to be approved at the meeting
to be held on Monday, 2nd February, 2009



Originator: Martin
Farrington
Tel: 2243816

Report of The Director of City Development

Meeting: North East (Inner) Area Committee

Date: 2nd February 2008

Subject: Vision for Council Leisure Centres in Leeds

Electoral Wards Affected:
Chapel Allerton
Morrtown
Roundhay

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council
Function

Delegated Executive
Function available
for Call In

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

EXECUTIVE SUMMARY

This report updates Area Committee members of progress made on the Draft Vision for Leisure Centres following consultation and a report made to the Executive Board on 3rd December 2008. The report provides information on funding bids and a feasibility study being looked at for Scott Hall Leisure Centre, which it is hoped will result in significant investment and improvement works during summer 2009.

Purpose of this report

- 1 This report seeks to update Area Committee members of progress made on the Draft Vision for Leisure Centres following consultation and a report made to the Executive Board on 3rd December 2008. Specific information is provided in relation to Scott Hall Leisure Centre which serves the Inner North East communities.

Main Points

- 2 On the 3rd December 2008, the Council's Executive Board received a report from the Director of City Development considering the outcome of the public consultation exercise on the Council's draft Vision for Leisure Centres. The report considered the feedback from a broad range of interested stakeholders and the outcome of a Citizens' Panel survey drawn from a representative sample of Leeds residents.
- 3 The outcome of the public consultation exercise highlighted a general level of dissatisfaction with the level of quality in Council Leisure Centres and a general preference that facilities should be provided in Town and District Centres, on arterial roads, or adjacent to schools or health centres.
- 4 With particular relevance to the North East (Inner) Area Committee area, one of the Executive Board's resolutions was:

'That officers further develop capital investment proposals for Aireborough, Bramley, Kirkstall, Pudsey, Otley, Rothwell, Scott Hall and Wetherby Leisure Centres'
- 5 A further report was submitted to the Executive Board on 14th January 2009, outlining the potential funding available to the Council via the Department of Culture, Media and Sport Free Swimming Capital Modernisation Programme. Within the report, it was noted that a stage one application had been made to the pot 4 Sport England funding for the refurbishment of the changing rooms at Scott Hall Leisure Centre. The Executive Board's resolution was:

'That the Director of City Development be authorised to submit final bids in respect of Scott Hall and Sound and Light systems as set out in 4.1 of the report for the 2009/2010 round of Free Swimming Capital Modernisation programme, by 31st January 2009.'
- 6 Officers are currently working on a feasibility study for Scott Hall Leisure Centre which will look at refurbished changing rooms, including:
 - 1 male and 1 female changing room for the dryside activities
 - 2 changing rooms for the use of schools and other groups using the pools
 - New lockers of varying sizes to accommodate people's differing requirements
 - Changing 'village' for the pools, incorporating family sized cubicles, double and single cubicles
 - Fully accessible changing room to 'changing places' standards
 - Showering area incorporating some cubicles for private showering
 - Male and female toilet areas
 - First aid room

- Storage
- Staff changing

- 7 The feasibility study will be submitted to the Free Swimming Capital Modernisation programme for the new deadline of 27th February 2009 as part of a stage 2 submission for funding, as authorised by the Executive Board on 14th January 2009.
- 8 A submission will also be made to the Free Swimming Capital Modernisation programme for sound and light systems for Scott Hall, Pudsey and John Smeaton Leisure Centres as part of a stage 2 submission for funding. The sound and light systems are being modelled on those found in hydrotherapy pools, therefore being used to encourage use by disabled swimmers, but can also be used for parties, junior 'disco' sessions and other swimming groups requiring 'mood' swimming.
- 9 If the funding bids are successful, works will be carried out at Scott Hall Leisure Centre during the School summer holidays, thereby reducing disruption to the school swimming and swimming lesson programmes.

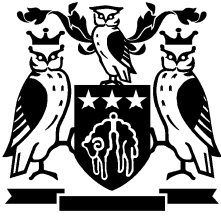
Recommendations

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

Background Papers

Report to Executive Board - 3rd December 2008 - Vision for Council Leisure Centres

Report to Executive Board - 14th January 2009 - Free Swimming Capital Modernisation Programme



Originator: Richard Davies
Tel: 74513

Report of the Head of Risk and Emergency Planning

Inner North-East Area Committee

Date: 2 February 2009

Subject: Update on Flood Risk Management

Electoral Wards Affected:

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council Function

Delegated Executive Function available for Call In

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

Executive Summary

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

Purpose Of This Report

- 1 This reports supports a presentation by the Council's Water Asset Management Working Group (WAMWG) on recent work undertaken to improve the management of flood risk both nationally and locally and the implications of this for the Inner North-East Area. The presentation will provide local context and information.

Background Information

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

Main Issues

- 4 Our experience of recent events suggests that improvements in our capabilities, particularly the maintenance of drainage assets, is already making a positive impact on the severity of flooding in at-risk areas. However, a good deal of work remains to be done and the improvements will not eliminate the risk of flooding during severe weather events.
- 5 In June 2007, three severe rainfall events in quick succession led to the flooding of 250 - 300 domestic properties city-wide with many residential areas badly affected by flooding from watercourses (e.g. Meanwood Beck) as well as surface water run-off as the ground and drainage infrastructure were unable to absorb extreme volumes of water. Further significant, but less severe, flooding occurred again in Leeds on 21 January 2008.
- 6 Following the flooding in 2007, the Government commissioned the independent Pitt Review to investigate what happened and what could be done to address flood risk better. The Review's final report, 'Learning Lessons from the 2007 Floods', was issued in June 2008 and contained 92 final recommendations aiming to transform the management of flood risk at both the national and local levels. Council officers played a significant role in shaping the Review's final outcomes as can be seen from the report's multiple citations (see Appendix 1).
- 7 On 17 December 2008 the Government provided its formal response to the Review in which it stated that it supported changes in response to all of the recommendations and published an action plan for Government, local authorities and others to implement these. The way in which the Pitt Review foresees this working is set out in Appendix 2 below.
- 8 The Government's adoption of Recommendation 14 - "local authorities should lead on the management of local flood risk with the support of the relevant organisations" –

has profound consequences for local government and we believe that local authorities are best placed to undertake this work. However, we believe the £15m in additional annual funding being provided nationally by DEFRA is not sufficient to support the new approach.

- 9 Nevertheless, because the Council implemented and funded a revised approach to Flood Risk Management in 2005 which conforms to the Government's expectations, we are better placed than most local authorities to respond.
- 10 It is essential that we continue to improve our policies and strategies for managing flood risk at the national, regional and district levels. For this reason, members of WAMWG have sought to provide regular updates on our progress to elected members through updates to Executive Board and annual reports distributed by e-mail to all members. Similarly, we have provided regular updates to senior officers through updates to CLT and the Director of City Development.
- 11 Whilst this is important, the real impact of actual flooding is felt primarily at the local level, by the communities and households affected. With this presentation we would therefore now like to take the opportunity to provide members of Area Committees with a more detailed understanding of what is being to address flood risk a city-wide basis and also in relation to specific flood risks lying within their area.
- 12 This presentation will provide members with the opportunity to consider what role the Area Committee and Area Management could, or should, be playing within this agenda to help us inform our programme of work.

Implications For Council Policy and Governance

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

Legal and Resource Implications

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

Conclusions

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

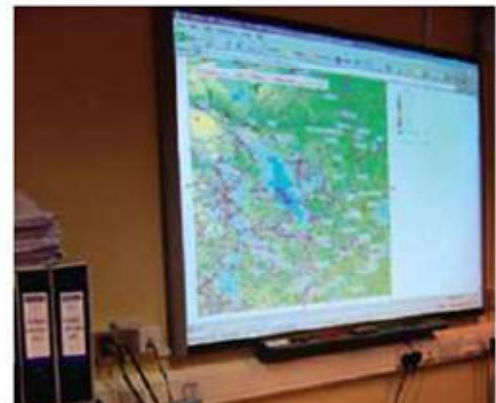
Recommendations

- 16 Inner North-East Area Committee is requested to note the contents of the presentation and offer feedback on its potential role in supporting and progressing improvements in the management of flood risk.

Leeds leads

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

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



Learning lessons from the 2007 floods

Learning lessons from the 2007 floods

Leeds City Council

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



Map of culverts in Leeds

This process has included:

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



Map of gullies in Leeds



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

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

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

Overview of Proposed New Approach to Flood Risk Management

Environment Agency
Strategic Overview

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

Upper Tier Local Authorities
Local Leadership

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

Duty to co-operate and share information

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

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Leeds
CITY COUNCIL

Originator: G Wilson

Tel: 3951501

Report of The Director of Environment & Neighbourhoods Directorate

Meeting: Inner North East Area Committee

Date: 2nd February 2009

Subject: Relationship and Reporting Between Health & Environmental Action Service, Including the Environmental Action Teams, and Area Committees

<p>Electoral Wards affected:</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 style="text-align: right;">Narr <input type="checkbox"/></p>	
<p>Council Function <input type="checkbox"/></p>	<p>Delegated Executive Function available for Call In <input type="checkbox"/></p>	<p>Delegated Executive Function not available for Call In Details set out in the report <input type="checkbox"/></p>

Executive Summary

This report provides an outline of how Health & Environmental Action Services operates, with a particular focus on the Environmental Action Teams.

It is a common report for all Area Committees but has local information included for this committee.

The report discusses options on how individual Area Committees can help influence the work carried out by the Environmental Action Teams in their areas. These suggestions include consideration of priorities, Ward member meetings; influence on promotional activities; selecting the type of information which can be reported as required by area; mechanisms by which policies can be reviewed and identify ways in which performance against outcomes can be measured.

Introduction and Purpose of Report

- 1 The Health & Environmental Action Service (HEAS) has been operational since May 2008. Part of its remit is to consider how to report information relating to the work carried out in localities to Area Committees. Part of HEAS includes the Environmental Action Teams (EATs), which are perhaps of more immediate interest to Area Committees due to the scope of their work and that they are part of the enhanced role for area Committees. This report outlines the work of HEAS, discusses options on how this work can be relayed back to the area Committees and considers options on how area committees can influence activities.
- 2 This report is seen to be the first of several which will establish an effective communication method between Area Committees and HEAS over the coming year. There are many new and significant challenges involved in achieving this, many of which arise as the work of HEAS is influenced by city wide policies and external statutory expectations and because sufficient resources are not available to provide dedicated teams with the specialist needs required to each Area Committee.
- 3 This report must be read with a “health warning”. There are many options proposed but these are presented against an increasingly difficult budget situation. It is therefore important that options agreed are cost effective and that the report discusses **different** ways of working, not **extra** ways of working, which will ultimately benefit from local input providing intelligence to target decreasing resources.

