



NORTH WEST (INNER) AREA COMMITTEE

**Meeting to be held at Abbey Grange Church of England High School, Butcher Hill, Leeds
LS16 5EA on Thursday, 22nd October, 2009 at 7.00 pm**

MEMBERSHIP

Councillors

M Hamilton	-	Headingley;
J Matthews	-	Headingley;
J Monaghan	-	Headingley;
P Ewens	-	Hyde Park and Woodhouse;
K Hussain	-	Hyde Park and Woodhouse;
L Rhodes-Clayton	-	Hyde Park and Woodhouse;
B Atha	-	Kirkstall;
J Illingworth	-	Kirkstall;
L Yeadon	-	Kirkstall;
S Bentley	-	Weetwood;
J Chapman	-	Weetwood;
B Chastney (Chair)	-	Weetwood;

**Agenda compiled by:
Governance Services Unit
Civic Hall
LEEDS LS1 1UR**

**Stuart Robinson
247 4360**

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

A BRIEF EXPLANATION OF COUNCIL FUNCTIONS AND EXECUTIVE FUNCTIONS

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

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

A G E N D A

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> <p>No exempt items or information have been identified on the agenda</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>DECLARATIONS OF INTEREST</p> <p>To declare any personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct</p>	
5			<p>APOLOGIES FOR ABSENCE</p>	
6			<p>OPEN FORUM (10 MINUTES)</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 OF THE PREVIOUS MEETING (10 MINUTES)</p> <p>To receive and approve the minutes of the previous meeting held on 17th September 2009.</p>	1 - 12

Item No	Ward	Item Not Open		Page No
8			<p>ROUND 6 PFI LIFETIME NEIGHBOURHOODS FOR LEEDS UPDATE (COUNCIL FUNCTION) (10 MINUTES)</p> <p>To consider a progress report of the Chief Regeneration Officer on the principles of the Public Finance Initiative (PFI) Round 6 Lifetime Neighbourhoods for Leeds project in advance of the formal consultation between November and December 2009.</p>	13 - 18
9			<p>STREETSCENE GROUNDS MAINTENANCE FUTURE PROCUREMENT STRATEGY - PROCUREMENT STRATEGY UPDATE REPORT (COUNCIL FUNCTION) (10 MINUTES)</p> <p>To consider a report the Director of Environment and Neighbourhoods updating the meeting on actions and progress on the Procurement process for the provision of Grounds Maintenance from 1st March 2011 and to seek Area Committee views and input on the development of the specification and consultation process.</p>	19 - 24
10			<p>LEEDS METROPOLITAN UNIVERSITY - COMMUNITY ENGAGEMENT PAPER (COUNCIL FUNCTION) (10 MINUTES)</p> <p>To consider a report of the Director of Environment and Neighbourhoods on a Community Engagement Paper commissioned by Leeds Metropolitan University.</p>	25 - 30
11			<p>A65 QUALITY BUS INITIATIVE (EXECUTIVE FUNCTION) (10 MINUTES)</p> <p>To consider a report of the Director of City Development on progress in relation to the A65 Quality Bus Initiative.</p>	31 - 38
12			<p>COMMUNITY CENTRES REPORT (EXECUTIVE FUNCTION) (10 MINUTES)</p> <p>To consider a report of the Director of Environment and Neighbourhoods on the management of Community Centres in relation to budgets, property management and maintenance, rental support and pricing and lettings policy.</p>	39 - 64

Item No	Ward	Item Not Open		Page No
13			<p>AREA MANAGER'S REPORT (EXECUTIVE FUNCTION) (10 MINUTES)</p> <p>To consider a report of the Director of Environment and Neighbourhoods informing Members of the progress on a number of projects in Inner North Leeds West Leeds as determined by the Area Delivery Plan 2009-11.</p>	65 - 72
14			<p>KEY MESSAGES FROM AREA COMMITTEE SUB GROUPS AND FORUMS (EXECUTIVE FUNCTION) (10 MINUTES)</p> <p>To consider a report of the Director of Environment and Neighbourhoods providing Members with an update and summary on progress made at the Area Committee sub groups and ward forums that have taken place since the last Area Committee.</p>	73 - 76
15			<p>DATE, TIME AND VENUE OF NEXT MEETING</p> <p>Thursday 10th December 2009 at 7.00pm at Little London Community Centre, Oatland Lane, Leeds LS7 1SP.</p> <p>MAP OF TODAY'S MEETING</p> <p>Abbey Grange Church of England High School, Butcher Hill, Leeds LS16 5EA</p>	77 - 78

Agenda Item 7

NORTH WEST (INNER) AREA COMMITTEE

THURSDAY, 17TH SEPTEMBER, 2009

PRESENT: Councillor B Chastney in the Chair

Councillors B Atha, S Bentley, J Chapman,
P Ewens, M Hamilton, J Illingworth,
J Monaghan and L Yeadon

17 Chair's Opening Remarks

The Chair welcomed everyone to the North West (Inner) Area Committee meeting held within the new municipal year at the West Park Centre, Spen Lane, Leeds 16.

18 Declarations of Interest

The following personal interests were declared:

- Councillor J Chapman in view of her daughter-in-law's capacity as a Care Assistant who works for a company in the private sector (Agenda Item 15 – Minute 25 refers).
- Councillor P Ewens in her capacity as a LEA Governor at the City of Leeds High School (Agenda Item 14 – Minute 29 refers).
- Councillor J Illingworth in view of his wife's capacity as a Chair of Bethel Elderly Day Centre Management Committee (Agenda Items 8 & 15 – Minutes 22 & 25 refers); in his capacity as an employee of the University of Leeds (Agenda Item 11 – Minute 26 refers) and, in his capacity as renting a Council owned allotment which was located a few metres from the proposed BMX site on Kirkstall Road, and in his role as Company Secretary of 'dig2ride' a charitable company established to provide dirt jumps in the Kirkstall Valley (Agenda Item 14 – Minute 29 refers).
- Councillor M Hamilton in his capacity as an employee at the University of Leeds (Agenda Item 11 – Minute 26 refers).
- Councillor B Chastney in his capacity as a Director of West North West Homes (Agenda Item 9 – Minute 23 refers).

19 Apologies for Absence

Apologies for absence were received on behalf of Councillor L Rhodes-Clayton, Councillor K Hussain and Councillor J Matthews.

20 Open Forum

In accordance with paragraph 6.24 and 6.25 of the Area Committee Procedure Rules, the chair allowed members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee:

- (a) Hyde Park/Woodhouse Forum
Richard Halliwell – North Hyde Park Community Association/Friends of Woodhouse Moor raised concerns regarding the key messages for the Hyde Park & Woodhouse Forum. Chris Dickinson, Area Management Officer clarified the protocols and reasons behind this decision.
- (b) Woodhouse Moor Park Barbeque
Tony Green – For the Campaign to Protect Woodhouse Moor tabled a copy of an email sent to Members of the Area Committee listing several questions to be raised as a result of the decision taken at the Executive Board meeting held on 26th August 2009 to adopt the recommendations which delegates the implementation of the barbeque on Woodhouse Moor Park to this Area Committee.

The Chair informed the meeting that the Parks & Countryside Division would be project managing the implementation of the barbeque for a trial period. The details of the project would be submitted to the Committee's Environmental Sub-Group via the lead officer from the Parks & Countryside Division. It was intended that this project would be funded through Section 106 money and the Parks & Countryside budget.

- (c) Protection of Green Spaces and Woodland
Peter Owen - Spen Hill Residents Association, raised concerns regarding problems arising with some woodland in the area presently owned by Parks & Countryside. The Residents Association made a request in June 2009 to have the overgrowth cut back and made tidy as the woodland was now unusable due to overgrown condition on the footpath. The Residents Association fear that due to the woodland's unkempt condition it would now attract illegal tipping. The Residents Association informed the meeting that they would be willing to take over the maintenance of this woodland under certain conditions.

Following discussions, it was agreed to refer this issue to the relevant ward members and Area Management Officers for appropriate action.

- (d) Royal Park School Building
Sue Buckle - South Headingley Community Association/Friends of Woodhouse Moor referred to Minute 6(d) at the last meeting and informed the Area Committee that nothing had been done yet to make the building water tight and restored to its former status.

Jason Singh, West North West Area Management informed the meeting that he was still trying to get a response from Asset Management regarding this issue and would contact Members with an update on this matter.

21 Minutes of the Previous Meeting

- (a) The need to focus on 16/18 education (Minute 13 refers)
Councillor Ewens referred to the above issue and informed the meeting that there was now a Scrutiny Board Working Group looking at the provision of training for 16 to 18 year olds.
- (b) Lobby for reviewing Planning Policy with regard to HMO's and Student accommodation through the emerging Local Development Framework (LDF) process (Minute 7 refers)
Richard Tyler, Leeds HMO Lobby reported that local MP's, Leeds City Council, individual Councillors, community associations, students union and Unipol and many others responded to the consultation regarding legislative change. Members noted that most of the core cities also support the legislative change.
- (c) Sustainable Communities Act (Minute 8b refers)
The West North West Area Manager updated the Area Committee on its suggestion to include civil enforcement powers for obstructive parking and it was a credit to this Area Committee to get this included in the Council's proposals .
- (d) Area Manager's Report (Minute 13, resolution (b) refers)
Councillor Monaghan pointed out that the report on the Student Changeover would be submitted to the Environment Sub Group. He felt that this was an important piece of work and requested that the report be circulated to all North West (Inner) Area Committee Members in advance of the Environment Sub Group meeting.

22 Local Authority Appointments to Outside Bodies - Progress Report

Pursuant to Minute 9 (Resolution (b)), 2nd July 2009 the Chief Democratic Services Officer submitted a further report updating Members on the three outstanding vacancies in relation to Bethel Elderly Day Centre Management Committee; Burley Lodge – Committee of Management and Caring Together in Woodhouse and Little London Management Committee.

Members offered their congratulations to the success of the 161 volunteers at the Burley Lodge Centre. The Area Committee were reminded that next year would be 'The Year of the Volunteer'.

RESOLVED –

- (a) That the contents of the report and appendices be noted
- (b) That the Member Management Committee be recommended to remove Bethel Elderly Day Centre Management Committee from the list of Appointments to Outside Bodies in accordance with the report now submitted.
- (c) That the Member Management Committee be recommended to reduce the representation from three to two, in relation to the Burley Lodge Centre – Committee of Management in accordance with report now submitted.

- (d) That the Member Management Committee be recommended to remove Caring Together in Woodhouse and Little London Management Committee from the list of Appointments to Outside Bodies and to endorse the proposal for the Hyde Park and Woodhouse Members to attend Management meetings (perhaps on an ad hoc basis) of the Caring Together in Woodhouse and Little London Management Committee.

23 CCTV (2008/2009) Annual Report for Leeds City Council Community Safety CCTV Service in Inner North West Area Committee

The Director of Environment and Neighbourhoods submitted an annual report highlighting the services provided by Leeds City Council Community Safety CCTV to demonstrate the effectiveness of the service in reducing the fear of crime and facilitating the apprehension and detection of offenders in areas covered by both mobile and fixed CCTV cameras.

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

- Financial breakdown of CCTV cameras for Inner West Area Committee (Appendix 1 refers)
- Legal implications regarding public space surveillance CCTV (Appendix 2 refers)

Jason Singh, West North West Area Management presented the report and responded to Members' queries and comments.

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

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

- the need for officers to review the list of CCTV cameras as it was felt that the Hyde Park and Woodhouse car park was not in the area.
- clarification that the two CCTV cameras at Hyde Park Road/Royal Park Road, in addition to the four cameras at the crossroads had been agreed.
- the need to ensure that the weekly CCTV report be sent to all Ward Members as Councillor Yeadon, Councillor Illingworth and Councillor Chastney all reported that they had never received one.
- the need for officers to include the hot spot areas that are for acquiring graffiti to be monitored by the mobile units.
- the need to monitor private hire drivers parking outside 'The Box' illegally plying for hire. It was reported that a separate Police operation would take place to investigate this matter.
- that officers arrange for Members to have a look at radio links and hanging cameras.