Background

Description of HEAS and Proposals for Area “Champions”

- 4 During 2008, the HEAS was formed from the previous Enforcement division and Environmental Health Divisions. HEAS delivers the work of the EATs, together with specialist teams delivering:
 - environmental protection work;
 - environmental crime and grime mitigation;
 - private sector housing quality and regeneration, including private rented sector;
 - pest control;
 - health & safety inspections of workplaces;
 - food safety inspections;
 - parking services;
 - affordable warmth / energy efficiency work
 - health improvement
 - other miscellaneous duties.

- 5 The HEAS services are managed by three Heads of Service, who will take a “champion” role for each “wedge” of the city.
- 6 The 3 EATs, which are led by one Head of Service, have been shaped so that the geographical boundaries are co-terminous with Area Management and it is intended that the teams will be co-located with Area Management. A key to the success of the EATs is to have an adequately sized workforce that is flexible, focused and responsive. The latter aspects are being developed and progressing well, however, it does need to be noted that the size of the teams is critical and numbers do not allow for dedicated teams for each Area Committee to be maintained in a written structure. In practice, staff are aligned to Area Committees but absences due to leave/sickness/maternity etc do occur and these affect the deployment and output of the team.
- 7 The EATs work to a “can-do” attitude and do so within a quick and decisive fashion. So far they have provided fast and functional responses to enquiries received and have built up good communications with Ward members and the local community. They have also participated in local campaigns and promotional events, such as the city wide litter work, the Kirkstall breeze event etc.
- 8 Partnership working has been demonstrated well through initiatives such as well-being funding for additional dog warden activities and through the police and Council jointly funding a seconded police officer to work on the crime and grime agenda. Links with the ALMOs exist when dealing with such issues as waste in gardens, graffiti etc.
- 9 As the work of the EATS is promoted and increasingly valued, the reactive work continues to grow due to requests by both customers and partners. Whilst the demand work is increasing, the reality is that staff funding is currently under review due to many staff being funded via NRF/SSCF funding arrangements. Whilst the level of reactive requests continues to grow, responding to this will be at the expense of our ability to deal with work proactively. It has been shown previously that local intensive proactive work can deliver more cohesive and sustainable results, albeit in a smaller part of the community. This will be discussed in more detail under priorities.
- 10 EATs staff work during normal working hours and so the service is not covered at weekends or in the evenings, unless by special arrangement. This normally involves the payment of overtime or reimbursement through Time Off in Lieu arrangements, which subsequently impact on the hours available daily – either has a material impact on service delivery.

Role of the HEAS Champion

- 11 Each Head of Service within HEAS will act as a “Champion” for the whole of HEAS to a nominated wedge of Committees.
- 12 Each will represent HEAS as a whole whilst discussing strategic issues within the area. The Area delivery Plans and discussions on strategic issues would

then influence operational action/service plans being drawn up at service level.

- 13 The Champions would attend Area Committees when there is a need to introduce specific strategic reports.

Description of Delegated Function/Enhanced Role

- 14 As part of the Area Management Review presented to Executive Board in November 2007, it was agreed to extend and enhance the roles of the Area Committees, with 2008/09 being a development/transition year. One aspect identified in “Other Committee Roles” for 2008/09 was the following:

Role	Summary
Environmental Action Teams	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 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.

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

- (a) Private Rented Sector regulation applies to 41,660 properties in Leeds and as such provides accommodation for a significant number of Leeds households, some of whom are amongst the most vulnerable members of society. HEAS uses regulatory powers, effective partnerships and proactive working relationships to address poor housing in singly occupation and in multiple occupation. The Leeds Landlord Accreditation Scheme (LLAS) is recognised nationally as a leading example of proactive and partnership working scheme in the private rented sector. The team also works closely with colleagues who have responsibility for wider regeneration issues.
- (b) HEAS ensures that companies operating certain industrial activities (Part B installations) use the best available techniques (BAT) to minimise and render harmless their emissions to air. Certain larger

(Part A2 installations) must use BAT to protect the air, land and water; use energy efficiently; minimise the production of waste; put in place measures to prevent accidents; and restore the site when the industrial activities cease. The team seeks intelligence to find processes which are operating illegally and help to improve standards at the smaller installations.

- (c) The Scientific Services group monitor, gather, process and interpret air quality and landfill gas data which informs the Leeds Air Quality Management Team.
- (d) The Commercial and Business Support Group (about 80 staff) includes the Health and Safety, Pest Control, Animal Health and Welfare, Food Safety, Health Surveillance, Performance / Business Support, Health Improvement, Administration, Information Technology and Fuelsavers Teams. These Teams all have a city wide remit, however they can by nature of demand or pre programming undertake work around a local focus, for example around commercial areas within the city where large numbers of business are located. Animal Health activities naturally focus around the more rural areas of Leeds and recently Fuelsavers have been focusing their energy efficiency schemes in the wards with high levels of residents living in fuel poverty.
- (e) The commercial and business support teams, are also able to participate in targeted area projects, food specialists have undertaken food premises inspections in a defined area in conjunction with environmental enforcement and pest control. Support is also provided across the other 2 groups in HEAS either in the form of expertise or resources, the Health Improvement Team supporting sloppy slipper and community events or information collation for future targeting from the information technology Team. Previously ward based data has been provided to members in terms of demand for our services and related activities for example food inspections, accidents reported in the work place, reported infectious diseases, take up of grants etc. We are now able to provide these down to sub postcode zones.
- (f) Environmental crime and grime issues are tackled with a small dedicated specialist team who target flytipping, graffiti, abandoned vehicles, dogs and dog fouling, trading on the highway etc.
- (g) Parking Services which manages the Leeds car parks and on-street parking facilities, and enforces parking restrictions.

How Area Committees Can Influence the Work of the EATS

- 16 Priorities on how policies should be applied:
- 17 The activities of the EATs are influenced by local policies agreed in the most part by Council through Constitutional arrangements.

- 18 The EATs and specialist teams work to tightly prescribed policies which have been agreed by the Council, either by Executive decision, or by delegated powers. In all cases the Executive Member for Environmental Services is consulted with, and in some cases, consultation has gone wider. The decisions are all subject to call in provisions and Scrutiny Boards can review how such a policy is working in practice. Feedback from Area Committees is welcomed on how a particular policy is being received within the communities and how effective it is.
- 19 Approved policies exist for some 26 subjects, which are listed in appendix 1. Numerous guidance notes also exist which provide guidance to staff but do not necessarily specifically define an enforcement approach for the problem.
- 20 It is possible for the area committees to collectively agree within their Area management area the priorities which HEAS place upon the different types of work (policies) carried out in the EATs. This would build up the local strategic response to the environmental Action issues within the area based upon consistent city wide enforcement techniques.
- 21 To facilitate this, each type of activity has been considered against a probability and impact framework. The probability was a measure of the volume of work experienced and potential for escalation should the response not be as a customer may expect. The impact considers the impact on the community, the influence of the strategic outcomes, the effect on LAAs and the statutory duty to act. This assessment then places the work into a grid which graphically shows which types of work take precedence over others. An outline of this grid can be seen in appendix 4.
- 22 If a request for service is received which is a low priority, the service will provide advice either verbally or by mail-out. Should the complaint become “escalated”, the matter can subsequently be addressed. This system provides a framework, although team managers would still need flexibility in differing circumstances.
- 23 It is fair to say that all of the EATS are receiving requests for service which outstrip the capacity to respond to them in the quick and decisive fashion expected of them. Without additional resources, this situation will not ease, and could get considerably worse. Much good work in an area is conducted using intensive neighbourhood management techniques, which equates to proactive activity in an area, focusing on one or more environmental activities in an area. However, with the level of reactive work currently experienced, INM techniques are not often possible.
- 24 The EATs are conscious that proactive activity in a small but well defined geographical area can produce more sustained community outcomes and demonstrate to a community that change can be achieved. This intensive way of working is resource hungry for that neighbourhood. One way in which potential resources could be released is to agree priorities on reactive work which then releases time for one or more members of staff to focus on a particular area. There is scope therefore to influence what priority should be given to enforcing a particular policy compared to another.

- 25 The priority assessment of tasks, together with a review of how we process them may help reduce times spent on certain types of request for service, freeing up time for more proactive work. Without intervention and clarity of purpose, staff could lose focus on services they deliver and ultimately those service delivery standards could fail.
- 26 The neighbourhood wardens can offer some help in this respect and it is of note that the majority of their work is already closely associated with that of the EATs. Work is currently underway reviewing the role of the wardens and the relationship with the EATs.
- 27 The EATS have been established to be coterminous to the boundaries of the 3 Area management areas. The staff levels are too small to feasibly have 3 or 4 Area Committees requesting different priority approaches from the single team, however, the 3 or 4 committees within the Area Management wedge can influence the priorities applied within that wider area. This review of priorities can vary between the 3 Area management Areas as an individual team can support this and the admin support is consistent to the singular team. This is discussed further in paragraph 8.

Communication with Ward Members

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

Education/Promotional Work

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

	ENE	WNW	SE
No. of events in community action days	7	9	7
Other promotional events	5	4	2

No. Children educated in schools	50	320	865
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- 31 It is suggested that each Area Committee could identify which type of promotional activity it would wish to prefer in its area, and at which location, e.g a sloppy slipper event in a local community centre as opposed to litter education talks and enforcement to schoolchildren in the local high school.

Contributing to Strategic Plan Targets and Outcomes

- 32 The work of the EATs is governed by the strategic outcomes set for them by the Council. All work must contribute to one or more of these outcomes. The EATs contribute to 3 primary outcomes:
- Cleaner, greener and more attractive city through effective environmental management and changed behaviours
 - Reduced crime and fear of crime through prevention, detection, offender management and changed behaviours
 - Reduced health inequalities through the promotion of healthy life choices and improved access to services
- 33 Within these outcomes, the HEAS has identified the following key improvement priorities to be ones which services contribute either entirely or in a major way. These are:
- Reduce premature mortality in the most deprived areas
 - Reduce the number of people who are not able to adequately heat their homes
 - Address neighbourhood problem sites; improve cleanliness and access to and quality of green spaces.
- 34 Area Delivery Plans will also recognise these outcomes and place lesser or greater emphasis upon them within their plans. This influence can be reflected through the application of priorities on the policies and processes as described in paragraphs 16-27.

The Service at Area Committee Level

Area Profile of the Service

- 35 The EATs went live on 12th May 2008. The integration/training and development of staff began from that date and will continue into the future. Whilst the front facing operation has been maintained, back-office systems are being developed to properly capture the data required and are more intricate in their needs. As such, some statistics presented may be an underestimate of work undertaken.
- 36 The 3 EATs have the following staff profile:

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

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

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

Area Based Service Priorities and Issues

- 38 The main issue facing all of the EATs is the level of reactive work arising from the community – ie requests for service. This is routinely outstripping the resources available to deal with these requests.
- 39 The table below shows comparisons between each of the areas of work by Committee area over the summer period in 2008.

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

- 40 Recent issues identified by staff working within the Inner North East Area Committee boundary are as follows:

We work closely with the Impact Team and contribute to the tasking meetings and operation champions. We took part in Litter Free Leeds campaign and all areas of inner NE were covered during the week. We have staffed several community events and took the opportunity to promote healthy living and the availability of the services we provide. A “sloppy slipper” event in the Beckhills is planned for the spring of 2009 where the main aim of the event will be to reduce falls in the very vulnerable over 75 age group.

- 41 The volumes of complaints by type received in the Inner North East Area Committee boundary between 12/5/08 and 24/12/08 are also attached in appendix 5.
- 42 Key Contact Points in EATs are provided in appendix 3 for each of the 3 EATs
- 43 To address the imbalance between proactive and reactive work, it is hoped that agreement on priorities across the Area Management area can be reached during 2009.

Customer and Community Engagement

- 44 The prime areas of engagement with the community are :
- Request for service from an individual about another person or business affecting their lives
 - Request for service from an individual about issues which they see on the street or in their community
 - Enforcement action taken in response to the above two requests
 - Enforcement action taken proactively, such as litter or dog fouling.
 - Work in intensive areas where staff will approach individuals
 - Local community events and campaign work
 - Use of the media, including local papers and council publications to promote these events and activities.
 - Promotional leaflets
 - Use of the council’s web site to publicise policies etc.
- 45 Area Committees may also have suggestions about local publications which could be used to convey messages, although each one will require some degree of resource input.
- 46 Area Committees can help influence services through feedback from community engagement. As resources do not permit attendance at all residents events unless there are specific issues to be addressed, feedback from that event from Area Committee representatives would be welcomed.

Performance Management and Reporting

Service Planning

- 47 The HEAS aims to agree its service plan, including that of the EATs, in the first quarter of each new year, having understood the limitations that the

budget may impose upon it. Future plans will strive to address existing aspects of the ADPs, and input will be offered when the ADPs are refreshed. This development has not yet been tested and it is expected that this area will become stronger over time. It must be noted however, that there could well be significant resource issues of creating 10 separate plans from a single HEAS service plan, and methods must be identified which make this a cost effective process which adds value to the community and service.

- 48 This plan is reviewed quarterly by HEAS management team.

Other Outcomes for the Area Committee Area

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

Reporting Arrangements

- 50 It is proposed that a report on the work of HEAS would be presented to Area Committee on an annual basis or on a 6 monthly basis – in October and May, although this timing may need to be discussed given the constraints of the year end for statistics and the political calendar. This can be augmented with a commentary against any ADP actions which are relevant to the service. Attendance would be by the Service Manager/Area Champion depending on the content of the report.
- 51 The information provided is suggested in appendix 2. These statistics are collected on an Area Committee basis and can therefore be presented to each as such and tailored to each Committee’s requirements. It should be noted, however, that this information does not report on outcomes, as is the eventual aspiration. Whilst information such as the number of notices served will be of interest, the focus will be shifted in favour of reporting on outcomes, as this methodology is developed, in conjunction with other service partners. Comments and suggestions from Area Committees as to how this can be achieved over time would be welcome. Some figures indicated can only be collected on a city wide basis due to data collection issues. It is proposed that each Area selects the information which it wishes to see from the appended list and this becomes the agreed suite of local indicators reported upon. This will mean that the collection and presentation of data can be carried out in as effective fashion as practical.
- 52 Also included in Appendix 2 is a suggestion of the information which Area Committees may wish to accept in its entirety or amend.

- 53 A range of information from the previous Environmental health division has been presented to Members previously, eg. Food inspections; regeneration; infectious diseases etc. As time progresses, information in relation to these other parts of HEAS will be added to this standing report in consultation with the Committee.

Tasking and Operation Champion

- 54 Operationally, tasking meetings between field providers will continue to take place. These local field staff arrangements operate subtly different in each area and it would be a step forward if the best delivery model could be identified and pursued in order to provide some consistency. Time management records suggest that every month the equivalent of just over 1 FTE is spent attending taskings etc across the City.

Officer Liaison

- 55 The brief given to the EATS is to build stronger links between them, Area Committees and Area Management. This is happening at the moment at different speeds. A quarterly meeting between Service Managers and Area management senior managers is proposed for those areas where co-location is either not yet in place, or the benefits of daily contact are not yet being seen. The input of Area Management staff would take intelligence from the Area Committees and from Ward members.

Implications for Council Policy and Governance

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

much would be addressed by priorities). If the outcome of this review is not acceptable the matter could be referred to Scrutiny board for a thorough examination of the issues. The policies would retain city-wide relevance & application to ensure that the public & businesses are not confused about the standards expected of them. It is not uncommon that when taking action against one person, they will point to another within eyesight who appears to be breaching similar requirements. It would not only be incongruous to have one enforcement policy on one side of a street and another on the other in a different Ward. There may even be more serious consequences, such as claims of mal-administration etc.

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

Legal and Resource Implications

Resource Implications

- 61 The loss of funding streams such as NRF and SSCF will have a significant effect on staffing levels within the EATS unless other funding sources are identified. As team levels are at a critical position, it is fair to say that resources for staffing are the most important aspect which will influence how the EATs ultimately perform and succeed. It is possible that when the 2009/10 budget round has been concluded, additional pressure will be experienced in the EATs through increased requests for enforcement or intervention subsequent to any reduction in capacity in other allied services. For example, any reduction in bin yard clearance will result in increased complaints; reduced out of hours noise activity will result in increased demand to follow up during the day.
- 62 Most of the costs of delivering our work comprises staff salaries. Additional staff can be funded on a temporary basis but it is preferable if this funding were identified for longer periods than 1 year as the practicalities of recruitment and investment in training need to be taken into account. Three year Area Delivery plans are an opportunity to plan funding of additional dedicated staff over longer periods. General employment issues may still occur which could reduce the value of such investment – these could range from long term sickness absence, maternity leave or non-productivity whilst training takes place. The funding of projects is more viable. Such projects may include placing a physical purchase into an area, such as gating bin yards, or could be to purchase additional hours for intensive projects at weekends for example.

Equality Considerations

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

Any Other Considerations

- 64 It is not clear at this point how 3 or 4 area Committees can agree on a set of priorities for their areas. Options available as to how 3 or 4 Area Committees could agree on a set of priorities for their area could be
- a) Officers to suggest 2 or 3 options on where the service priorities should lie on the priority grid so that one choice can be selected. The faults with this approach are that the appendix contains the officer informed solution and other options would not be based upon further intelligence, but provided just to provide an alternative. In addition, if there is not agreement, it would require repeat reports to get to common ground.
 - b) Request each committee to consider each aspect of work and rank them in their order of priority. Each list can then be compared and a combined consensus identified for that area.

Conclusions

- 65 This report is seen to be the beginning of a journey which members and Officers are to take in order to identify the best way that local needs can be served whilst delivering through reducing resources using city wide policies.
- 66 There are several options on how to progress contained within the report for consideration.
- 67 The report focuses on the EATs at this stage as it is those teams which have been identified as having specific links. However, future development will include the full range of HEAS services.

Recommendations

- 68 Members are asked to consider this report and consider the following issues
- 69 Does each Committee wish to debate the priorities outlined, or would they prefer to delegate discussion to area management officers. If they wish to

debate this, which of the scoring systems identified in par 8.0 are considered the best way forward?

- 70 Consider whether Ward member meetings with officers as described are desirable and if so, how these would best be progressed having regard to effective use of resources
- 71 Consider whether Area Committees wish to influence promotional activities and how such information could be fed back to the EATs.
- 72 Consider the proposed reporting timetable, annual or 6 monthly
- 73 Consider the proposed information which is to be presented to Committee, as selected from Appendix 2, for reporting purposes.
- 74 Consider how Area Committees may be best placed to provide feedback on outcomes as well receiving information on outputs.

Appendix 1

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

Appendix 2

Recommended work outputs which Area Committee may wish to receive

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

Proactive activities

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

Fixed penalties issued

Fixed Penalties for Litter	
Fixed Penalties for Dog Fouling	

Notices served

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

Number of Legal action prosecutions submitted

Litter	
Dog fouling	
Flytipping	
Noise	
Other Notices	

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

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

Proactive activities

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

Fixed penalties issued

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

Notices served

domestic waste	
commercial waste	
clearing land of waste	
Failure to produce waste documents	
nuisance	
improving premises detrimental to amenity of neighbourhood	
drainage	
noise	
pests	
Litter Clearance Notice (LCN)	
Street Litter Control Notice	
Obstruction	
Overhanging vegetation	
Other Notices	

Number of Legal action prosecutions submitted

Litter	
Dog fouling	

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

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

Appendix 3

Key contact names for each of the EATs

East North East

Name	Title
Phil Gamble	Service Manager
Mark Everson	Dep. Service Manager
Robin Oliver	Snr. Environmental Health Officer
Fiona Palmer	Snr. Environmental Health Officer
Leanne James	Environmental Health Officer
Gerald Goodman	Snr. Technical Enforcement Officer
Shonagh McNamara	Snr. Technical Enforcement Officer
Sharron Almond	Snr. Technical Enforcement Officer
Veronica Yau	Technical Enforcement Officer
Jonathon Brown	Technical Enforcement Officer
Darren Banks	Technical Enforcement Officer
Bev Kirk	Technical Enforcement Officer
Ian Smith	Technical Enforcement Officer
Annette Morton	Admin Supervisor