Jason Singh responded and agreed to consult with Derek Whitehouse, CCTV Co-ordinator on the specific issues raised, with a view to reporting back the specific detail to Members of the Area Committee.

RESOLVED-

Draft minutes to be approved at the meeting
to be held on Thursday, 22nd October, 2009

- (a) That the contents of the report be noted.
- (b) That this Committee requests the deployment of mobile CCTV to areas of concern, including graffiti monitoring by the mobile units via local Task Groups and Neighbourhood Policing Teams.
- (c) That a further progress report on this issue be submitted to the Area Committee in six months time.

(Councillor B Atha joined the meeting at approximately 8.00 p.m and Councillor L Yeadon left the meeting at 8.00 p.m. at the conclusion of the above item).

24 Residual Waste Treatment PFI Project Update and Presentation

Members of the Area Committee received a report and presentation by the Head of Waste Management providing an update on the programme of communications activity supporting the Residual Waste Treatment of PFI project and the opportunity to view the PowerPoint presentation and supporting materials to be distributed to the public.

The following officers were in attendance who responded to Members' queries and comments:-

Susan Upton, Head of Waste Management

Tom Smith, Head of Performance Management & Service Improvement

Detailed discussion ensued on the content of the report and presentation.

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

- concern that there were still proposals to build a waste transfer station at the Evanston Avenue site which expected to transport 100,000 tons of waste in a residential area.
- the effect this waste transfer station would have on the amount of traffic on the roads in this area.
- clarification on what happens at a waste transfer site and why there was a need for this extra link.

The Chair thanked officers for their presentation.

RESOLVED -

- (a) That the contents of the report and presentation be noted.
- (b) That Members concerns be fed into the consultation process.

25 Consultation on Day Services for Older People

The Director of Adult Social Services submitted a report on proposals for consultation on day services for older people.

Appended to the report was a copy of the Executive Board report entitled 'From Day Centres to Day Services: Responding to the Needs and

Preferences of Older People' considered at the Executive Board meeting held on 22nd July 2009 for the information/comment of the meeting.

In addition to the above documents, a copy of a PowerPoint presentation on 'Day Services Consultation' was circulated as supporting information.

Sandie Keene, Director of Adult Social Services presented the report and responded to Members' queries and comments.

The purpose of the report was to:-

- explain about the proposals and decision making process for day services;
- listen to the views of the Area Committee;
- record the Committee's concerns as part of the consultation process;
- offer the meeting more time, if needed, to further discuss their circumstances

Detailed discussions ensued on the content of the report and supporting documents.

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

- Members felt that there was still an enormous need for Day Centres in social care especially for those elderly people who may be reasonably fit, short of friends and human contact.
- concern that Neighbourhood Networks were not addressing the needs of the elderly and lonely.
- clarification of what would happen to those people who may have opted for direct payment who get to such a stage where they were unable to deal with their own circumstances.
- concern that some people who may opt for direct payments could be exploited by family members or their carers.

The Chair thanked Sandie Keene for her attendance.

RESOLVED -

- (a) That the content of the report and supporting documents be noted.
- (b) That the above views be fed into the consultation process on day services for older people.

26 Inner North West Area Vision

The Director of Environment and Neighbourhoods submitted a report presenting the Area Committee with a proposed vision statement as part of the Area Delivery Plan 2009. The report proposes how such a statement could look for Inner North West Leeds.

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

In brief, the main areas of concern were that the vision should be wider than a cultural focus, for example, it should include something on the health aspects for the area and more on rail services in the vision for transport.

The Chair informed the meeting that these issues would also be raised at the Sub-groups.

RESOLVED-

- (a) That the contents of the report, its appendices and the comments now made be noted.
- (b) That a section on health issues be included in the report.
- (c) That, subject to (b) above, approval be given for the inclusion of the proposed vision statement as part of the Inner North West Area Delivery Plan.

27 Inner North West Committee Sub-Groups

The Director of Environment and Neighbourhoods submitted a report outlining the role and functioning of the various sub-groups of the of Inner North West Area Committee.

Chris Dickinson, Area Management Officer presented the report and responded to Members' questions and comments.

The main issues raised were:

- the need to update the memberships of the sub-groups identified in Section 2.7 of the report.
- the need to review the status of the Shared Housing Group.
- the need to professionalise and formalise sub groups in order to be more reliable in the delegation of work from the main Area Committee.
- the need to retain appropriate resident input in future sub group memberships.

RESOLVED -

- (a) That the contents of the report and appendices be noted.
- (b) That approval be given to the mechanism for securing representation as identified in Section 2.5 of the report.
- (c) That the membership of the sub-groups as identified in Section 2.7 of the report be updated.
- (d) That Councillor M Hamilton be identified as a representative to attend the Transport Sub-Group in accordance with Section 2.5.3 of the report.
- (e) That in respect of the Shared Housing Group, Central Headingley Strategy Group and the Housing Strategy Group further discussions be undertaken to establish a way forward.
- (f) That approval be given to the terms of reference for each sub-group in accordance with the report now submitted.

28 Wellbeing Fund Monitoring Report

The Director of Environment and Neighbourhoods submitted a report to update Members on the Well-being fund projects approved in April 2009. The report provided information on funds identified from projects that had under spent in previous years, and sought to re-allocate funds towards this year's Area Delivery Plan priorities. The report also updated Members on the small grants and skip requests approved since April 2009.

The Area Committee discussed at length the merits of the Parks & Countryside application and Area Management proposals.

Chris Dickinson, West North West Area Management presented the report and responded to Members' questions and comments.

Members had a positive response to many of the projects listed in the submitted report such as the Seagulls paint scheme.

RESOLVED -

- (a) That the content of the report and the progress made by Well-being funded projects this year be noted.
- (b) That approval be given to decommission the following projects and to re-allocate the funding to the 2009/10 Area Committee budget:-
 - (i) Paragraph 2.5 - Transport Survey - £5,000 (revenue)
 - (ii) Paragraph 3.7 - Hyde Park Corner Improvements - £5,000 (capital)
- (c) That approval to the request from Parks and Countryside for £6,915 towards the cost of additional staff resources at Woodhouse Moor in accordance with report now submitted.
- (d) That approval be given to allocating a further £5,000 to the Area Committee's small grants fund in accordance with the report now submitted.

29 Area Manager's Report

The Director of Environment and Neighbourhoods submitted a report to update Members on progress on a number of projects and initiatives in the Inner North West area. The report was formatted under the themes of the Area Committee's Area Delivery Plan for 2008/2011.

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

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

- proposals to look at the possibility of providing a formal play area around the back of the HEART Centre development building.
- the need to provide an update report on Tinshill Garth.
- the need to provide an update on the recommendations following the Scrutiny Board (Central & Corporate) inquiry into the methods of

consultation used by Education Leeds with regard to the changes proposed relating to the City of Leeds School.

- to request a report from Parks and Countryside on how resources for play area maintenance will be secured in the future.

RESOLVED-

- (a) That the contents of the report be noted and the comments now made be noted.
- (b) That the following items be included on future agendas of the Area Committee:
 - an update report on Tinshill Garth
 - an update on the recommendations following the Scrutiny Board (Central & Corporate) inquiry into the methods of consultation used by Education Leeds with regard to the changes proposed relating to City of Leeds School.
 - A report from Parks and Countryside on how resources for play area maintenance will be secured in the future.

30 Key Messages from Area Committee Sub Groups and Forums

The Director of Environment and Neighbourhoods submitted a report providing Members with an update and summary on progress made at the Area Committee sub-groups and Ward Forums that have taken place since the last Area Committee meeting.

Chris Dickinson, West North West Area Management presented the report and in addition to this document, the Chairs of the various sub-groups provided a verbal update on the key issues which were duly noted by the Area Committee.

RESOLVED – That the contents of the report be noted.

31 Date, Time and Venue of Next Meeting

Thursday, 22nd October 2009 at 7.00 p.m. at Abbey Grange Church of England High School, Butcher Hill, Leeds LS16 5EA.

At the conclusion of the meeting the Chair closed the meeting and thanked everyone for their attendance.

(The meeting concluded at 10.15 p.m.)

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Matters Arising from previous meeting – 17th September 2009

The following provides an update on issues from the last Area Committee meeting held on 17th September 2009 that do not appear on the agenda of this meeting.

20 (b) Protection of Green Spaces and Woodland

Area Management Team have contacted Peter Owen of the Spen Hill Residents Association to discuss how best to provide protection of the playing fields at Butcher Hill and improve the quality of maintenance of the nearby woodland. A site visit will be co-ordinated with residents and Parks and Countryside to address the groups concerns.

21 (d) Area Manager's Report, Student Changeover (Minute 13, resolution (b))

A report has now been brought to the Environment Sub Group regarding the 2009 Student Changeover programme and distributed to members for their information. The report highlights a number of areas where success has been achieved this year and where further improvement is required.

26 (b) Inner North West Area Vision

A section on health has now been added to the Vision and will be included in the Area Managers Report.

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Originator: Michelle Anderson
and Phil Charlton

Tel: 0113 24 78089

Report of the Chief Regeneration Officer

Inner North West Area Committee

Date: 22nd October 2009

Subject: Round 6 PFI Lifetime Neighbourhoods for Leeds Update

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

Executive Summary

The purpose of this report is to update the Area Committee on the principles of the Private Finance Initiative (PFI) Round 6 Lifetime Neighbourhoods for Leeds (LNL) project in advance of the formal consultation between November and December 2009.

The Lifetime Neighbourhoods for Leeds project seeks to strengthen existing neighbourhood regeneration strategies by focusing on the provision of high quality homes and services for older people (55+). It acknowledges the crucial role played by older people in building and maintaining sustainable cohesive communities and their beneficial impact on the economy, social activities and family life.

In July 2009 the Homes and Communities Agency (HCA) approved the Expression of Interest (EoI) and requested submission of an Outline Business Case (OBC). All proposals are also subject to detailed consultation with ALMO Boards and affected tenants and residents and approval of the Outline Business Case (OBC) by the Homes and Communities Agency (HCA). It is currently anticipated that the OBC will be submitted in late autumn 2009 with approval gained by spring 2010.

The Lifetime Neighbourhoods for Leeds project has the potential to make a significant positive impact on communities across the City and contribute to key national, regional and local policy drivers including area based regeneration and place making, the provision of sustainable and affordable housing, the modernisation of care and support services and the promotion of independence and wellbeing.

1.0 Purpose of this Report

- 1.1 The purpose of this report is to provide information and to update the Area Committee on the principles of the Round 6 Lifetime Neighbourhoods for Leeds (LNL) project. Further information on the project scope and specific proposals relating to the Inner North West area, remain subject to approval but will be circulated as appendices prior to the Area Committee Meeting.
- 1.2 All proposals are also subject to consultation with other stakeholders including ALMO Boards and affected tenants and residents and approval of the Outline Business Case (OBC) by the Homes and Communities Agency (HCA). It is currently anticipated that the OBC will be submitted in late autumn 2009 with approval gained by spring 2010.
- 1.3 The Committee is asked to note the principles of the project and the consultation plan at appendix 2.
- 1.4 The Committee is asked to advise the Project Team on any further stakeholders whom may need to be included as part of the consultation process.

2.0 Background Information

2.1 Introduction

- 2.1.1 The Lifetime Neighbourhoods for Leeds project seeks to strengthen existing neighbourhood regeneration strategies by focusing on providing a mix of high quality affordable Lifetime Homes and Extra Care Services for older people (55+).
- 2.1.2 **Lifetime Homes** are designed to make life as easy as possible for as long as possible. They provide accessible and adaptable accommodation for everyone, from young families to older people and individuals with a temporary or permanent physical impairment. Many planning policies already require the Lifetime Homes standard in new developments.
- 2.1.3 **Extra care housing** delivers a new kind of lifestyle for older people: they enjoy the independence of their own homes, but with security and an appropriate level of support. Residents are encouraged to participate in on-site activities that promote fitness and wellbeing, and relatives have peace of mind knowing that the older members of their families have 24-hour access to assistance if they need it.
- 2.1.4 The Lifetime Neighbourhoods for Leeds project is responding to a need for quality, modern homes aligned to a range of local supported services and facilities to enable independent living and to give older people the choice to remain in their homes. It acknowledges the crucial role played by older people in building and maintaining sustainable cohesive communities and their beneficial impact on the economy, social activities and family life.
- 2.1.5 The project focuses on the impact that delivering transformational change in services and housing for older people can make to the long term sustainability of local neighbourhoods.
- 2.1.6 The project is closely aligned with existing regeneration activity in EASEL, West Leeds Gateway/Leeds Bradford Corridor, South Leeds and Town & District Centres, the

Leeds Affordable Housing Strategic Partnership (LAHSP) and NHS Leeds' LIFT programme.

- 2.1.7 An important ambition in the project is to deliver housing with minimal environmental impact and to reduce fuel poverty. Therefore, as part of the project the Council is aiming to build all new houses, where possible, to meet the **Code for Sustainable Homes Level 5**.

Code Homes are built to the standards set in the Code for Sustainable Homes (the Code). They are more energy and water efficient, produce fewer carbon emissions and are better for the environment. Code Homes also encourage their owners to live a more sustainable lifestyle and are built in a more efficient way, using materials from sustainable sources. This creates less waste and also means Code homes have lower running costs.

There are nine categories in the Code covering energy, water, the materials used in the home through to health and wellbeing and pollution with points assigned to each category.

2.2 Outcomes

Lifetime Neighbourhoods for Leeds will aim to:

- Transform housing, health and social care services in Leeds, enabling people to live independently in their own homes for as long as possible;
- Provide affordable homes and extra care options as an alternative to residential care;
- Promote independence and choice and make a contribution to developing harmonious and cohesive communities in which older people play an integral part;
- Replace existing stock, in particular bed-sits, that are no longer fit for purpose;
- Provide a modern alternative to residential care and hospital based care;
- Support the move away from day centre and clinic provision of social and health care to delivering care in community facilities closer to home;
- Improve the quality of life of older people through providing a range of housing options, care and support services;
- Try and prevent premature admission to residential care;
- Provide training and sustainable employment opportunities linked to the contract throughout its duration and beyond; and
- Strengthen the use of local organisations throughout the project's supply chain, contributing to the sustainability of local employment markets.

3.0 **Main Issues**

3.1 Key Progress:

November 2008:

- Expression of Interest (EoI) submitted to Homes and Communities Agency (HCA).

January 2009:

- In response to a request from the HCA, LCC 'scaled-back' proposals.
- Involved some compromise on city-wide ambition of the EoI.

July and August 2009:

- HCA approved scaled back EoI and request submission of Outline Business Case (OBC);
- Project scope revisited;
- Briefings with Council's Corporate Leadership Team, Leaders of the Council and the Lead Member for Neighbourhoods and Housing on the revised scope;
- Stage 1 site checks commissioned for all proposed sites;
- Older Persons Housing Market Assessment completed by Outside UK which indicates broad support for proposals and areas for refinement of OBC;
- HCA's PFI Team visited Leeds for an OBC development meeting on 19 August 2009.

3.2 Outline Business Case

From September the focus for the Round 6 Project Team (Regeneration/PPPU/Partners) has been to further refine the project scope. At Appendix 1 a list of the agreed sites to date is attached. The team will continue to work on identifying other suitable 'reserve' sites to mitigate against any issues that may arise in terms of site suitability. Please note the sites specific to your area.

Work continues by Round 6 Project Team to develop the OBC with the intention of submitting to HCA in late autumn 2009.

3.3 Communication Plan

See Appendix 2 for an overview of the stakeholder consultation approach.

Between September and November 2009 (following approval by HCA of the revised scope) the key tasks will be around consultation and negotiation on site specific proposals with wider stakeholders including:

- Area Committees;
- ALMO Chief Officers and Boards;
- Older Peoples Reference Groups;
- Affected tenants and residents.

Subject to the consultation and prior to submission of the OBC detailed reports on the full scope and proposals of the project will be presented to:

- Round 6 Strategic Client Team;
- PFI Project Board;
- Council's Corporate Leadership Team;
- Council's Executive Board.

The Round 6 PFI Lifetime Neighbourhoods for Leeds Project Team will attend the December/January Area Committee meeting to provide Members with further programme details of the project scope including specific sites, numbers of units, types etc.

4.0 **Implications for Council Policy and Governance**

4.1 Adult Social Care

The project links well with the on-going review of residential care by Adult Social Care (Cordis Bright). The provision of new Extra Care schemes as part of this project will also assist with the modernisation of day care services.

4.2 Wider Sheltered Housing Strategy

The Round 6 Project Team are also committed to supporting the development of a wider strategy for sheltered housing stock to pick up issues not dealt with as part of this programme, particularly bed-sits, in conjunction with Housing Strategy & Solutions Group, Affordable Housing Team and ALMOs;

Options/suggestions likely to include:

- Conversion of further suitable sheltered schemes to Extra Care;
- Conversion of adjoining bed-sits to 1-bed units;
- Closure and inclusion of sites in Affordable Housing Strategic Partnership;
- Re-classification of some sheltered units as general needs stock.

5.0 **Legal and Resource Implications**

5.1 Legal Implications

The legal and contractual requirements by which the Contractor and the City Council shall adhere to in delivering the required works and services as part of the Round 6 Project are documented in the PFI Project Agreement. This is a binding document developed as part of the procurement process which integrates all of the project financial and technical components and establishes each party's contractual obligations and responsibilities. It leads to better planning of the work and greater cooperation between the partners, thereby limiting potential disputes or speeding up the settlement of any misunderstanding / complaint.

5.2 Resource Implications

The Resource Plan for the OBC and subsequent procurement of the project is being developed as part of the PID (Project Initiation Document), this will clearly identify the roles and responsibilities for the key project team members. This will be aligned with the resource requirements for the Little London, Beeston Hill & Holbeck PFI project to monitor the use of resources across both projects to ensure they are used effectively.

The financial elements for the procurement are currently being developed in conjunction with the client based on experience gained on previous projects and experience to date in developing the EOI and OBC. In developing the project plan and programme for the procurement this will further inform the level of financial commitment required to deliver the Round 6 Project.

6.0 **Conclusions**

6.1 The Lifetime Neighbourhoods for Leeds project seeks to strengthen existing neighbourhood regeneration strategies by focusing on the provision of high quality homes and services for older people (55+). It acknowledges the crucial role played by older people in building and maintaining sustainable cohesive communities and their beneficial impact on the economy, social activities and family life.

- 6.2 The Lifetime Neighbourhoods for Leeds project has the potential to make a significant positive impact on communities across the City and contribute to key national, regional and local policy drivers including area based regeneration and place making, the provision of sustainable and affordable housing, the modernisation of care and support services and the promotion of independence and wellbeing.
- 6.3 In July 2009 the Homes and Communities Agency (HCA) approved the Expression of Interest (EoI) and requested submission of an Outline Business Case (OBC).
- 6.4 The project team continues to work on refining the project proposals and scope.
- 6.5 All proposals are subject to consultation with ward members, ALMO Boards and affected tenants and residents and approval of the Outline Business Case (OBC) by the Homes and Communities Agency (HCA). Following approval by HCA of the revised scope, the key tasks will be around consultation and negotiation on site specific proposals with a wide range of stakeholders. It is currently anticipated that the OBC will be submitted in autumn 2009 with approval gained by spring 2010.

7.0 Recommendations

- 7.1 The Committee is asked to note the principles of the Round 6 Lifetime Neighbourhoods for Leeds (LNL) project.
- 7.2 The Committee is asked to note that all proposals are also subject to consultation with other stakeholders including ALMO Boards and affected tenants and residents and approval of the Outline Business Case (OBC) by the Homes and Communities Agency (HCA).
- 7.3 The Committee is asked to note the further project details at appendix 1 and to note the principles of the project the consultation plan at appendix 2.
- 7.4 The Committee is asked to advise the Project Team on any further stakeholders whom may need to be included as part of the consultation process.

Background Papers

PFI Round 6 Submission of Interest Report to Executive Board 5th November 2008



Originator: Phil Rigby/
Stephen Smith
Tel: 395 1093

Report of the Chief Environmental Services Officer

Inner North West Area Committee

Date: 22nd October 2009

Subject: **STREET SCENE GROUNDS MAINTENANCE FUTURE PROCUREMENT STRATEGY**

PROCUREMENT STRATEGY UPDATE REPORT

<p>Electoral Wards Affected:</p> <p>City wide</p>	<p>Specific Implications For:</p> <p>Ethnic minorities <input type="checkbox"/></p> <p>Women <input type="checkbox"/></p> <p>Disabled people <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>

1.0 Purpose Of This Report

1.1 To provide Area Committees with an update on actions and progress on the Procurement process for the provision of Grounds Maintenance from 1 March 2011 and to seek Area Committee views and input on the development of the specification and consultation process.

2.0 Background Information

- 2.1 Current arrangements with Glendale and ATM have now been extended to their maximum point that is to the end of February 2011. New arrangements are to be put into place from March 2011 and to this end a Project Team and Project Board meet on a regular basis to shape procurement arrangements for the implementation of a new contract from 1 March 2011.
- 2.2 The new procurement arrangements are aimed at taking into account the recommendations of the Environment and Community Scrutiny Board 2005 inquiry into previous arrangements.
- 2.3 In addition, relevant officers are attending the Environment & Neighbourhoods Scrutiny Board Working Group on the Grounds Maintenance Service.
- 2.4 The ALMOs are involved in all stages of the process and Members will be aware that recent ALMO inspection reports have featured numerous comments on Grounds Maintenance.

3.0 Procurement Strategy Approach

- 3.1 This procurement exercise is aimed at providing a mechanism to deliver a Grounds Maintenance service to the various 'clients' who are West North West Homes Ltd, Aire Valley Homes Ltd, East North East Homes Ltd, Belle Isle Tenant Management Organisation (BITMO) and also highways and transportation.
- 3.2 The input from customers within the client base is of high importance into the proposed procurement strategy and the consultation carried out thus far by the clients is covered in more detail later in this report.
- 3.3 A report outlining the overall position and procurement approach will be presented to Executive Board. The views of various stakeholders, including Area Committees, will be fed in to that report.
- 3.4 This procurement exercise will provide a contract that delivers the following grounds maintenance functions:-
- Amenity Grass in residential areas – this includes roadside verges, grass around sheltered accommodation, other areas, some of which are on Yorkshire in Bloom judging routes
 - Rough cut grass – this includes grass in urban or rural areas requiring less maintenance than amenity grass
 - Sight line Grass on highways – typically in rural areas at road junctions and bends and are cut as a road safety measure
 - Shrubs and Rose Beds at various sites within the City-
 - Primary Networks – typically grass verges and central reservations surrounding motorway and junctions, traffic sensitive dual carriageways

4.0 Implications For Council Policy And Governance

- 4.1 The project governance arrangements consist of a Project Team with a number of key tasks:-
- a) Development of a specification to use for tendering purposes
 - b) Construction of an appropriate and agreed pricing matrix and mechanism
 - c) Development of mapping of the location of sites included within the proposed contract
 - d) Development of a robust contract management and monitoring strategy
- 4.2 In achieving the above the Project Team will ensure the following:-
- a) That appropriate and adequate resources are made available from the various clients and service areas of the Council.
 - b) That clear and precise requirements should be included within the tender documentation in order to address the nature, scope and extent of contract specification requirements as referred to in 4.01
 - c) That bidding organisations will be required to demonstrate their ability to deliver the requirements and how these will be evaluated
 - d) That a robust contract management and monitoring framework is identified and implemented

- 4.3 The Project Team is made up of representatives of each of the ALMOs, BITMO, Highways Streetscene, Parks and Countryside, Procurement Unit and reports progress on a regular basis to the Project Board.
- 4.4 The Project Board meets on a monthly basis, is Chaired by the Chief Environmental Services Officer and has senior representation from the various clients plus other Council services including Strategic Landlord, Procurement Unit and Parks and Countryside.
- 4.5 The Project Board will approve actions at key stages of the procurement process.