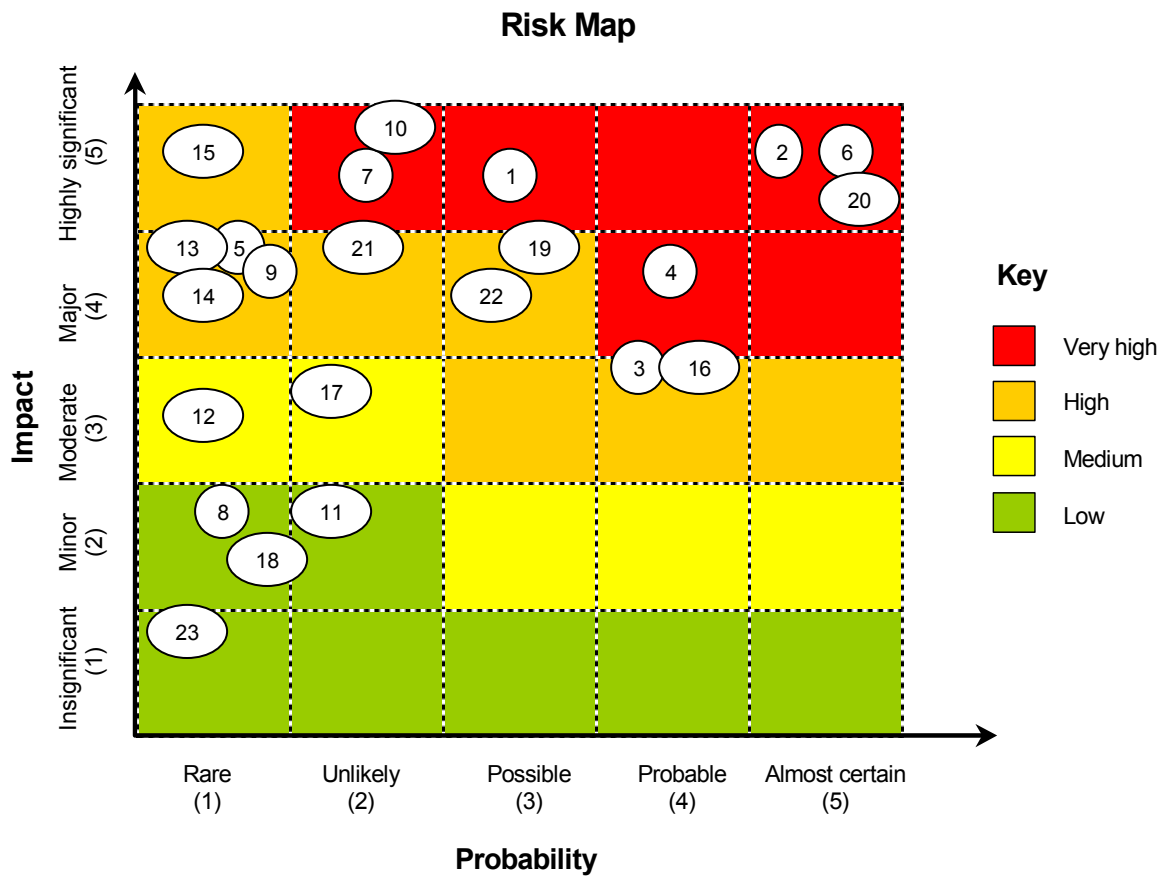
Appendix 4

Priority based system

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

Probability: based on Volume of complaint - Likelihood of complainants

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



Appendix 5

Summarised service requests from each area committee (12TH May 2008 – 24th Dec 2008)

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

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Originator: S Smith
Tel:2474249

Report of The Director of Environment and Neighbourhoods Directorate

Meeting: North East Inner Area Committee

Date: 2nd February 2009

Subject: Relationship and Reporting between Streetscene Services and Area Committees

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

Executive Summary

To outline the Streetscene Services function schedule and propose arrangements that will improve the working relationship between Area Committees, Area Management and Streetscene Services.

The report will briefly cover the current Streetscene Services arrangements, links with area management and elected members and current reporting mechanisms.

The report will also propose changes that will allow Area Committees to have more influence over the localised delivery of Streetscene Services.

Introduction & Purpose of Report

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

Background

Service Description

- 2 In terms of Streetscene Services the proposed additional enhanced roles for Area Committees for 2009/10 are, Street Cleansing and Grounds Maintenance.
- 3 For the purpose of this report the new enhanced roles relate to those services currently provided by Streetscene that have a direct impact on environmental quality and the visual appearance of the built environment. This briefly includes mechanical sweeping (carriageway and footpaths), manual sweeping and litter picking, litter bin emptying, provision and maintenance, fly tipping removal, graffiti and fly-poster removal and leaf clearing. A more detailed description of the services is provided in section 3

Intensive Neighbourhood Management

- 4 The Intensive Neighbourhood Management (INM) Initiative was launched in April 2006 aimed specifically at the most deprived areas within the inner city identified through analysis of Super Output Areas (SOAs). In Inner North East INM is focused on neighbourhoods in the Chapeltown and Harehills cluster. Supported by the Neighbourhood Renewal Fund (NRF) and the Safer Stronger Communities Fund (SSCF), the improvements have been significant. Cuts in the NRF and SSCF budgets in 2007/08 have made it difficult to maintain Streetscene service standards in the INM areas in the future. Key to the success of INM in improving the cleanliness of neighbourhoods has been the introduction of the Community Pride Teams and the co-ordination of services and outside agencies/partners in dealing with specific issues through local tasking arrangements.

Grounds Maintenance

- 5 In 2005 the citywide grounds maintenance contract was awarded to Glendale Services with the contract administration function being given to the City Services Department on behalf of the ALMOs and Highway Services. This function has now passed to Environmental Services.
- 6 The initial contract term was three years with an option to extend by a further three years in one year extensions. The contract is currently in year 4 with approval to extend into years 5 and 6. In terms of service delivery this is

clearly defined within the contract documents and service specification although facilities do exist to vary work in and out of the contract.

- 7 The current contractual arrangements provide little scope for Area Committees to significantly influence the way in which grounds maintenance services are delivered, certainly within the life of this contract.
- 8 However, work has begun on the procurement of a new contract to commence March 2011 which will include contract packaging options and specifications.
- 9 In 2007 a decision was made to take out of the main contract the Britain in Bloom routes grass verges and rough cut and sight line grass and deliver this through a separate contract. The new work of motorway junction grass was also added to this contract. This contract was awarded to ATM Ltd on an initial one year contract starting March 2008 with the option to extend by two years. Environmental Services also have the contract administration responsibility for this contract on behalf of the ALMOs and Highways Services.

Current Streetscene Structure

- 10 Currently Streetscene Services works on an area wedge basis. There are 5 wedges in Leeds excluding the City Centre. Each Wedge has specific management and frontline staff to deal with arising issues as well as day to day service provision. Recently, the division of the city has been discussed and new working arrangements have been proposed, to match the three new Area Committee wedges.
- 11 The current Streetscene management structure reflects the old five Area Management wedges and is organised as follows:
- Each wedge is allocated –
 - 1 x Principal Area Manager
 - 1 x Senior Area Manager
 - 1 x Assistant Area Manager (2 staff in post working a 4x3 shift to provide 7 days cover)
 - All managers are multi-disciplined and responsible for the day to day operational delivery of all Streetscene services within their respective areas.
 - The following services are delivered city wide due to logistical or operational problems associated with delivery on an area basis
 1. Car Park/Ginnels cleaning
 2. Removal of discarded hypodermic needles and syringes
 3. Public Convenience Cleaning

Description of Delegated Function/Enhanced Role

- 12 For the purpose of this report the new enhanced roles relate to those services currently provided by Streetscene Services that have a direct impact on environmental quality and the visual appearance of the built environment. This briefly includes mechanical sweeping (carriageway and footpath), manual sweeping and litter picking, litter bin emptying, provision and maintenance, fly tip removal, graffiti removal, fly-poster removal and leaf clearing. A more detailed description is given in the section "Service at Area Committee Level".
- 13 In terms of the report that went to the Executive Board in November 2007 it highlighted the following enhanced roles for Area Committees:

Street Cleansing	This covers teams of staff and specialist equipment to provide mechanical sweeping of adopted carriageways and footpaths, manual litter picking and litter bin emptying. Area Committees would be regularly presented with information about the services in their area and given opportunities to influence service planning and local priorities and hotspots. This would be primarily based on ward level discussions with Elected Members.
Grounds Maintenance	<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 2011.</p> <p>Environmental Services currently has the contract administration function for this contract which it carries out on behalf of the three ALMO's and Highways Services. An annual Service Improvement Plan is produced and ways to engage local members in this will be considered over the course of 2008/09. A procurement timetable is in place for a new Grounds Maintenance Contract from March 2011. Work on this will include details on the contract package, contract administration and opportunities for the involvement of local Members in service planning, prioritisation and monitoring. There is currently, therefore, no detailed information prepared for this role at present.</p>

Role and Responsibilities of the Area Committee

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

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

15 Current arrangements allow the Area Committees to influence and develop the following services:

- (i) Community Action Services Team (CAST). In the outer wedges ward members have direct access to the CAST teams. Referrals are made through area management officers and passed to Streetscene for action. Ward members in the inner city have the same facility through the Community Pride Teams.
- (ii) INM – in particular those resources funded through SSCF is administered through area management and ward members. This process allows influence over where and how the resources are deployed. The Area Committee approves the overall spend programme for SSCF for any clusters in its area.
- (iii) Public Conveniences – this is a responsibility delegated to Area Management and the provision of the PCs is determined by area committees, advised by Streetscene Services.
- (iv) Street Sweeping – in response to local needs, Streetscene managers do have some flexibility to vary the delivery of services.

- Area Committees have in the past supplemented street sweeping in some areas by funding additional resources.
- (v) Litter Bin Provision – the provision of litter bins is an issue for Streetscene Services as budget provision falls short of meeting demand. In the past most area committees have funded additional litter bins in priority areas
 - (vi) Customer Satisfaction Surveys – area management have organised and identified funding for customer satisfaction surveys that have included issues relating to environmental quality.

Proposed Improvements

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

Service Planning. The approach would take time to introduce but would allow a more structured approach to prioritisation and influencing service delivery. The probability is a measure of the volume of the work experienced and the potential for escalation if the response does not meet customer expectation. The impact considers the impact on the community, how it influences the strategic outcomes and the effect on statutory responsibility.

Contributing to Delivery of the Leeds Strategic Plan Targets and Outcomes

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

Strategic Outcome for the Service

- 22 'To create a cleaner, greener and more attractive city through effective environmental management and changed behaviours'. Within the strategic outcome are two very clear improvement priorities that influence the prioritisation of work within Streetscene services:

- (a) Address neighbourhood problem sites; improve cleanliness and access to and quality of green spaces.
- (b) Reduce the amount of waste going to landfill

Integrated Waste Strategy

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

Closing the Gap

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

Legal Responsibilities

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

The Service at Area Committee Level

Area Profile of the Service

- 26 Streetscene Services are currently delivered city wide and do not reflect ward or Area Committee boundaries. Consequently resource allocation is not done on an area committee basis. Streetscene aims to provide the same outcome across all areas in terms of service standards. To achieve this resource allocation within local areas will vary depending on need.
- 27 Below is a list of the Streetscene services that are included in the enhanced role for Area Committees:

Litter bins (on programmed frequency) - To collect and dispose of waste from litterbins and the maintenance of litter bins and liners, where appropriate. Currently there are over 4500 litter bins across the city.

Street Sweeping - the street cleansing service is completed by a mechanical and manual sweep of both carriageways and footways. The service operates around a schedule covering all areas of the city. Sweeping removes litter, detritus and dead weeds The schedule is used as a guideline with the emphasis now on output rather than input.

Manual Litter Picking is used across the city in appropriate situations to supplement the mechanical street sweeping function (for example, where a mechanical sweeper is insufficient or too cumbersome to operate efficiently).

Fly tipping removal – Fly tipping on the public highway is reported by the public or discovered by crews and removed accordingly or passed on to relevant agencies. Enforcement action is taken where evidence is available.