5.0 Legal And Resource Implications

- 5.1 All parties (3 ALMOs, BITMO and Highways) have undertaken consultation with stakeholders with regards to the content of a future Grounds Maintenance service.
- 5.2 West North West Homes Ltd, Aire Valley Homes Ltd and East North East Homes Ltd representatives have advised that they have used the following mechanisms for consultation.
- Newsletter article
 - Residents and Tenants Groups
 - Sheltered Property Tenants
 - Stakeholder / Staff Focus Groups / Sounding Boards
 - Surveys undertaken
- 5.3 All ALMOs have also provided updates on the progress and consultation process to their SMTs and / or Boards.
- 5.4 Highways have also undertaken a thorough survey making use of the City Council's Citizen Panel.
- 5.5 The Project Team have carried out a large amount of work considering and reviewing the current contract specification. Details of this including the major changes from the current contract arrangements are shown below:-
- a) **Frequency of Cuts**
Frequency visits have been specified to 13 cuts per year to 25mm as the base specification, with the opportunity for clients to increase services at contract rates where required and assuming an appropriate notice period has been given.
- Amenity Cut**
- b) Amenity cut – was 50mm height, now reduced to 25mm for an enhanced cutting service city-wide.
- c) **Enhanced grass**
Enhanced grass 32 cuts have been removed and replaced with a more general standard, 13 cuts at 25mm, variable by clients with appropriate formal notice
- d) **Shrub Beds**
Horticultural training standard specified for shrub and rose bush teams

Shrub bed pruning and maintenance visits - frequency increased from 1 to 2 visits per year, and additional visits reduced from 3 to 2 visits.

- e) **Rough and Sight Line grass**
Frequency reduced from 3 cuts per year to one to 100mm cut, with option for additional cuts at contract rates as required. Rough grass (Linear) left at 3 cuts.
- f) **Hedges**
Scope of works defined in details and to be cut twice yearly in May and September.
- g) **In Bloom areas**
Frequency of cuts to be varied to accommodate In Bloom areas judging calendars - previously delivered by a separate contract. This work to be at standard amenity grass contract rates.
- h) **Primary networks (formerly motorway junctions in separate contract)**
To be included and frequency reduced from 8 to 4 cuts, with option for clients to increase. This section now includes certain high speed roads which were formerly mapped as amenity grass (examples being Stanningley Bypass, Weetwood Ring Road, A63 Selby Road).

The above reflects the base standards agreed by the clients and has been shared with customers in some focus events, as an example a focus event in June 2009 with Aire Valley Homes. Where possible the opportunity to maximise the scope for flexibility and incorporation of local needs into the specification will be implemented as well as addressing feedback from ALMO Audit Commission Inspections.

5.6 **Approach to pricing of cut frequency**

Agreement has been reached by the 4 clients that the base specification around the number of cuts should be as outlined in a) to h) in 6.02 above. So in terms of the tenderers pricing the requirements it is proposed that this will be for 13 cuts to 25mm for Amenity and Enhanced grass, as an example.

However, in the tender process we can take the opportunity for bidders to also price for a specification requiring 14 and 15 cuts and for the collection of arising / clippings. By doing this then the Council and clients (ALMOs and Highways) will be in possession of all available opportunities / options prior to the evaluation of submissions.

5.7 **Current Provider consultation process**

Both current providers (Glendale and ATM) are to be contacted in order to obtain feedback from them in terms of what works well and potentially what are the areas for improvement or what lessons can be learned. The results will then be considered in the development of the new procurement arrangements. This task will be undertaken in early October 2009.

5.8 **Market Testing Event**

As part of the Procurement Strategy and pre procurement process the Project Team is also undertaking a soft market testing exercise in order to test and verify adequate interest within the market sector to deliver the outline proposals of the ALMOs and Highways in regards to the proposed Grounds Maintenance service.

This process will also obtain an indicative costs based on the level of service that can be used as a pre contract estimate. This work is planned to be carried out in the month of October 2009.

5.9 Mapping review of sites

As part of the arrangements for the new procurement all clients including the ALMOs and Highways have and continue to made a concerted effort through redirection of available resources in order to ensure that the data that is used to map site locations within the tender documentation is as current as possible in order to provide bidders with a comprehensive pricing document.

This will allow for potential bidders to submit as accurate as possible tendered price for evaluation purposes and also aspire to minimise the scope for site variations in and out at the contract. It should however be noted that is unlikely to be 100% at all times and the need to vary matters will be required, but in such cases a mechanisms will be agreed to manage the incorporation of any new site locations.

5.10 Contract Management and Monitoring Process

Consideration is being given to how this process is carried out and structured within the new procurement arrangements. The key essential is that all parties / clients to the contract are able to undertake this role in a common and consistent manner providing confidence that in the event of being required to deal with any allegations of unsatisfactory performance matters that an appropriate structure and process is in place to address matters consistently and with the appropriate supporting audit trail should it be necessary.

6.0 Procurement timetable- key dates

6.1 The key dates/stages can be summarised as follows:

- By end October 2009 – Project Board approval of strategy and chosen option
- November 2009 – February 2010 – preparation of tender documentation
- November 2009 – formal procurement process starts with OJEU published
- November 2009 – end January 2010 – pre qualification questionnaire process concluded leading to tender shortlist
- March 2010 - Project Board approval to tender shortlist and tender documentation
- April 2010 – Tenders invited from shortlist of companies.
- April 2010 – early September 2010 – Tenders submissions received and detailed evaluation process undertaken on price, affordability and qualitative factors including site visits.
- September 2010 – Project Board approval of tender evaluation process.
- October 2010 – Contract Award, lead in TUPE etc
- November 2010 – March 2011 – Contract Mobilisation process

7.0 Recommendations

7.1 Area Committees are asked to note the content of this report.

7.2 Area Committees are invited to provide comments on the outline proposals particularly around the development of specification and the consultation process undertaken by the clients.

Background Papers: None



Originator: Chris Dickinson

Tel: 395 2835

Report of the Director of Environment & Neighbourhoods

North West (Inner) Area Committee

Date: 22nd October 2009

Subject: Leeds Metropolitan University – Community Engagement Paper

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

Leeds Metropolitan University is among the largest higher education institutions in the United Kingdom. Its students and staff have a significant impact on the Inner North West area and the city of Leeds as a whole. Of its 26,000 students, over 22% come from Leeds itself with a further 37% from West Yorkshire. Over 80% of its 2,500 staff live in West Yorkshire. The impact on the local economy of Leeds Met's expenditure in 2006 was calculated to be the equivalent of around 4,200 jobs and £295 million in output. In this very real sense, Leeds Met is embedded in the city and the region. This paper outlines how the university intend to develop their approach to community partnership.

1.0 Purpose of this Report

Attached at Appendix 1 is the university's Community Engagement paper which provides Committee Members with information regarding Leeds Metropolitan University's approach to volunteering, community based learning, campaigning & cultural partnerships, research and consultancy.

2.0 Recommendations

The Inner North West Area Committee is invited to note and comment upon the content of the report.

Background Papers : None

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COMMUNITY ENGAGEMENT PAPER

Introduction

- 1 Leeds Metropolitan University's main aim is to provide a top quality education to our 26,000 students. 22% (almost 6,000) come from families resident in Leeds. The families of another 37% of our students live in West Yorkshire. Nearly 60% of our staff (1,800 people) live in Leeds. In total, 2,500 (80%) live in West Yorkshire. The impact on the national economy of Leeds Met's expenditure in 2006 was calculated to be the equivalent of around 6,400 jobs and £514 million in output. The impact on the local economy of Leeds Met's expenditure in 2006 was calculated to be the equivalent of around 4,200 jobs and £295 million in output. In this very real sense, Leeds Met is embedded in the city and the region. Our Vision & Character commits us to improving the students' experience through engaging with communities, developing volunteering among staff and students, and creating meaningful partnerships with cultural, sporting, business, educational and community organisations. This paper outlines how we can develop our community partnerships. Most of our partners are in Leeds, but our regional and international partnerships have similar elements.

Body of Report

Principles:

- 2 Our community partnerships are based on four R's: Respect, Reciprocity, Renewal and Reflection. We respect our partners (and they respect us); our partnerships are reciprocal (both parties benefit from our activities together); we are committed to renewing and refreshing our staff and students and to neighbourhood renewal alongside our community partners; and we will continuously reflect on what we have learned, what all parties have gained, and on what can be improved.

Leeds: Live It, Love It, Share It

- 3 Leeds Metropolitan University is fully committed to developing the best features of the city, ameliorating the worst and developing the ethics of sharing and inclusivity. We are committed to improving the sporting, educational, cultural and community work we do in and for the city and the region. All this activity, and much of our students' course work, expresses our aim to reduce social disadvantage, increase tolerance and promote social cohesion. We aim to share our expertise and our facilities wherever feasible. As the next section indicates, we open our facilities to our community partners. Our sport and leisure facilities at the Headingley Campus are excellent and are widely used by partners. We welcome suggestions from local residents groups for further activities. We have

academic and other staff with specific expertise in a wide range of areas including urban planning, architecture, landscape design, environmental issues, art, graphics, health, information technology, business, law, public relations, the social sciences, languages, international development, tourism, hospitality and cultural studies. Either in a voluntary capacity or as consultants, staff will make themselves available to support the development of the city and the region. Often, student volunteers can make a special contribution, utilising their developing subject knowledge.

What we do with our community partners:

Volunteering:

- 4 Most of our student volunteers are organised through the Students' Union's highly respected Community Action at Leeds Met (CALM) programme, operating largely in northwest Leeds. Other students volunteer, along with staff, as mentors and reading support buddies through the Community Partnerships & Volunteering office. More students volunteer at sporting and cultural events in Leeds and abroad. Staff volunteer on 'action days' to work for organisations on specific projects, and they join management committees, become trustees, school governors and the like. Our international volunteering programme sends students and staff to fourteen countries to support a variety of projects in low-income areas.

Community-based learning:

- 5 The ethic of volunteering is carried through to many courses where students are required to put in around 30 hours of their time to support a community group, as directed by that group. We are available, if requested, to accredit and support courses run by community organisations, or co-operate with them in developing new courses.

Campaigning and cultural partnerships:

- 6 We link with third sector organisations whose remit is to change attitudes and practice in the city or the region. Thus we support Refugee Week, Black History Month, Irish History Month, the David Oluwale Memorial Committee, and we help co-ordinate a 'think tank' on community cohesion with partners in the not-for-profit sector. We will support community festivals throughout the city, funds permitting.

Research, consultancy and evaluation:

- 7 Staff and students are available to assist community groups with their research and evaluation needs – sometimes free (linked to community-based learning), sometimes paid (where we have helped raise the necessary fees).

Support in kind:

- 8 We provide facilities for community organisations at either no cost or half the commercial rate. Sports halls and pitches can be hired at half the commercial rate by community organisations. Our surplus computers and furniture are donated to community groups. Staff often give their time free on one off advice and support for community groups.

Good neighbours

- 9 Students make a huge economic and cultural contribution to the city as a whole. They can also be noisy and disruptive. We work with the University of Leeds on the Neighbourhood Help-line which deals with complaints against students who are not being good neighbours. If a complaint against a student is upheld, we can impose a range of penalties, including disciplinary action. We will further integrate this service within the governance of the university and monitor its effectiveness. We offer focussed advice on proper behaviour to students leaving our accommodation for the private sector. We recognise the stress on housing stock in some parts of the city posed by the numbers of students in those areas. We work with Residents' and Tenants' groups across the city to assist their efforts to balance their housing needs with those of our students. Increasingly, we are moving our students to purpose built city centre accommodation. Our staff and student representatives attend meetings as requested (resources permitting) in areas of high student settlement in order to answer questions from long-term residents and take up the issues they raise. Our transport strategy is designed to reduce car usage by staff and students. We regulate access to our campuses in accordance with this aim. We work closely with the city council to minimise the problems raised while students and staff continue to drive and park near our campuses.

Implementation strategy

- 10 Both the university and the Students' Union are committed to developing community partnerships on the principles outlined above. The potential services, as indicated above, are many and various, and are delivered by colleagues in different parts of the university. We are pledged continuously to improve the quality of the services we offer to our partners. We are aware that it is impossible to meet all the demands that are placed upon us. Resources are limited in this field and, like community organisations, we are continuously looking to government and charities for funds to develop our services. To further develop this work, and to increase the resources devoted to this field, we will:

- increase liaison between the various delivery agents in the university
- develop respectful discussions between the university, the council and community organisations throughout the city
- improve our monitoring and evaluation of existing activity
- increase our fund-raising activity

-
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- improve communications with all our partners
 - develop an action plan arising from the final version of this document, listing our intended outcomes and delivery dates
 - produce an annual report/score card on progress made.

11 Our first step is to consult Leeds' residents on the contents of this document. It will be published and comments solicited by email or letter. We will organise facilitated meetings throughout the city to discuss the document face-to-face. It will be amended in light of comments received. When the document is agreed, we will produce a detailed implementation plan.

Contacting Leeds Metropolitan University

12 For further information any aspect of this document, please contact [REDACTED]

Conclusions and recommendations

13 The paper highlights the requirement to:

- Educate the community on the good work being done by Leeds Met
- Clearly state our position within the community and set realistic expectations
- Engage the community in develop our plans

14 To conduct facilitated meetings to discuss this paper with the wider community.

References and further information

15 Not applicable



Report of the Director of City Development

Inner North West Area Committee

Date: 22 October 2009

Subject: A65 Quality Bus Initiative

Electoral Wards Affected:
Kirkstall

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

On the 6 July 2006, the Secretary of State for Transport announced that the A65 Quality Bus Initiative had been granted "programme entry" to the LTP major schemes programme as part of the first round of Regional Funding Allocation approvals at a total cost of £20.746 million.

The proposed scheme will provide the following:

- 4 kilometres of new bus lane
- Improvements and bus priority measures at two major junctions and bus priority pre-signals at the exit points from the new bus lanes
- New pedestrian and cycle facilities including cycle lanes
- Improvements to bus passenger and information facilities along the route

Benefits from the scheme include:

- Bus passenger journey time improvements of 4-6 minutes in the peak periods and up to 3 minutes in the off-peak periods
- A projected increase of 9% in bus patronage

On 20 September 2006 the Executive Board approved the scheme development costs of £834,000 to cover detailed design fees, procurement planning, and the preparation and consultation costs necessary to secure the statutory approvals for the scheme.

On 4 April 2007, the Executive Board approved the acquisition of this third party land and gave authority to make a compulsory purchase order should negotiations fail. On 1 April 2009, the Executive Board approved up to £2.5 million to acquire the third party lands.

1.0 Purpose Of This Report

- 1.1 The purpose of this report is to provide a brief update, to members of the area committee, on progress with the design and procurement of the A65 Quality Bus Initiative. It will focus on the key issues, mainly the decision of the Secretary of State on the CPO Public Inquiry, the current scheme layout, and the current programme regarding approval and ultimately construction of the scheme.

2.0 Background Information

- 2.1 The A65 Quality Bus Initiative scheme is part of a comprehensive project to establish the A65 route as a Quality Bus Corridor serving the North West of the Leeds District.
- 2.2 The Quality Bus Corridor is divided into three sections, covering the A65 corridor from Leeds city centre to Aireborough as follows:
- i) A65 QBI – Inner Ring Road to Kirkstall Lane (the subject of this report);
 - ii) Abbey Road bus priority scheme – Kirkstall Lane to A6120 Horsforth Roundabout. Scheme and funding of £1,500,000 previously approved by Executive Board and was completed on site in March 2007; and
 - iii) A65 Rawdon Road scheme – A6120 Horsforth Roundabout to Guiseley. Proposals deferred subject to finalisation of the strategy for the A6120 and options for highway links to the airport. Further detailed evaluation of the options for providing improved bus priority to be evaluated.
- 2.3 A scheme for the A65 QBI was submitted to the Government as part of the Local Transport Plan 2001-06 submission and was Provisionally Approved in December 2001. Subsequent discussions with the Department for Transport (DfT) led to the submission of a revised scheme proposal which was developed to take on board the emerging redevelopment proposals for the Kirkstall Road corridor and further minimise the need for future land acquisition.
- 2.4 This revised scheme was remitted for regional advice on transport priorities by the DfT in December 2004 and subsequently was identified as a priority in the Regional Transport Board's submission to the Secretary of State in January 2005.
- 2.5 The proposed scheme is illustrated on the attached draft newsletter, which includes:
- i) a total of 4 km of new bus lanes covering inbound and outbound journeys;
 - ii) bus priority signal arrangements at two major junctions;
 - iii) provision of additional pedestrian and cycle crossing facilities and cycle lanes;
 - iv) pre-signal arrangements to give buses priority at the exits from the bus lanes; and
 - v) improvements to bus passenger facilities including new shelters and information displays (in real time at the busiest stops).
- 2.6 Scheme benefits predicted for bus and other users are as follows:

- i) reductions in bus journey times in the order of 6 minutes in the morning peak; 4 minutes in the evening peak and 3 minutes in the off-peak periods;
- ii) a forecast increase of 9% in bus patronage; and
- iii) improvements in the safety and movement of pedestrians, cyclists and traffic.

3.0 Main Issues

3.1 In October 2008, a previous report was presented to the Inner North West Area Committee giving an update on progress with the A65 QBI.

3.2 The key points in that report were:

- i) The existing public consultation that had taken place and the pending Newsletter No.2
- ii) The completion of the Public Inquiry over third party land;
- iii) Ongoing consultation with Developers of the sites to the south of Kirkstall Road;
- iv) The appointment of a Contractor to work with the LCC design team in finalising the design; and,
- v) The current programme at that time, including the approval process.

3.3 As mentioned above, a Public Inquiry was held over the Compulsory Purchase of two parcels of third party land required to construct the scheme proposals. This was held in October 2008 with a decision expected in early 2009. This decision was not confirmed by the Secretary of State until September 2009 which has had a significant effect on the scheme proposals and overall programme.

3.4 At the Public Inquiry in October 2008, an alternative scheme which required less land was put forward by an objector. The government inspector who presided over the Inquiry recommended to the Secretary of State that a modified order be confirmed which was consistent with the objector's alternative proposal.

3.5 During the time period when deliberations were ongoing with the CPO decision, detailed design was progressing which included further consultation with statutory undertakers. As part of this consultation, previously unidentified diversions of extra high voltage cables were identified at the western end of the scheme, coming out of the wildflower garden. These had an estimated cost of £1.5 million with the potential for a two year lead in time for any diversion.

3.6 Due to the prohibitive cost, and programming issues with these potential electric diversions, coupled with the decision on the modified CPO area, changes have been made to the western end of the scheme. These changes move the existing bus stop, and controlled pedestrian crossing to appoint in advance of the third party lands. The outbound bus lane has been shortened by approximately 50 metres and the pre-signal arrangement simplified.

3.7 At the eastern end of the scheme, consultation has continued with the Developers to the south of Kirkstall Road not only on the scheme as a whole but more specifically on

how they interface with the scheme proposals and also with regard to the effect of the traffic regulation order. Due to the current economic climate, and the adverse effect on the property market, the pace of these developments has slowed significantly to the point where the Developers are looking at intermediate uses of these sites to maximise permitted use in their existing state. The Developers have made representations to the Council concerning the proposed scheme and its suitability for the present permitted use of their sites. In view of these circumstances, and the need to safeguard these sites and their future development potential, a decision has been agreed by the A65 Project Board to modify the scheme in this area.

- 3.8 The modifications include the provision of an additional priority right turn and “U” turn facility to allow full access egress from the proposed dual carriageway to the existing developments. Under the original proposals, it was envisaged that an enhanced version of this facility would ultimately have been provided under development proposals. When future development plans are progressed this facility has been design to be capable of modification as part of any future planning and highway requirements.
- 3.9 In conjunction with the above, to ensure the effective operation of the turning facilities it is proposed that the inbound carriageway should be widened to 2 x traffic and 1 x bus lanes. This is an extra single lane length of 700 metres compared with the approved scheme. Apart from the additional carriageway construction, no other additional works or costs arise from this change since the public utility diversions are required irrespective of this modification.
- 3.10 It was previously reported that the second stage of approval – conditional approval (CA) – would be sought early in 2009. This required all the statutory procedures to be complete which included the acquisition of land. With the delay in the CPO decision, conditional approval could not be sought.
- 3.11 In order to mitigate delay, draft condition approval documentation was submitted to DfT in August 2009 with a meeting being held shortly after. The DfT understood the difficulties that LCC had experienced with the CPO and long delay in getting the Order confirmed, albeit in a modified form.
- 3.12 Despite the lack of a formal CA submission, the scheme design has continued to programme with the LCC design team working in conjunction with the appointed contractor. This will result in Final Target Cost for the construction of the works being produced in November this year. The production of the final target cost is the key difference between the conditional approval and full approval. DfT have agreed to initially consider the draft CA which can then be converted into a full approval submission once the Final Target Cost is established.
- 3.13 This should lead to a decision on full approval being given in December 2009. Subject to full approval, it is programmed to commence construction on site in February 2010 for approximately two years.

4.0 Implications For Council Policy and Governance

- 4.1 The A65 QBI is an integral part of the Local Transport Plan which contributes to the delivery of the Council’s corporate objectives for transport and those of the Vision for Leeds. The scheme will make a major contribution to improving the attractiveness and quality of bus travel and will significantly increase bus patronage and public transport mode share. The scheme will also improve cycling and pedestrian facilities and therefore ultimately improve the air quality.

4.2 All the bus stops throughout the scheme are to be provided with raised kerbs to make access to and from buses easier for disabled groups in line with Disability Discrimination Act.

4.3 The proposals are consistent with the Council's Environmental Policy and provide encouragement for the use of public transport and cycling.

5.0 Legal and Resource Implications

5.1 There are no legal and resource implications to report.

6.0 Conclusions

6.1 The catalyst for the next round of communication was the decision of the Secretary of State for Transport on the confirmation of the CPO following public inquiry in October 2008. Although expected in early 2009, a modified Order was not confirmed until 4 September this year.

6.2 Following the decision, Newsletter No.3 has been drafted and this is expected to be distributed at the end of October.

6.3 During the latter stages of the detailed design, changes have been made to the scheme. The western end, has been changed as a result of the modified CPO being confirmed and also as a result of identifying major diversions to extra high voltage electric cables. At the eastern end, changes have been made due to accommodate the existing use of the adjacent development sites because of the changing pace of redevelopment resulting from the current economic recession.

6.4 Despite the above, progress is being made and through discussion with DfT, full approval is expected in December 2009 which will allow construction to commence in February 2010 lasting for approximately 2 years.

7.0 Recommendations

7.1 The Area Committee is asked to note the content of this report and make comment as necessary.

Background Papers: None

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Quality Bus Scheme

Summer
2009

www.leeds.gov.uk/a65qbc

A scheme to significantly improve bus journey times, pedestrian and cycling facilities, and reduce congestion on A65 Kirkstall Road.

Progress so far

The design of the scheme has now been completed with some significant changes since the last newsletter. The figure overleaf shows the new layout design superimposed on an aerial photograph.

The cost of the scheme is approximately £22 million, comprising land, design, services diversions and the road construction itself. The scheme is funded by the Department for Transport.

Programme of Works

The work on site is expected to start in February 2010 for two years duration. There will be disruption during construction and information will be given out by local radio, newspapers and on the website: www.leeds.gov.uk/a65qbc

Landscape and Ecology

Not only will the scheme improve bus journey times into the city centre, but it will also aim to improve the aesthetics and natural habitat of the area. Although 130 trees will have to be removed to allow for the construction works we are replacing these with over two acres of shrub planting and 300 trees. Improvements will also be made to the wildflower garden on Commercial Road to make it more user friendly.

Public Exhibition

A public display of plans is planned to be held in January 2010.

Further Information - please visit www.leeds.gov.uk/a65qbc

Now

- Hotline number: 0113 222 4407
- Newsletter 3 is also available from selected Leeds City Council and Metro outlets – see website

Autumn/Winter 2009

- Updates in *About Leeds* – a free publication distributed to Leeds residents
- Provide feedback, request information via email or register for email updates on our website www.leeds.gov.uk/a65qbc
- Further leaflets and website updates will keep you informed as the scheme progresses

If you need to speak to us in a language other than English, please phone: 0113 214 9010. If BSL (British Sign Language) interpretation is required please call: 0113 246 9990 or e-mail: blpa@leedsdeafblind.org

This information is available in large print, Braille, on audio tape and on computer disc.