Gully Cleaning - To carry out routine servicing of gullies in order to make sure that the surface water drainage system is maintained in a working condition. Current provision allows gullies to be emptied and cleansed every 8 months to remove the build up of leaf and blossom fall, silt and detritus. Wetspot gullies, ie those in areas that are prone to flooding or ponding, are done every three months. Damaged gullies are reported to Highways Services for further inspection and remedial action.

Grounds Maintenance – Streetscene Services has the contract administration responsibility for the grounds maintenance contract on behalf of the three ALMOs and Highways services. There are currently two contractors responsible for delivering the service, ATM Ltd and Glendale Services. The current contracts cover,

- Maintenance of highway grass verges
- Maintenance of ALMO grassed areas
- Shrub and rose bed maintenance
- Hedge maintenance

Graffiti Removal – six teams are deployed across the city to remove graffiti primarily from Council property but also provide a service to private property especially in response to the removal of racist and offensive graffiti (this is removed within 24 hours and other within 10 days.)

Needle Picking – Streetscene Services has one dedicated team responsible for the removal and disposal of discarded hypodermic needles and syringes. The work closely with Community Safety and West Yorkshire Police.

Public Convenience Cleaning – Streetscene Services clean and maintain the Council's street located public conveniences across the city. This involves providing a scheduled cleaning service and opening and closing those pc that have that facility. The strategic responsibility for public conveniences has been delegated to the Area Committees.

Leaf Clearing – additional resources are employed to remove leaf fall from the highway as quickly as possible. The leaf clearing programme usually spans a twelve week period between September and December the start and finish dates being determined by weather conditions. All leaf fall collected is sent for composting.

CAST – cast teams operate in the outer area committee areas and deal with referrals from elected members. Where there are not sufficient referrals the streetscene area manager allocates work clearing known hotspot sites or problem areas. Referrals in the inner wedges are dealt with through the INM teams.

Intensive Neighbourhood Management (INM) - The INM programme helps focus on the improvement of existing public services in the most deprived communities in the city. It also helps provide new services that will address needs that have been identified in these areas. Between April and June 2006, Environmental Pride Teams were recruited, trained and deployed in each of the five wedges within the city. These teams have received a detailed seven week training programme to equip them with relevant skills and techniques to deliver high quality visible improvements in the communities in which they work. The teams undertake tasks such as graffiti removal, minor construction works, horticultural works and intensive cleaning; leaving each street at a grade 'A' level of cleanliness

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

- 28 Within the Area Committees below are examples of some key localised issues to be addressed or contributed to by Streetscene Services. Clearly the full range of issues is much greater and could be the subject of a more detailed report.
- Use the INM teams to target environmental hotspots and deal with fly-tipping.
 - Clearance of dumped rubbish in bin yards
 - Provision of additional litter bins especially in those areas with a high density of population
- 29 These are the key actions/priorities which would assist Streetscene Services to address the major issues identified in para 28.
- Undertake a review in the way services are currently delivered to achieve the localised delivery of Streetscene Services to meet the localisation of services agenda
 - Continue to deliver the INM programme in each of the inner wedges
 - Support and encourage community groups to adopt the 'In Bloom' principles
 - Ensure that NI 195 targets are achieved both locally and city wide
 - Increase the stock of litter bins across the city and ensure adequate resources are in place to service them
 - Ensure that all ALMO and Highways grassed areas, shrub beds and hedges are maintained to an acceptable standard
 - Work with the ALMOs to agree how all land can be maintained to meet the EPA Code of Practice standards
- 30 Delivering the LSP Service Priorities is a major driver for Streetscene Services and at a local level this will be achieved through its Service Plan and the Local Area Delivery Plans. To date Streetscene Services has achieved success in some areas by working closely with colleagues in the development and delivery of the plans. However this approach is inconsistent and more robust processes are required if it is to be consistently applied across the city. To date, success has been achieved through the following:
- Tasking Groups
 - Area Committee Sub Groups
 - Direct contact with Ward members

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

Customer and community engagement

- 31 Customer engagement and consultation are important for any service but difficult to achieve considering the wide range of services delivered by Streetscene Services. There is a customer satisfaction Best Value Performance Indicator that is carried out every three years and measures through surveys, levels of satisfaction with cleanliness standards i.e. keeping land clear of litter and refuse.
- 32 The last survey results done in 2006/07 showed that 63% of the residents of Leeds were satisfied with the standard of cleanliness. This compares to a metropolitan authority average of 60.9%.
- 33 Clearly these are authority wide statistics and sometimes hide local issues. In addition to this survey Streetscene Service gathers information from several other sources to help to influence service delivery. For example:
- Attending Area Committee meetings where customers have the opportunity to raise their concerns and issues/ Area committee sub-groups, both of which allow the area committee to influence service delivery through feedback from community engagement..
 - Attending tenants and resident group meetings.
 - Attending community forum group meetings.
 - Localised surveys either carried out by the service or area management
 - Contact with local ward members
 - Responding to service complaints and identifying trends and problem areas.
 - Working closely with voluntary groups such as groundwork who work with local communities.
 - Close working with a number of 'In Bloom' groups across the city who provide valuable feedback

- 34 In terms of grounds maintenance the ALMOs have detailed communications plans through which tenant views are obtained about service delivery and improvements. In 07/08 a customer consultation exercise was carried out with a particular emphasis on grounds maintenance. The results of this survey will be used to shape the package and specification of future contracts.
- 35 In terms of the future, Streetscene Services see area management as having a major role in terms of carrying out local area customer satisfaction surveys. This would be an ideal opportunity to utilise fully the Area Committee Community Engagement Plan.

Performance Management and Reporting

Baseline Position and key targets for the Service

- 36 Streetscene Services is proposing that the DLEQS methodology is introduced across all areas to measure performance and identify environmental quality issues at a district level. This information would allow target setting and performance could then be monitored against them. The DLEQS methodology produces a wide range of information relating to environmental quality including the current NI195 score that is reported on an annual basis to central government but on a city wide basis. In terms of the enhanced services the only performance measure currently reported against is NI195. As this performance indicator has recently been changed from BV199 2008/09 is currently being used to establish the city wide baseline performance from which improving targets can be derived. Unfortunately the NI195 is only done on an authority wide basis but with additional surveying resources it could be done at a local level.
- 37 SERVICE PLANNING – Streetscene Services has a service planning timetable that will ensure that the agreed service plan is in place by the first quarter of the year. The Service Plan will in future be linked more closely to the ADPs and input into the ADPs will be offered by Streetscene Services when they are updated. This process is not established and to date input across the areas has been inconsistent but we now have an opportunity to develop this. Practically there may be some resource issues trying to influence 10 ADP

Other Outcomes for the Area Committee area

- 38 Working with Area Committees across the city will vary from area to area as each will have their own specific issues and challenges. However in terms of Streetscene Services there are other outcomes that it wishes to achieve,
- Improving the general level of environmental quality across each area which ultimately will make Leeds one of the cleanest cities in the UK.
 - Implement Localised Streetscene Services that meet the governments localisation agenda.

- Improve service delivery and in the process assist the pay and gradings issues
- Continue to deliver Intensive Neighbourhood Management through the Community Pride Teams and use the experiences to improve service delivery city wide.
- Support and encourage the existing 'In Bloom' groups across all areas and where possible help to introduce new groups into the process.
- Continue to provide high standards of grounds maintenance service across the authority.
- A key outcome for Streetscene Service that would benefit the local area is to encourage communities to judge the outcomes achieved by the service rather than concentrate on inputs into the area

Reporting Arrangements

- 39 It is proposed that Streetscene Services reports to the Area Committee on a six monthly frequency in September and March. However, the timing may need to be discussed to ensure that it satisfies Area Committee requirements. The proposal is that the reports are presented by the Principal Streetscene manager and if agreed the service champion. The contents of the report and format will need to be agreed. Clearly there needs to be performance data to demonstrate how the service is performing but also needs to report on service delivery against agreed priority areas. Streetscene does not currently have performance statistics that can be reported on a six monthly frequency, however work is being carried out to develop a suite of indicators for the Vitality Index that could also be used for Area Committee reports.
- 40 Suggested performance data.
- NI 195
 - DLEQs
 - Number of complaints/compliments
 - Perception surveys

Programme of Activities 2009/10

- 41 The programmed activities will be finalised when the Streetscene Service Plan has been agreed.
- 42 In terms of Grounds Maintenance the work will begin in 2009/10 to start the procurement process to package and specify a new service and have a new contract in place to start March 2011.

Implications for Council Policy and Governance

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

- 44 In terms of policy development this will continue to be done in a city wide context to ensure that consistency of service is delivered across every area and that the Council's obligations are delivered in terms of the EPA. However, by developing closer links with local areas specific issues can be reflected in the policies to ensure that service delivery meets local area needs.
- 45 In terms of moving forward, the enhanced roles will provide an opportunity for area committees to influence policy development to reflect area needs

Legal and Resource Implications

- 46 Streetscene Services has a responsibility for delivering services on behalf of the Council and is outlined in paragraph 25. Although Streetscene Services is committed to delivering localised services there is a risk that resources are diverted to deal with localised issues at the expense of achieving city wide outcomes. With a limited resource working at optimum efficiency service prioritisation will have to be a key issue and a shared responsibility between Streetscene Services and Area Committees.
- 47 Streetscene Services resources are limited and with no prospect of increasing these it provides an opportunity for improved joined up working on imaginative and innovative ways to deliver services.
- 48 The delivery of some aspects of Streetscene Services, such as INM, graffiti removal, do depend solely on NRF and SSCF funding. Withdrawal of these funding streams will have significant implications in terms of service delivery and maintenance and improvement of service standards. Unfortunately, in all cases the funding is used to support salaries of front line staff in the most deprived areas of the city. Working with area committees may allow longer term planning and opportunities to maintain staff over longer periods of time

Equality Considerations

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

Any Other Considerations

- 50 Streetscene Service is facing a number of issues that will have an impact on its ability to deliver the outlined enhanced services. They include:
- (a) NRF/SSCF Withdrawal

In 2008/09 the NRF funding for the INM programme was reduced by £829K resulting in some of the INM services being reduced or removed altogether.

Similar reductions in funding are planned for 2009/10 and Streetscene Services is currently developing an exit strategy to try and minimise the impact on service delivery. Clearly a funding reduction in this area will undoubtedly have an impact on environmental quality in the INM areas

(b) Budget Pressures

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

(c) Street Cleaning – Inputs vs Outcomes

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

The current approach taken by Streetscene Services is to use the schedules as a guideline but use its resources to best effect. The principle is that if a street does not require sweeping on its scheduled day the resource is deployed to an area where the service is required.

NI 195 is the national measure of environmental cleaning at a point in time with no regard for the resource input. The challenge for Streetscene is to meet customer expectations and environmental quality standards.