Originator: Liz Jarmin

Tel: 3950647

Report of The Director of Environment and Neighbourhoods

Meeting: Inner North West Area Committee

Date: 22nd October 2009

Subject: Community Centres Report

<p>Electoral Wards Affected:</p> <p>ALL</p> <div style="border: 1px solid black; display: inline-block; padding: 2px; margin-top: 10px;"> ✓ </div> Ward Members consulted (referred to in report)	<p>Specific Implications For:</p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input type="checkbox"/></p> <p>Narrowing the Gap <input type="checkbox"/></p>	
Council Function <input type="checkbox"/>	Delegated Executive Function available for Call In <input checked="" type="checkbox"/>	Delegated Executive Function not available for Call In Details set out in the report <input type="checkbox"/>

Executive Summary

The management of Community Centres became a delegated function of area committees in 2006-07. The portfolio of centres to be managed by the Area Committees was created by the transfer of centres from the former Neighbourhoods and Housing and Learning and Leisure Directorates. There are currently 71 centres across the city, 24 of which are leased out to voluntary organisations while 47 are directly managed by the council.

This report provides a position statement on progress to implement this delegation, focusing on the following key areas; budgets, property management and maintenance, rental support and pricing and lettings policy, issues associated with the local portfolio of the Committee and the development of local action plans .

The area committee is asked to comment on and agree the issues covered in this report.

1.0 Purpose Of This Report

1.1 This report provides:

- A service overview and outline of the role of Area Committees in relation to this delegated function
- Service budget information – revenue and capital
- A briefing note on the new Corporate Property Management service (CPM)
- An update on the implementation of the pricing and lettings policy and database.
- Proposals regarding rental support to voluntary and community organisations
- Area specific information including annual budget forecasts for each of the centres in section 6 of this report

2.0 Background Information

2.1 The Community Centres delegated function forms part of Leeds City Council's constitution, which provides the framework within which the council conducts its business and makes decisions. The constitution describes who is responsible for making decisions and how decisions are taken.

2.2 Service Description

The service includes a portfolio of centres across the city. Revenue budgets associated with the operation of the Community Centres are delegated to Area Committees to manage. Non-controllable costs such as capital asset charges, buildings insurance, business rates and CPM management fees are not managed by Area committees, but these budgets are reported on a regular basis. Maintenance budgets are now managed centrally by Corporate Property Management.

2.3 Description of Delegated Function

A report to Executive Board in March 2006, set out the proposed delegated function for the Council's Community Centres to be implemented by the 10 Area Committees. A full version of the delegated function is attached at appendix 1, in summary it includes the following responsibilities:

- To make investment decisions from their own Well Being budgets and make applications for capital from the Council's Major Maintenance Fund in the normal way.
- Area committees be given the responsibility for setting charges and discounts for centres in their area within a common framework, and agree a schedule of charges for implementation.
- Capital receipts – for a proportion of any receipt arising from the disposal of a community centre to be retained by Area Committees to address category 1 (immediate) and 2 (essential) backlog maintenance on other Community Centres within the same area.
- Revenue budgets associated with the operation of Community Centres. Further information on this element of the delegation is included in sections 3 and 6 of this report.

2.4 In addition, Area Management Teams on behalf of the Area Committees, were given responsibility for the following functions:

- Liaising with users, user groups, Members and Area Committees on issues relating to centres in their area
- Developing proposals for re-shaping the portfolio

- Developing capital schemes and funding packages
- Monitoring the service level agreement for centres in their area and capital and revenue budgets
- Ensuring that leases and licenses are in place and reviewed periodically
- Developing, implementing and overseeing the administration of a new schedule of pricing and discounts for centre usage

3.0 General Issues

3.1 The transfer of Community Centres from three former service areas to the Regeneration Service has taken place over the last three years. This has involved considerable work in aligning budgets and operational requirements, and understanding the resulting financial position and implications for services moving forward, so reporting on these issues has not been possible until recently.

3.2 Good progress has been made in moving the service from a position where it was operating beyond the budget provision by identifying operating inefficiencies and closing underused and poorly maintained Centres. However, it is acknowledged that further work is required to realise the full extent of this delegated function and thereby empower Area Committees to take a leading role in utilising their community assets to better meet local needs.

3.3 Budgets

Fixed budgets for each centre have now been finalised for 2009/10 and work has commenced on setting the 2010/11 budgets. This has to date been difficult to achieve due to the complexity of bringing together different service budgets, and insufficient historical information on actual expenditure. However, budget estimates for 2009-10 have now been established, based on the close monitoring of expenditure in 2008-09.

3.4 The total Community Centres budget for 2008-09 was £3,006,660. In 2009/10 the total budget for the whole service has increased slightly to £3,127,150. This is mainly to enable the service to meet rising operational costs. A summary of budgets for the Inner North West Area Committee for 2009/10 is included at section 6 of this report, with a more detailed breakdown provided at appendix 2.

3.5 Controllable and Non-Controllable Budgets

The Community Centres budget contains various budgets headings, some of which are controllable by Area Committees, and some which are not. The table below outlines the overall budget for the service highlighting which of the two categories headings fit in to:

Budget Heading	Controllable £,000	Non- Controllable £,000	Total £,000	Notes
Caretakers	£1,109		£1,109	
Premises	£717		£717	
Supplies & Services	£15		£15	Licenses and telephones
Income (internal)	-£243		-£243	LCC depts.
Income (external)	-£341		-£341	
Management Fee		£242	£242	CPM
NNDR (business rates)		£198	£198	
Insurance		£26	£26	
Capital charges		£1,082	£1,082	
CPM Maintenance budget		£321	£321	Budgets now devolved to CPM
Grand Total	£1,257	£1,870	*£3,127	

* Overheads budget for central recharges and support e.g. legal / professional fees, are not included within this budget.

3.5.1 The budgets that sit within the controllable category relate to the operational budgets which have been delegated to the Area Committees, these include; caretaking, supplies and services, premises costs and income. The non-controllable budgets are managed by CPM finance, and include; capital charges, business rates, insurance and CPM service management costs. Actual expenditure against the budget estimate for both controllable and uncontrollable headings will be reported to Committees.

3.5.2 Appendix 2 of this document provides a breakdown of the controllable and non-controllable budgets for the Inner North West Area Committee.

3.6 Revenue Budgets

It was agreed in the 2006 Executive report that revenue savings made from delegated Community Centres budgets should be retained by Area Committees to reinvest in their local portfolio within the approved Council budget allocations.

3.6.1 Prior to commencing the transfer of Community Centres to Area Teams / Committees in 2006, the city's Community Centres had been operating at a substantial deficit against the agreed budget allocation.

3.6.2 Officers have been working with local Members to identify operating inefficiencies which have enabled the actual costs to run Community Centres to now balance against the approved budget. Savings that have contributed achieving this position include:

- Sale of the Pakistani centre and transfer of the lease for the Bangladeshi Community Centres (Inner East)

- Reduction in caretaking at Harehills Place (Inner East), Mandela Centre (Inner North East), key holding St Gabriels (Outer South),
- Closure of Wyther (Inner West) and transfer of Greenhill Community Centres to adult services (Outer West)

3.6.3 Due to the negative budget position across the portfolio, it has not been possible to delegate individual budgets to Area Committees until now. But with effect from 1st April 2009, Area Committees will retain net revenue savings made across their local portfolio within the agreed annual allocation.

3.6.4 Officers will continue to work with Area Committees to identify revenue savings which will improve the efficiency of the service and provide better value for money. These savings will be protected for use in the year following that which they are achieved e.g. savings made in 2009/10 will be available to spend in 2010/11. The amount of revenue savings that will be available for Area Committees will be confirmed on completion the budget closure procedures. This is to enable finance staff to deal with any overspends within the local portfolio and to ensure that budgets balance.

3.6.5 The ability to retain revenue savings will provide Area Committees with additional resources to deliver on their investment priorities, as identified within their local action plans or Area Delivery Plan. Revenue improvements which the Area Committee could consider include:

- Providing transitional support to local voluntary groups wishing to take on the management responsibility of local centres to deliver local services
- Increase the use of local centres by:
 - Making internal improvements e.g. painting / decoration, to make the centres more appealing to potential users
 - Replacement / upgrade of equipment
 - Support to local organisations to enable them to deliver more services from community facilities which improve usage and/or attract new users and address local priorities
 - Training and advice to user groups and / or organisations leasing centres to improve their business planning skills and engender a more entrepreneurial culture across the portfolio which supports income generation and sustainability

3.7 Income

At present all community centre income is used to directly offset expenditure against each centre. In order to support Area Committees to generate income to improve their local portfolio, it is proposed that a new procedure is put in place from 1st April 2010, which enables Area Committees to retain all new income.

3.7.1 This new procedure is currently being worked through with finance officers and the details will be brought back to Area Committees in the January cycle of meetings.

3.8 Capital Budgets

A ring-fencing arrangement for capital receipts arising from the disposal of community centre assets was agreed by Executive Board in 2006 and was incorporated into the Capital Strategy and Asset Management Plan 2007-08. This allows for up to 100% of the receipt to be retained by Area Committees to address

category 1 (immediate) and 2 (essential) backlog maintenance on other Community Centres within the same area.

- 3.8.1 Area Committee proposals will need to be supported by an individual business case which should be compiled prior to finalising the sale of the asset, for consideration by the Asset Management Board (AMB). Proposals with a total value of less than £100k, require AMB support and final approval by the Director of Resources. Proposals for more than £100k require Executive Board approval. Further advice will be provided to Area Committees to develop their proposals on a case by case basis.

3.9 Corporate Property Management (CPM)

The CPM Service, Resources Directorate, was formally established on 1 January 2008 and is responsible for building maintenance of all Council buildings and miscellaneous land (except schools and ALMO housing property) and provides facilities management for community centres. All revenue maintenance budgets have been consolidated to form a corporate building maintenance budget which has been managed by CPM since 1 April 2009. As a result, the need to undertake the repair maintenance of community centres will no longer be part of the delegated function for Area Committees. A briefing note outlining the role of CPM is attached at appendix 3.

- 3.9.1 CPM deal with three different types of building issues:

- Facilities Management – day to day running of centres
- Maintenance - Responsive and planned building works using both revenue and capital
- Implementation of refurbishment work all on LCC owned buildings to improve service delivery, mostly funded by Services.

3.9.2 Maintenance – Responsive and Planned revenue budget.

Responsive maintenance – repairs should be raised with the on site caretaker, or Area Buildings Manager where this is not possible, and they will then be reported to the CPM Helpdesk for action. Responsive maintenance would include emergency repairs e.g. broken windows, building security, electrical failure, flooding etc.

Planned Maintenance – CPM will undertake planned maintenance on an annual basis e.g. electrical, asbestos and legionella testing and monitoring, gas servicing etc as well as a planned programme of repairs eg decorating, structural repairs etc.

Backlog maintenance, capital budget – Larger scale works to bring the centre up to required standards / meet government legislation e.g. replacement of a roof, DDA compliance etc. In order to address this issue Area Management Teams are asked to prioritise community centres for backlog maintenance works, as well as identifying the future of centres as part of their Asset Management Plans. This will enable work to be prioritised for inclusion in the CPM annual maintenance programme. Consultation with Area Committees will take place through the development of local action plans (outlined in section 7) to feed in to this process.

A schedule of current backlog maintenance for centres in the Inner North West area is attached at appendix 4.

3.9.3 CPM is currently developing a programme of planned maintenance works for the city which will be brought to the first cycle of Area Committee meetings in 2010/11. This will be accompanied by a schedule of maintenance works undertaken within each Area Committee portfolio over the previous 12 months.

3.9.4 **Refurbishment** - works identified by Area Committees to make improvements which do not form part of normal maintenance arrangements, e.g. reconfiguration of internal spaces to increase usage, upgrading equipment or fittings – kitchens etc, require a budget to be identified prior to work commencing. Processes are in place to implement improvements / refurbishments to Community Centres, and advice will be provided to Area Committees on a case by case basis.