(d) Areas of Responsibility

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

Conclusions

- 51 2009/10 and the enhanced roles for Area Committees provides an opportunity for a new relationship to be developed with Streetscene Services that will ultimately lead to service improvements and better a cleaner environment for the residents of Leeds. Within the report are a number of proposals in terms of

the way forward and the expectation from Streetscene is that this relationship will be a developing one

Recommendations

- 52 Members are asked to consider and note the contents of this report and consider the following issues,
- (i) Consider the area committee reporting process in terms of timetable, format and contents of the reports (see particularly paragraphs 39-40).
 - (ii) Consider the use of DLEQs surveying and measuring methodology at a local level (see paragraph 36). This will have surveying resource implications that need to be identified and agreed.
 - (iii) How area committees and area management can assist Streetscene Services with customer/community engagement (see particularly paragraphs 31-35).
 - (iv) Consider whether individual ward member meetings with Streetscene officers will be desirable and what the arrangements would be (see paragraph 16).
 - (v) Consider the use of the 'probability/impact' approach to service prioritisation (see paragraph 20).

Background report

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



Originator: Jeremy Keates/Beki Allchin
Tel: 214 5872

Report of the East North East Area Manager

North East (Inner) Area Committee

Date: 2nd February 2009

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

x

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 relating to priorities and work of the Area Committee since the Area Committee meeting in December 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 provides more detailed information on the successful Volunteer Thank You Event held by the Area Committee during this quarter.

Highlights

Oakwood Town & District Centre Scheme

2. Phase 1 of the Oakwood Town & District Centre scheme commenced on site on 31st March 2008. The primary aim of the scheme is to contribute towards increasing the economic vitality of the district centre through having an impact on business activity. The scheme proposes to do this through making improvements to the environmental appearance of the area and by improving car parking facilities. Phase 1 consisted of resurfacing and remarking of the bays in Oakwood Clock car park and junction improvements to the car park. This work was completed in February 2008.
3. Phase 2 of the project started work on 17th November 2008 and will address construction of the new parking area on Roundhay Road, lighting of the clock car park and replacement of street furniture. This work is on-going and there no issues to report.

Community Engagement

4. The Area Management Team have been planning the spring 2009 community engagement events as agreed in the Area Committee's community engagement strategy. The focus of these events will be the setting out to residents of the action planned by agencies in their area for the year ahead. A separate report in provided on this.

Community Centres

5. 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 now falls to the Area Management Team. It is currently envisaged that budgets and an operational pricing and discount policy will be in place from October 2009. At this point the Area Committee will have responsibility to oversee the financial management and effective operation of the centres.

Mandela Centre

6. The Area Management Team have successfully bid for full replacement of the lights in the sports hall. This work was completed before Christmas.
7. The Young Persons Steering Group has been re-established and continues to meet on a regular basis, managing the development of the upstairs rooms. Questionnaires have been distributed to young people who use the centre and they have provided feedback to the main steering group. The main steering group will provide further direction and a plan of projects for the young people's steering group to lead on.
8. A funding bid has been submitted to the LS Cash and the Area management Team is waiting to hear if this has been successful. This will pay for the development of the

upstairs rooms and decorating the whole building. Alongside this the short term aims for the steering group include setting up a website, production of a newsletter, developing the outside sports area and extending the dance floor in the main hall upstairs.

The Palace

9. The Area Management Team have actively been seeking proposals from organisations about how the rooms in the building can be better used and have met with a number of organisations based in the local area. This includes the Youth offending Team, People in Action, Somali Family Services, Deen Enterprises, Invisible Circle Education and East Street Arts. Contact has also been made with Business in the Community, who have made proposals in the past to decorate and improve this facility as part a corporate responsibility agenda.

Open Door

10. The Open Door has been open since March 2008 as a youth and community centre with a customer service point for ENEHL. The project is now staffed by ENEHL on Mondays and Thursdays and Police Community Support Officers Monday to Friday 1-3. A new computer system has been installed to allow any member of staff from ENEHL to work from the centre, which now also hosts a benefits advisor, the Bracken Woods TRA and Lidgett Towers TRA. The management committee are currently seeking to become a registered company and will seek to apply for charitable status.

Probation Services

11. The contract with Probation Services has now been signed. Up until the 12th January, Probation Services have completed a total of 440 offender hours in the inner area and done work in St.Johns churchyard, Ginnels in Oakwood, Lidgett Walk and Potternewton Lane. Probation also now do a weekly cleanup in the Beckhill area. The aim of this exercise is to link it directly with the Beckhill tenants and residents association so they can identify work and direct this service. Progress has been made in advertising this service to local groups and more referrals are coming in as a consequence.

Volunteer Thank You Event

12. This year's Thank You event took place on the 15th December between 6pm and 8.30pm. Entertainment was provided by the Mixed Voices and Church of God the Prophecy Gospel Choir, RJC Dance and the Children's Circus and was attended by the Deputy Lord Mayor.
13. The date for next years event has been arranged and it will take place on the 10th December. The Well Being Fund working group recommended support of this event.
14. Please see appendix 1 of this report for a full review of the Volunteer Thank You Event and recommended next steps.
15. A DVD is being produced of the event and it is hoped a preview will be shown at the Area Committee meeting to support this paper.

Priority Neighbourhoods update

16. 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

17. Operation Champion took place in early December. 2 Drugs warrants were carried out and five arrests made, 5 Search warrants were carried out on properties and three arrests made, 20 visits were carried out to known perpetrators of crime in the Beckhill estate, 17 Stop and searches were carried out. The ENEHL Estate Caretaking team carried out much of the work on the Environmental Audit of over 40 addresses or communal areas.
18. Plans are underway to deliver a series of healthy living activities following the award of £4,000 to BIG from NHS Leeds. Applications for specific have been received and funding agreements will be issued shortly. The kinds of activities being planned include a Slipper Exchange, intergenerational recipe swap, the BIG sing along and Strictly Beckhill – Ballroom dancing and a community football tournament.
19. A second newsletter will be produced by ENEH in the spring, with contributions from other partners and the Area Management Team. It will include an article about the work of probation services on the estate and advertise the Healthy Living Activities. The Take Action Card will be distributed as part of this and will encourage local people to identify work for probation services to carry out.
20. The former FSU building in the estate is in the process of being renovated by ENE Homes, with probation services contributing to this. Work is currently being undertaken to identify uses for this building and encourage use by local people.
21. Probation Services are now based on the Beckhill Estate, one day a week and have done significant work in clearing litter from pathways. Proposals for other work are being investigated and wardens will become involved acting as a link between residents and this service.

IMPACT

22. The IMPACT Residents Network continues to meet regularly and is now chaired by a resident. It has recently decided that it wants to become a constituted organisation. This will allow the network to become sustainable and enable it to seek alternative funds from, for example, Social Landlords and other grant making bodies. A core group of residents has been established to help steer the network and a draft format with key speakers has been agreed for future meetings.
23. Early February will see the planting of 13 replacement trees in the Sholebrokes, 6 in the Reginalds and a further 6 around Harehills Corner with decorative, but robust tree guards.
24. Following on from an environmental audit and Clean-up on Spencer Place in October, Chapel Allerton tasking has funded the cutting back of 10 extremely overgrown hedges – some as tall as 15 feet high. This initiative was done in partnership with a number of social landlords and clearly explained as a one-off

gesture of good will. It has gone some way to improve the lines of sight and general look and feel of the road.

25. Chapel Allerton tasking fund (and Chapel Allerton Councillors Mice Money) has been used to purchase 200 timer switches and 100 personal attack alarms. These have been distributed to residents through a variety of methods. In addition, tasking funds have been used to install ten Dusk 'til Dawn lights in the IMPaCT area by Care and Repair. The aim was to improve home security for residents and to reduce the fear of crime in their area.
26. Theatre in Education are about to begin delivery of the new Educational Theatre Programme "losing it" raising issues of anti-social behaviour, community cohesion & division and male violence, to single sex and mixed youth groups in the IMPaCT area. Beneficiaries will be targeted through existing LCC Youth Service groups including groups at the Prince Philip Centre, the Mandela Centre, the Bangladeshi and Islamic Centres.
27. A workshop has been held with IMPaCT partners to consider ways of working more closely on Resident Engagement. A timetable of partners engagement activities is being developed as a result and housing providers have agreed to work more collaboratively on estate inspections and clean ups - looking particularly at streets where a landlord may only have one or two properties.

Moor Allerton Partnership (MAP)

28. The MAP area spans the outer and inner area. Area Management staff are responsible for driving forward action in these areas through partnership arrangements. The Moor Allerton Partnership includes the following sub-groups.
29. The Area Management Team are currently working closely with the Board of Trustees to develop the Open House and solve the current issues. Open House remains open and is being run by a group of volunteers. The Youth Service continue to operate from the building and the AGM took place on the 20th January.

Recommendations

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

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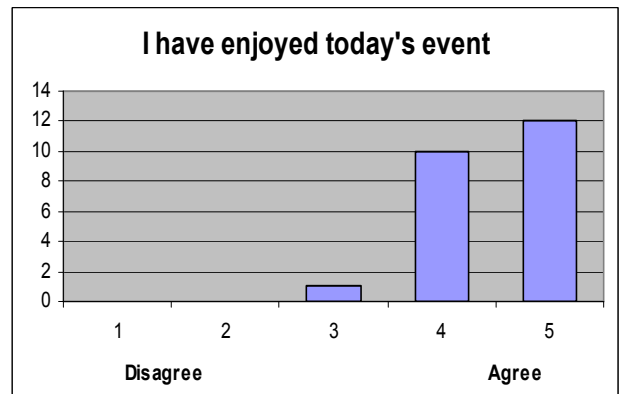
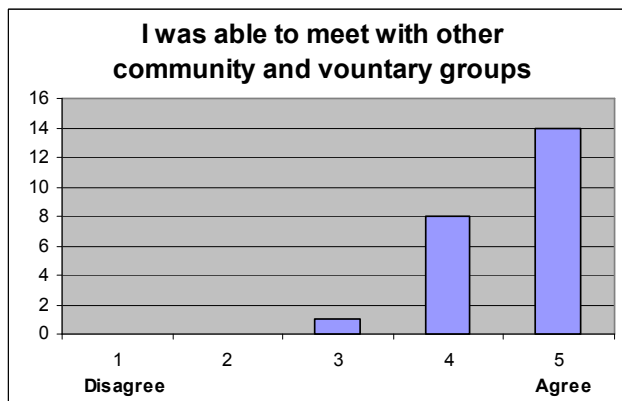
Volunteer Thank You Event Evaluation

Aims and Objectives

- To recognise the hard work and achievement of community and voluntary groups in the North East Inner Area.
- To provide an entertaining evening for community and voluntary groups.
- To provide opportunities for voluntary and community groups to network with other groups and gain information on issues such as funding, capacity building and best practice.
- Developing social capital - to encourage participation and involvement in community work in Inner North East Leeds.
- Promote the role of elected members.

Evaluation

Evaluation forms completed at the event show that response to the event was very positive. 25 people completed evaluation forms. Some of the responses are shown below:



Attendance was quite high at approximately 120 people, most of whom found out about the event through the invitations which were sent out. Evaluation forms and anecdotal evidence from the night showed people enjoyed the entertainment and thought the event was well organised. Many attendees appreciated the opportunity to network and met new people. Some of the groups which made new contacts included RJC Dance and Leeds Childrens Circus as well as REAP and North Park Lane Allotments. Most people stayed until the 8.30 finish time.

40 of the 250 groups invited attended showing a 16% attendance rate. An aim for future events would be to increase on this percentage as there is potential for many more groups to attend and to take advantage of the networking opportunities available.

A few problems were also encountered with the database of community organisations. Some contact details are out of date while the database does not include all the groups in the area. It would be useful for future community engagement activity if this database was redesigned to be as accurate as possible.

A total of £1,390 was spent on the Volunteer Thank You Event of which the majority was catering costs from Dine. £700 was approved by the area committee from the Well-Being Fund and the remainder of the cost was met by area management for this year due to the increased costs from Dine. If councillors wish to hold the event to a similar standard next year the area committee would need to allocate approximately £1,400.

DVD Proposal

It has been proposed that producing a DVD which shows highlights of the event would be very useful for the area committee. This would be broadcast throughout the year on the Big Screen in Millennium Square.

The DVD would:

- Record highlights of the event to be shown on the Big Screen in Millennium Square.
- Give the event prestige for those viewing the DVD and to the community groups who took part.
- Increase awareness of area committees and local councillors.
- Show that local councillors value the work of community and voluntary groups and encourage involvement in community work.
- Show the value of networking opportunities between community groups.

In order to promote the area committee and the Volunteer Thank You Event a copy of the DVD could be sent the community groups on our database to encourage them to take part in our events. The cost of producing 200 DVDs would be £94.50.

As the DVD will be produced by university students there is no cost to putting it on the Big Screen, except some issues with copyright law, which the Area Management Team are seeking a solution to. This may incur additional costs and the area committee will be consulted on this before approval is given.

Recommendations

The Area Committee is requested to note the contents of this report and approve the following amounts of Wellbeing funds to be released to the project listed

- 1) £95 for the production of 200 Volunteer Thank You Event DVDs to distribute to community and voluntary groups in the North East Inner area.
- 2) £50 for the purchase of a limited release copyright for DVDs.

Decision

It was agreed at the Well-Being Fund Working Group on 19th January that the event would happen again next year on 10th December, which has now been booked in the Civic Hall. Members also agreed to set aside £2000 from the Well-Being Fund for the event.

Report of the East North East Area Manager

North East (Inner) Area Committee

Date: 2nd February 2009

Subject: Community Engagement 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

x

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

Executive Summary

This report provides Members with a plan for the spring 2009 community engagement events as part of the agreed area community engagement strategy. The report presents the proposed format of the engagement events and asks the Area Committee to support proposals.

Purpose of this report

1. The purpose of this report is to present a format for the next community engagement events in March within the agreed framework of an annual cycle of community engagement activity based on the service planning cycle of the Area Delivery Plan.

Background

2. The Area Committee has made a commitment to help local people to have a greater voice and influence over local decision making and delivery of services and to build the role of the voluntary, community and faith sectors.
3. The Area Committee has agreed a community engagement strategy which includes the commitment to undertake 3 events each year in each ward based on a cycle of: priority setting – promising actions – celebrating communities.
4. The involvement of the main local service providers in the events is key – so that the events can inform their contributions to the Area Delivery Plan.

Spring Community Engagement Events

5. Last year the Area Committee organised three events in each ward with different objectives for each event. It is suggested that the three events this year follow a similar pattern:
 - Spring – to inform residents of **actions** planned by the council and it's partners for the coming year
 - Summer – celebration event which encourages **community cohesion**
 - Autumn – **prioritising** event in which residents have the opportunity to influence actions for the coming year

The cycle will allow residents to inform the Area Delivery Plan and receive feedback.

Aims and Objectives for Spring event

6. The aims and objectives of the event include:
 - To enable residents to comment or influence the priorities presented at the event
 - To present a plan to the public of priorities/actions for the year
 - To provide residents with the opportunity to debate issues of importance to the ward
7. To achieve these aims it is suggested that the event has two aspects– an action focussed market place scenario, in which each section of the ADP is represented along with the various partners who deal with these priorities – and a debating area, where issues of local interest can be discussed through either workshops or forums.
8. This format would allow for market place activity and debates or workshops to happen simultaneously, giving residents more freedom to take part in the activity that interests them. Workshops or debates could take place over the course of the event with breaks in between to encourage movement and mingling.

We will be inviting representatives from our key partners to present their actions and develop workshop activity. We would also look to involve local community groups in the activities and therefore create a larger base for attracting residents to the event.

Publicity

9. The promotion of the event is crucial to the success of the event. Several possibilities for publicity include:
- Leaflets – sent to everyone on community and residents mailing lists and every school child in area
 - Probation services can leaflet drop a targeted area. One suggestion is targeting areas which will be interested in particular debates.
 - Posters and flyers in local shops.
 - E-flyer to Leeds Voice. VAL and Community Cascade to send out on their mailing list
 - Banners – one banner for each ward to be put up outside the venue
 - Ask community groups attending to invite their associates and members along
 - Partners mailing lists – we should be encouraging partners attending to try to get their associates to attend

Chapel Allerton

10. The event in Chapel Allerton will take place on Saturday 14th March between 12 and 2pm at a venue near both Chapel Allerton and Chapeltown, such as the Polish Centre. A possible subject for the workshop/debating area is employment and Leeds Chamber of Commerce have already shown an interest in helping to run a workshop on this topic.

Moortown

11. The event in Moortown will take place on Tuesday 3rd March at a central venue, possible Carr Manor School or Stainbeck Church.

Roundhay

12. The event in Roundhay is currently planned to take place on Wednesday 25th March at Roundhay School (this is currently subject to change depending on members and the venue's availability). Possible issues to be discussed in workshops or debates include Old Park Road parking, SEC Lighting, crime prevention methods and the Mansion.

Recommendations

13. The Area Committee is requested to note the contents of this report and support the proposals for the spring community engagement events.

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Report of the East North East Area Manager

North East (Inner) Area Committee

Date: 2nd February 2009

Subject: Well-Being Budget – Project/Activity 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/activities to deliver local actions relating to agreed themes and outcomes of the Area Delivery Plan. The projects have been discussed at a meeting of Area Committee's Member Well-Being Group and their recommendations are included for noting and/or approving. The latest financial position of the Wellbeing (revenue and capital) budget are also provided.

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 where relevant.
2. The latest financial position of the revenue and capital Wellbeing budgets is provided to assist the decision making, attached as appendix A (includes Small Grants scheme) and appendix B.

Background

3. At the Special Meeting in August 2008, 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.
4. The spending decisions made to date against each heading are summarised in appendix A.
5. The Wellbeing Members Working Group met on the 19th January 2009 and their recommendations are set out for consideration and approval by the Area Committee.

Project/Activity Proposals

LCC – Inner North East Festive Lights (requesting £33,173 capital and £11,433 annual revenue)

6. In December 2008, the Inner North East Area Committee stated the following:

That approval of £5,690 from the Roundhay Ward Pot for the establishment of festive lights in that ward be noted, with the intention for the Member Working Group to consider an Area Committee wide programme of festive light installations at a future date and if agreed, the £5,690 to be reimbursed to the Roundhay Ward pot.
7. At recent ward member meetings the locations of additional festive lights were identified and the recommendation of the Well being Fund Working Group was to release funding for a further 75 festive lights to be split between the three wards.
8. Installing electrical equipment at £391.40 per column will cost £29,227, including the 11 lights on Street Lane, which cost slightly less at £380. Installation of 75 motifs will cost £152.44 per column. For 75 columns this will cost £11,433.
9. The total capital costs for this programme to go ahead will be £40,660. This will include the installation of electrical equipment and a motif for the first year.
10. In addition there will be an on-going revenue commitment for the installation of the individual motifs in year 2 at a cost of £152.44 each. The total cost of the on-going revenue commitments for 75 festive lights will be £11,433.
11. These figures will be subject to inflation increases of approximately 3% each year.

12. *The Well being Fund Working Group recommended supporting this capital programme and underwriting the above revenue commitment annually on the basis that the Area Management Team will work to find private sponsorship for the lights in each area and financial support from other partners. Should any ward require further festive lights then this will require an annual commitment from the relevant ward-pot and/or alternative funding sources to be identified to help pay for the annual charge.*

Burglary Reduction (requesting £3,500 revenue – Thriving Neighbourhoods)

13. Burglary has been highlighted as a serious issue across the city and in the NE Division burglaries for the year up to September were 5.6% up on the previous year (105 more offences).
14. In order to tackle this trend the Division is prioritising the workload of its staff and would like to conduct a door-to-door exercise using all 96 PCSO's who will knock on the door of 120,000 households over a 4-6 week period, beginning on the 1st March 2009.
15. The PCSO's will talk to people about burglaries in the area and how to protect themselves. They will handout information and provide practical advice on how to reduce the chance of being a victim of burglary, including a smartwater pen. Residents will be able to mark their property which will increase the chance of people having their property returned, increase the chance of catching criminals, while the promotion of smartwater areas will help deter burglars.
16. The objective of this project is to contribute towards the reduction of burglary across the north east police division and reduce the fear of crime. The face to face interaction with each householder aims to increase public confidence and increase awareness of crime reduction and the roles of the neighbourhood policing team.
17. The grant applied for will go towards the cost of smartwater pens for each household, which will cost 15p each. The total cost for the NE Division is £18,000, which includes a £4,000 contribution from Safer Leeds. The NE division is made up of four area committees.
18. *The Well Being Working Group recommended approval of this project as it will meet action G10 of the Area Delivery Plan which seeks to reduce crime and the fear of crime, in particular burglary and car crime. Concerns were expressed about the ability of the Police to visit every household in the Division in the agreed timescales and sought reassurances that this would be achieved. Approval was subject to the Police including a Area Committee Take Action Card within the information packs.*

Area Committee Flyer (Requesting £900 – Stronger Communities)

19. In order to link in with the burglary reduction project it is proposed that the area committee produces a flyer as part of the information pack. This will promote the role of the Area Committee within the inner north east area, particularly in terms of its linkages with partnership working and the priority of reducing crime, and contribute to the overall community engagement strategy for the area.

20. The Area Management Team will design the flyer, to include the corporate colours and will seek updated portraits of councillors. A draft will be circulated to all Members ahead of publication.
21. The cost of the project will be approx £900 for printing and design.
22. *The Well being Fund Working Group supported the distribution of an information flyer as it address action H1 of the Stronger Communities theme, which seeks to '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.'*

Recommendations

23. The Area Committee is requested to note the contents of this report and approve the following amounts of Wellbeing budget to be released to the projects listed;
 - a) £33,173 – Year 1 Festive Lights – capital
 - b) £11,433 – Year 2 revenue costs - revenue
 - c) £3,500 – Burglar Reduction Project - revenue
 - d) £900 – Area Committee flyer

Appendix A

ADP Priority Theme (link back to the Leeds Strategic Plan)	Example outcomes/issues covered	Allocation			
		%	£		
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	55,127	North East Leeds Football	-£285.00
				Chapel Allerton Cleanup	£100.00
				Beckhill Clean up	£170.00
				recharge - information ribbon	£5,500.00
				Summer Sports Activities	£11,940.00
				Drugs and Robbery Road show	£500.00
				Gangs - Hoodies or Goodies	£2,000.00
				Deen Enterprises Comm. Forum - Youth Club	£2,198.05
				Karate for Inner City Kids	£3,000.00
				TOTAL	£25,123.05
				BUDGET	£55,126.59
REMAINING	£30,003.54				

Environment	Greater recycling, cleaner streets/open spaces - inc purchase of skips, litter bins etc	18	28,815	JCB Plant Hire	£150.00
				JCB Plant Hire	£152.88
				Environmental Summer Playscheme	£6,590.00
				Skip for Roundhay Allotments	£85.00
				Skip Gledhow Valley Allotments	£100.00
				Skip for Reginald Row	£170.00
				Skip in Shelbrookes	£340.00
				Changeover skip for Gledhow Valley Allotments	£120.00
				Skip North Park Allotments	£140.00
				Skip Gledhow Valley Allotments	£170.00
				Recharge for skip in Roundhay	£100.00
				Skip Mill Field Primary School	£560.00
				Skips for Chapel Allerton arts festival	£420.00
				Skip	£85.00

				Tree Management Plan	£7,800.00
				Skips for Chapeltown	£1,760.00
				Skips for Chapeltown mini cleanup	£880.00
				Probation Services	£5,000.00
				Skip for rear of Reginald Row shops	£15.00
				Operation Champion in Sholebroke's 29/04/2008	£60.00
				Skip Hire Scott Hall Clean Up	£575.00
				Skip Hire Scott Hall Mini Clean Up	£400.00
				Gledhow Valley Allotments	£120.00
				Skip hire for Operation Champion on 1/10/08	£600.00
				Stonegate Road Allotment	£120.00
				Skips Queenshill	£360.00
				Skip Methleys Clean Up	£360.00
				Skip North Park Allotments	£120.00
				Skip Meanwood Parkside	£120.00
				Skip Roundhay Allotments	£120.00
				TOTAL	£27,592.88
				BUDGET	£28,815.44
				REMAINING	£1,222.56

Stronger Communities	Increase in people engaged in community activities, more local influence in decision making, increase in community pride and sense of neighbourhood	17	27,215	Hospitality - Community Engagement	£39.95
				Moortown Community Engagement Event	£160.00
				Roundhay Community Eng. - Leaflet distrib.	£475.00
				Stall at Oakwood Farmers Market	£10.00
				Digital artwork and printing – Community Engagement	£250.00
				Artwork for posters	£180.00
				Printing Costs for Community Engagement	£417.00
				Freepost for action Cards	£73.40
				Face Painting - Chapeltown community Day	£62.50
				Promotional Services - Chapeltown community Day	£20.89
				Refreshments for MAP Development meeting	£24.00
				Circus Skills Workshop	£90.00

					Printing – Take Action Cards	£417.00
					TOTAL	£2,219.74
					BUDGET	£27,214.58
					REMAINING	£24,994.84
Transport	Resident parking schemes, promoting cycling, walking buses etc	16	25,613		TOTAL	£0.00
					BUDGET	£25,613.72
					REMAINING	£25,613.72
Culture	Greater use of libraries, support local festivals, increase participation in sport	6	9,605		Chapel Allerton Arts Festival	£10,000.00
					TOTAL	£10,000.00
					BUDGET	£9,605.15
					REMAINING	-£394.85
Health & Wellbeing	Reduction in smoking, increase physical activity/reduce obesity rate, reduce teenage conceptions, increase independent living/choices for vulnerable adults.	6	9,605		Tai Chi Classes	£1,500.00
					Yorkshire Cricket Bat	£175.00
					TOTAL	£1,675.00
					BUDGET	£9,605.15
					REMAINING	£7,930.15
Learning/Enterprise & Economy	Better skilled school leavers, Reducing worklessness	6	9,605		TOTAL	£0,000.00
					BUDGET	£9,605.15
					REMAINING	£9,605.15
Total Commissioning Pot		100	165,583			
Exec Board One-off Allocation	Conservation reviews/NDS and Resident Parking schemes		50,000		Chapel Allerton Conservation Area Review	£7,000.00
					Meanwoodside East Cons. Area Review	£7,000.00
					Steinbeck Church Feasibility Study	£9,000.00
					Chapel Allerton Neighbourhood Plan	£9,810.00
					Roundhay Design Statement	£10,000.00
					Roundhay Neighbourhood design statement	£4,220.00
					TOTAL	£27,220.00

				BUDGET	£30,190.00
				REMAINING	£2,970.00
Small Grants				Consultation - future of Gledhow Valley woods	£500.00
				The Leeds Gathering	£500.00
				Guide Camp 2008	£486.00
				In Bloom Open Day	£500.00
				Nelson Mandela Birthday Celebration	£400.00
				Leeds NE Junior Football Team	£500.00
				Kids Day out	£500.00
				Wensley Drive Centenary Street Event	£225.00
				Moor Allerton Community Event	£428.00
				Enhancement of school environment	£500.00
				Bulb Bonanza	£250.00
				Fencing on Church Crescent & Highwood Avn	£500.00
				TOTAL	£5,289.00
			9,000	BUDGET	£9,000.00
				REMAINING	£3,711.00

Ward Pots (£10k + c/f)				RJC recharge	£1,947.00
				TOTAL	£1,947.00
				Budget	£16,947.00
			16,947	Remaining	£15,000.00
Chapel Allerton Ward				Roundhay (Street Lane) Festive Lights	£5,960.00
				Gledhow Rise Traffic Management Scheme	£5,000.00
				Festive Lights	£5,690
				West Park Street Nameplate	£3,379.68
				TOTAL	£20,029.68
				BUDGET	£20,000.00
			20,000	REMAINING	£0.00
Roundhay Ward				TOTAL	-£30.00
				BUDGET	£20,000.00
			20,000	REMAINING	£20,000.00
Moortown Ward				TOTAL	£20,000.00
				BUDGET	£20,000.00
			20,000	REMAINING	£20,000.00

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Appendix B – Capital Wellbeing Allocation and Spend

<u>NUMBER</u>	<u>TITLE</u> <u>INNER</u>	<u>BUDGET</u>	<u>Committed</u> 000's	<u>Actuals</u> 000's
		TOTAL BUDGET	499.6	499.6
2004/5	01879/NEI/000	Miles Hill Sure Start Centre	20.0	20.0
2004/5	01879/NEI/001	Seven Arts Community Centre	25.0	25.0
2004/5	01879/NEI/002	Gate-It On The Granges Contribution	7.0	7.0
2004/5	01879/NEI/003	North Leeds Bowling Club Fencing	8.6	8.6
2005/6	01879/NEI/004	Open Door' Project - 225 Lidgett Lane	3.5	3.5
2005/6	01879/NEI/005	Moortown RUFC	0.0	0.0
2005/6	01879/NEI/006	New Roof - Roscoe Methodist Church	20.0	20.0
2005/6	01879/NEI/007	Scott Hall Sports Centre	15.0	15.0
2005/6	01879/NEI/008	Queenshill Drive Drying Area Project	0.0	0.0
2005/6	01879/NEI/009	North Park Avenue Allotments Project	3.0	3.0
2005/6	01879/NEI/OI0	Extension of Community Hall	20.0	20.0
2005/6	01879/NEI/OI1	North Leeds Cricket Nets Ground Development	15.0	15.0
2005/6	01879/NEI/OI2	Meanwood Methodist Church Disabled Toilets	7.7	7.7
2005/6	01879/NEI/OI3	53 Louis Street Disabled Access	6.0	6.0
2006/7	01879/NEI/OI4	Cowper Street Community Gardens	7.0	7.0
2006/7	01879/NEI/OI5	Alleys & Ginnels Saftey Improvements	75.0	37.7
2006/7	01879/NEI/OI6	Meanwood Park Improvements	39.5	39.5
2006/7	01879/NEI/OI7	St Andrews Church Comm Project	12.5	12.5
2006/7	01879/NEI/OI8	Potternewton Park	5.0	5.0
2006/7	01879/NEI/OI9	Chapel Allerton Methodist Church - Disabled Lift	14.4	14.4
2006/7	01879/NEI/OZ0	Stainbeck Church Outreach & Development Project	3.3	3.3
2006/7	01879/NEI/OZ1	Fieldhouse Drive Improvements	2.4	2.4
2007/8	01879/NEI/OZ2	Gledhow Valley Lake Disabled Access Path	10.1	10.1
2007/8	01879/NEI/OZ3	Fencing At North Leeds Cricket Club	15.0	15.0
2007/8	01879/NEI/OZ4	Seven Community Arts Centre	20.0	20.0
2007/8	01879/NEI/OZ5	Deen Enterprises Community Forum Minibus	8.0	8.0
2007/8	01879/NEI/OZ6	Roundhegians Sports - Kitchen Upgrade	2.5	2.5
2007/8	01879/NEI/OZ7	Lidgett Pk Methodist Church-Room For All	7.0	7.0
2007/8	01879/NEI/OZ8	Moor Allerton Sports Ctre - Carpark Imps	12.0	12.0
2007/8	01879/NEI/OZ9	Woodhouse Cricket Club	6.0	6.0
2007/8	01879/NEI/OE0	Sugarwell Hill Entrance	5.0	5.0
2007/8	01879/NEI/OE1	Friends of Wykebeck Valley Woods - Bridge	7.0	7.0
2008/09	01879/NEI/OE2	Gledhow Rise Traffic Mgt Measures	5.0	0.0
2008/09	01879/NEI/OE3	Toliet Replacement St Andrews Church	10.0	10.0
2008/09	01879/NEI/OE4	Electrical work at Meanwood Parkside Road	1.1	1.1
2008/09	1879/NEI/OE5	Meanwood Urban Valley Farm	5.9	0.0
2008/09	01879/NEI/OE7	Roundhay Cricket Wickets	7.1	0.0
2008/09	01879/NEI/OE6	Gledhow Towers CCTV	4.4	0.0
		North Leeds Bowling Club	7.0	0.0
		Air Cadets 208 Squadron	3.0	0.0
		TOTAL	446.0	376.3
		Unallocated Budget remaining	53.6	123.3
		Festive Lights	40.7	
		Unallocated budget remaining	12.9	