4. Rental Support

4.1 Rental Support for Leased Out Centres

A rental support programme to leased centres is currently administered by the Regeneration Service through an annual assessment process, which is based on a market rental assessment of the property. Subsidy is provided to organisations leasing centres through income forgone to the Council. In Inner North West there are currently no groups/organisations receiving support through this programme.

4.1.2 It is proposed that moving forward, funding decisions to support groups leasing LCC owned community centres is devolved to the Area Committees (timescales to be agreed with each AC).

4.1.3 Assessment criteria will be developed to ensure there is a consistent approach applied across the city, which links to the development of services which meet community need as identified in the Area Delivery Plan.

4.2 Rental Support for Users of Office Accommodation

Historically, voluntary and community organisations occupying office space in Community Centres have done so informally, and space has been provided free of charge. This needs to be addressed through a formal lease or license agreement and, in accordance with audit commission guidance, groups are required to move towards paying a fair contribution for the space they occupy. Future rental changes will be assessed through a market rental assessment, which may result in some groups being asked to pay charges which they do not have the resources to pay for and require continuing support.

4.2.1 The Executive Board report of March 2006 specifies that Rental Support Agreements are put in place for organisations that are providing community services from Community Centres which meet local priorities. It is proposed that a city wide Rental Support scheme is developed for implementation from 1 October 2010 by Area Committees. This will enable a full market rental assessment to be undertaken for all centres in the portfolio.

4.2.2 All existing users of office accommodation will be notified in October 2009 that changes to the current arrangements will apply from 1st October 2010. A rental support scheme which assesses how the organisation is meeting the identified needs of local people and affordability will then be developed and implemented.

4.2.3 It is proposed that organisations that do not meet the new criteria for support, will move to a three year transitional arrangement from 1st October 2010. Payment of the full market rental will then commence at 35% in year 1, 65% in year 2 and 100% in year 3.

4.2.4 Existing arrangements / charges will apply until the new scheme is implemented.

4.2.5 A small task group will be established to work through the proposals which will be reported to Area committees in early 2010.

5 Pricing and Lettings Policies

Area Committees have played a key role in developing local pricing and lettings policies for centres within their areas. All policies have now been agreed across the city and consultation has taken place with users.

5.1 Due to the different discounts being offered by committees, it has been necessary to develop a new lettings database that can accommodate the variable charges that will be applied. The new database has now gone live after completing a test period to 30 September 09.

5.2 Area Committees will be required to clearly display the pricing schedule in every centre where the policy applies. Guidance was issued to Area Teams in July 2009 on the procedures that need to be followed to undertake this task.

6.0 Inner North West Area Committee Community Centres Portfolio

The Community Centres portfolio for Inner North West, alongside the total budget allocation for 2009/10 is outlined below:

Area Committee – Inner North West 2009/10			Budgets			
Centres	Ward	Status	Controllable	Non-controllable	Income	Total Net Budget
Woodsley Road	Hyde Park & Woodhouse	LCC Managed (subject to sale)	£51,300	£31,210	£10,000	£72,510
Meanwood CC	Weetwood	LCC Managed	£49,370	£37,600	£18,400	£68,570
Headingley CC	Headingley	LCC Managed	£59,110	£19,180	£3,600	£74,690
Little London CC	Hyde Park & Woodhouse	LCC Managed	£56,790	£29,380	£10,080	£76,090
Woodhouse CC	Hyde Park & Woodhouse	LCC Managed	£40,400	£45,570	£9,480	£76,490

Beckett Park Centre	Kirkstall	Leased Out	£1,660	£1,030	£0	£2,690
Burley Lodge	Hyde Park & Woodhouse	Leased Out	£100	£10	£0	£110
Total			£258,730	£163,980	£51,560	£371,150

A full breakdown of the estimated budget vs actual expenditure to 31st July 2009 for each of the centres within the portfolio is attached at appendix 2.

- 6.1 For 2009/10 the total net revenue budget is £371,150, actual expenditure to 31st July 2009 is £79,348. Efficiency savings made against this budget in 2009/10 will be retained by the Committee for 12 months commencing 1st April 2010. Budget reports will be provided twice a year.

6.2 Issues for Inner North West Area Committee Portfolio

6.2.1 Potential Disposals and Leases

Meanwood Community Centre - The Meanwood Valley Baptist Church have informally registered their interest in purchasing the community centre for community use. It is expected their business plan will be developed by October 2009 which is when their formal interest will be registered.

Woodhouse Community Centre - Oblong have expressed an interest in leasing the this community centre. Area Management has consulted with Members, who have not objected to the proposal. Oblong are now going to carry out consultation with users.

Headingley Community Centre - The Executive Board of the Council considered a report detailing Headingley Development Trust's (HDT) proposal for the former Headingley Primary School site at its meeting on 4th March 2009. The Board agreed (with certain conditions) the request from HDT for the transfer of the former school to HDT and that Council funding in the amount of £500,000 be made available to support the scheme.

Area Management Team have held a series of meetings with Headingley Development Trust to drive forward the development of the HEART centre. As part of the scheme Headingley Community Centre users will be accommodated in the new HEART Centre. Community Centre users have been consulted on their requirements.

Woodsley Road Community Centre – the sale of the centre to the Muslim Council has been agreed and is expected to complete by November 2009.

7.0 Further Roles and Responsibilities of the Area Committee

Action plans will be developed for all local centres by the Area Management Teams. The plans will be a useful tool to inform Area Committee decisions on the management of Centres. Issues that Area Committees may want to consider in the development of these plans include:

- using performance information to identify occupancy levels, services delivered and efficiency savings;

- development of marketing strategies to promote centres to users who do not access them currently;
- robust investment proposals which feed in to and influence the forward work programme of the central investment budget
- rationalisation of centres so that resources can be directed at those most used;
- developing proposals for asset transfer, through sale or lease, to voluntary / community / faith groups who are better equipped to deliver services that meet local need.

7.1 To assist in the development of an action plan for the portfolio the Area Committee may wish to consider establishing a time-limited task and finish group involving appropriate Area Management Officers, the CPM Area Buildings Manager and the lead Member with responsibility for Community Centres to take this work forward.

8.0 Performance Management and Reporting

8.1 Baseline Position and key targets for the Service

Area Committees will receive Mid year and year end budget update reports. Reports on key issues affecting centres in the committee's area will be provided as and when required.

8.2 Corporate Property Management will provide buildings investment information to Area Committees a minimum of once a year. This information will be provided to Area Committees early 2010/11.

8.3 Reports will be available on the level of bookings in each centre, potential income and level of waived fees. This will enable area committees to identify centres that are well / under used etc which can help inform future management and development plans.

8.4 Reporting Arrangements

Performance will be reported to area committees twice a year, at the Sept and January committee cycles.

8.5 Elected members can further enhance their consultative and influencing role through ward based meetings with Area Management Officers who meet regularly with finance and CPM.

9.0 Equality Considerations

There is a perception that some centres are only accessible to some sections of the community. All centres need to demonstrate that they comply with the Council's equality commitments. This applies to both directly managed centres and leased centres. Advice and guidance and appropriate monitoring procedures need to be developed and implemented to better address this issue. It is proposed to complete this work and make information available to Area Committees in June 2010.

10.0 Implications for Council Policy and Governance

The community centre issues detailed in this report comply with agreed Council policy and governance arrangements.

11.0 Consultation

Members and centre users have been consulted on the delegation of community centres for a number of years. However, due to the complexity of bring budgets together from a number of different service areas, it has not been possible to report on budgets specific information for individual centres until very recently. Discussion has also taken place with the 10 Area Chairs, Area Management Teams and colleagues from Corporate Property Management (CPM) in compiling this report.

12.0 Legal and Resource Implications

The Community Centres delegated function allows the Area Committees to retain revenue savings which are made within the financial year, to enable them to deliver on their investment priorities, as identified within their local action plans or Area Delivery Plan.

13.0 Conclusions

This reports sets out the current position regarding progress to implement the delegation of Community Centres in the Inner North West Area. Good progress has been made to better understand the operational, budgetary and maintenance issues affecting all of the Community Centres within the portfolio. This will be built upon as the delegation is implemented over the next twelve months so that a greater understanding of the needs of each centre and its users is established. The development of local action plans and the provision of improved performance management information, which will be available from April 2010 when the new lettings database is implemented, will enable a more robust, effective and sustainable service to be developed in the longer term.

14.0 Recommendations

The Inner North West Area Committee is asked to:

- Make comment on any of the issues raised
- Delegate the development of a local action plan to a time limited task and finish group involving appropriate officers
- Agree the content of this report

Background Papers: None

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Area Functions Information – 2009 / 10

FUNCTION:	Community Centres
DESCRIPTION	
HEADLINE INFORMATION:	
<p>Responsibility for a portfolio of community centres vested with Regeneration Service. This covers overseeing revenue budgets, operational arrangements and the use of the centres, agreeing and implementing a schedule of charges and discounts for directly managed centres and making asset management and investment proposals to ensure the portfolio is sustainable and meets local needs.</p>	
OVERVIEW OF RESOURCES:	
<p>72 community centres city wide Managed by Regeneration Service Caretaking, cleaning, lettings, surveying and maintenance provided by Corporate Property Management Service</p>	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:	
<p>List of centres and management arrangements with data sheets and budget information, Lettings and Pricing policy.</p>	
EXECUTIVE MEMBER:	
<p>Cllr Les Carter – Environment and Neighbourhoods</p>	
RESPONSIBLE OFFICERS:	
<p>DIRECTOR: Neil Evans CHIEF OFFICER: Stephen Boyle LEAD OFFICER FOR FUNCTION SCHEDULE: Sue Wynne</p>	

OUTCOMES AND PERFORMANCE INFORMATION
LINK TO LEEDS STRATEGIC PLAN OUTCOMES: Harmonious Communities
IMPROVEMENT PRIORITIES: HM-1a An increased number of local people engaged in activities to meet community needs and improve the quality of life for local residents HM-1b An increase in the number of local people that are empowered to have a greater voice and influence over local decision making and a greater role in public service delivery HM-2a Enable a robust and vibrant voluntary, community and faith sector to facilitate community activity and directly deliver services HM-2b An increased sense of belonging and pride in local neighbourhoods that help to build cohesive communities
GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:
(E.g. SOA, ward, quarterly, yearly) Annual survey – resident perception of neighbourhood and local facilities Data sheets for each centre updated at least annually
GOVERNANCE
DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS: This covers overseeing revenue budgets, operational arrangements and the use of the centres, agreeing and implementing a schedule of charges and discounts for directly managed centres and making asset management and investment proposals to ensure the portfolio is sustainable and meets local needs.
PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY: Ward members are involved in discussions about significant changes to particular centres. Proposals on significant issues which affect one or more centres in a Committee’s portfolio are then subject to a report to the Area Committee.
HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:
(E.g. formal and informal arrangements, frequency) Mid year and year end update on portfolio and budgets. Reports as required on key issues affecting centres in the committee’s area.

MANAGEMENT AND CO-ORDINATION	
PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2008/09:	
TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:	
Centrally Managed Service With Management Contacts for Each Area	
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Facilities Management (caretaking, cleaning, maintenance, lettings) is provided by a central team in Corporate Property Management. Co-ordination, technical support and budget management is provided by a central team in Regeneration. Local support, management of day to day issues, development of proposals and consultation is undertaken by staff in each of the Area Management Teams.
LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:	
Facilities Management staff ensure that relevant legislation is followed when operating and maintaining public buildings.	
LINKS TO OTHER CITY COUNCIL SERVICES:	
Community space in other council buildings complements the space available in community centres.	
LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:	
Support the delivery of a number of community based services provided by the council and other partners.	

CONTRACT / COMMISSIONING
DESCRIPTION OF ANY CONTRACT / COMMISSIONING / SERVICE LEVEL AGREEMENTS FOR SERVICE / FUNCTION:
Service Level Agreement with Facilities Management in place for caretaking, cleaning, facilities management and lettings

ANY KEY CURRENT / FUTURE ISSUES FOR AREA COMMITTEE TO BE AWARE OF REGARDING SERVICE / FUNCTION
Lettings and Pricing Policy being agreed by all Area Committees for implementation in 2008/09 – 2009/10 Budget detail is complicated and some elements have a time lag e.g. utilities costs therefore caution is required when looking at budget information at any point in time. Corporate Property Management are responsible for repairs and maintenance of buildings and securing funding to address backlog maintenance.

HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES	
Citywide Budget For Service / Function 09/10	
£000s	
Net Revenue Budget	3,127
Net Capital Budget	
Key Funding Sources	
	£000s
	%
Funding Provider	
LCC	3,712
Income from Charges	
LCC – other Council Services	-243
External bookings and office use	-297
Net Operational Costs	3,172
Other(Non Operational Centres & Overhead)	-45
Other	
Net Budget	3,127
DESCRIPTION OF WHAT THE BUDGET REPRESENTS:	
Revenue costs associated with the operation of the community centres.	
DETAIL OF ANY NON CONTROLLABLE ELEMENTS:	
Provision of insurance cover and liability Non-controllable capital asset charges. These elements cannot be effectively monitored or controlled at an area level.	
DESCRIPTION OF THE FORMULA USED FOR APPORTIONING BUDGET ACROSS DIFFERENT AREAS:	
Budgets apportioned based on revenue figures for centres in each area, adjusted each year to account for changes in the portfolio and operating costs of each centre. Backlog maintenance budget for the city will be prioritised according to service requirements and local needs	
REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:	
Suits this function and allows monitoring of costs for individual centres. Any revenue savings generated in year can be re-invested into other community facility priorities within the same area.	
DETAIL OF ANY SIGNIFICANT SERVICE / BUDGET VARIATIONS ACROSS THE CITY:	
Budget for each centre depends on size, usage and income. There are therefore significant variations between budgets from centre to centre. Time lag in receiving meaningful information on budgets centres by centre due to nature of charges (e.g. utility bills) and income. Seasonal fluctuations affect budgets e.g. utility costs higher in second part of year.	

AREA COMMITTEE BREAKDOWN – Community Centres

		City Wide	East		North East		North West		South		West	
		Total	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
Resource Availability												
Community Centres	Directly Managed	50	11	7	2	3	5	4	8	8	1	1
	Managed by Community Orgs.	22	1	4	1	1	2	3	0	4	3	3
Net Revenue Budget	Net Budget for 09/10	3,172,020	893,450	337,650	187,790	89,990	371,150	431,120	170,480	510,960	112,520	66,910
	Mid year progress											
	Year end outcome											

Notes: 1 Covers centres in the Regeneration service portfolio as of 1st May 2009.

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

ENVIRONMENTS & NEIGHBOURHOODS (AREA MANAGEMENT SCHEDULES 2009-10)													
CONTROLLABLE COSTS													
KIPPAX CC (LEASED)		Caretakers 166 85		Premises 166 86		Supplies & Services		Total Controllable Operational Costs		Total Controllable Operational Income		Net Controllable Operational Costs	
		Budget 2009-10	Actual To 31/07/2009	Budget 2009-10	Actual To 31/07/2009	Budget 2009-10	Actual To 31/07/2009	Budget 2009-10	Actual To 31/07/2009	Budget 2009-10	Actual To 31/07/2009	Budget 2009-10	Actual To 31/07/2009
INNER NORTH WEST													
WOODSLEY RD CC	31341	£40,000	£12,187	£11,300	£1,077	£0	£93	£51,300	£13,357	£-10,000	£-4,468	£41,300	£8,889
MEANWOOD C.C.	31376	£38,060	£8,979	£11,210	£4,368	£100	£119	£49,370	£13,466	£-18,400	£-4,022	£30,970	£9,444
HEADINGLEY CC	31377	£48,790	£13,363	£10,320	£1,935	£0	£0	£59,110	£15,298	£-3,600	£-1,782	£55,510	£13,516
LITTLE LONDON C.C.	31378	£45,720	£11,958	£11,070	£1,499	£0	£0	£56,790	£13,457	£-10,080	£-1,625	£46,710	£11,832
WOODHOUSE C.C.	31379	£23,000	£7,836	£17,240	£-116	£160	£0	£40,400	£7,720	£-9,480	£-1,273	£30,920	£6,447
BECKETT PARK CENTRE (LEASED)	85479	£0	£0	£1,660	£-87	£0	£0	£1,660	£-87	£0	£0	£1,660	£-87
BURLEY LODGE (LEASED)	85480	£0	£0	£100	£0	£0	£0	£100	£0	£0	£0	£100	£0
TOTAL INNER NORTH WEST		£195,570	£54,323	£62,900	£8,676	£260	£212	£258,730	£63,211	£-51,560	£-13,170	£207,170	£50,041

NON CONTROLLABLE COSTS													
	Mgt Fee 166 87		NDR		Insurance		Capital		Non Controllable		Net Non Controllable		
	Budget 2009-10	Actual To 31/07/2009	Budget 2009-10	Actual To 31/07/09	Budget 2009-10	Actual To 31/07/2009	Budget 2009-10	Actual To 31/07/2009	Budget 2009-10	Actual To 31/07/2009	Budget 2009-10	Actual To 31/07/2009	
INNER NORTH WEST													
WOODSLEY RD CC	£6,700	£1,730	£4,970	£4,971	£0	£0	£11,120	£0	£8,420	£0	£31,210	£6,701	
MEANWOOD C.C.	£6,450	£1,738	£4,370	£4,365	£430	£0	£21,750	£0	£4,600	£0	£37,600	£6,103	
HEADINGLEY CC	£7,670	£1,990	£2,620	£3,948	£0	£0	£6,960	£0	£1,930	£0	£19,180	£5,938	
LITTLE LONDON C.C.	£7,390	£1,753	£3,500	£3,492	£430	£0	£12,460	£0	£5,600	£0	£29,380	£5,245	
WOODHOUSE C.C.	£8,020	£1,010	£4,320	£4,317	£430	£0	£25,490	£0	£7,310	£0	£45,570	£5,327	
BECKETT PARK CENTRE (LEASED)	£250	£-7	£0	£0	£0	£0	£0	£0	£780	£0	£1,030	£-7	
BURLEY LODGE (LEASED)	£10	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10	£0	
TOTAL INNER NORTH WEST	£36,490	£8,214	£19,780	£21,093	£1,290	£0	£77,780	£0	£28,640	£0	£28,640	£29,307	

	Net Overall Budget	
	Budget 2009-10	Actual To 31/07/2009
INNER NORTH WEST		
WOODSLEY RD CC	£72,510	£15,590
MEANWOOD C.C.	£68,570	£15,547
HEADINGLEY CC	£74,690	£19,454
LITTLE LONDON C.C.	£76,090	£17,077
WOODHOUSE C.C.	£76,490	£11,774
BECKETT PARK CENTRE (LEASED)	£2,690	£-94
BURLEY LODGE (LEASED)	£110	£0
TOTAL INNER NORTH WEST	£371,150	£79,348

Annual Budget / Income Estimates		
Budgeted Expenditure	Budgeted Income	Net Budget
Below excludes capital and maintenance budgets which are devolved to other		
£62,970	£-10,000	£52,970
£60,620	£-18,400	£42,220
£69,400	£-3,600	£65,800
£68,110	£-10,080	£58,030
£53,170	£-9,480	£43,690
£1,910	£0	£1,910
£110	£0	£110
£316,290	£-51,560	£264,730

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CORPORATE PROPERTY MANAGEMENT

Community Centre Building Maintenance Expenditure/ Status Briefing

Background

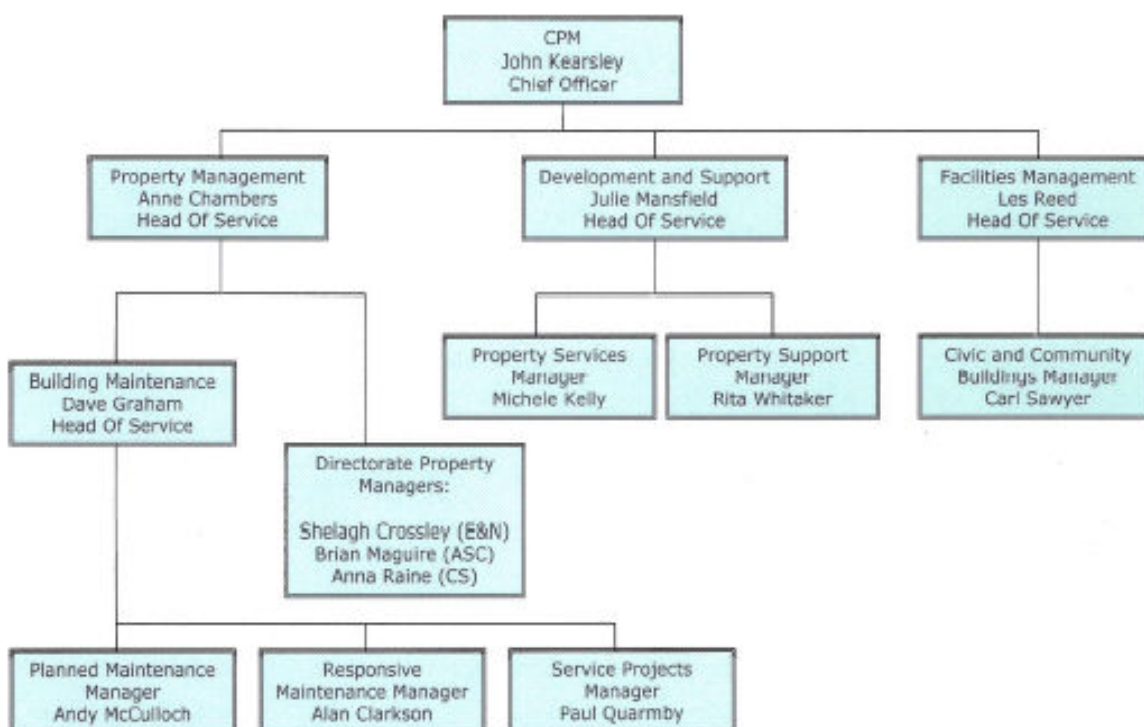
- 1 Corporate Property Management (CPM) was set up in January 2008 under the Council Change Programme as part of the development of the new Corporate Landlord arrangements, it is a Service within the Resources Directorate.
- 2 CPM is responsible for assets which are used for service provision e.g. community centres, libraries, residential homes, leisure centres etc and staff accommodation e.g. offices, depots etc. The following assets are outside the CPM remit and are the responsibility of other Council Services – Highways (roads and paths); Parks and Countryside (parkland, public open spaces; recreation grounds, though CPM is responsible for the buildings within these areas); Education Leeds – schools and ALMO's – Council housing.
- 3 Area Committees should not have noticed any major changes to the provision they received in 2008 as the CPM structure was created and people appointed to posts. The property teams of the former City Services, Learning and Leisure, Social Services and Development Department along with some external appointments have come together to aim to provide a professional, co-ordinated approach to looking after property.

Main Points

- 1 CPM has been structured into three definite areas:
 - Property Management – looking after buildings through planned maintenance, responsive repairs or project work and is responsible for the entire CPM building maintenance budgets, revenue and capital.
 - Facilities Management – providing cleaning/ caretaking, contract monitoring e.g. fire equipment and window cleaning, hiring out rooms in community centres i.e. continuing to provide the service that Area Committees have previously enjoyed.
 - Development and Support – first point of contact for all building and facilities related enquiries via a Helpdesk, Quality Assurance, lease/ licence information, energy information etc.

Continued/...

2 CPM Organisational Structure



- 3 All community centres will have the relevant health and safety planned maintenance works carried out as standard and a programme of other planned maintenance works is being developed. Responsive repairs are initiated as has previously been the case by the caretaker of the building or any member of Area Management contacting the Helpdesk (0113 2243847). These works will be undertaken from the CPM budgets.
- 4 If any Area Committees wish to explore the feasibility of any specific building project then a member of Area Management should complete a Feasibility Request Form including an indication of funding available for the works and return to Anne Chambers (Appendix 1).
- 5 Occasionally Members are contacted by members of the public who have noticed damage, security breaches etc to centres, or indeed any other Council building, out of office hours. If this is judged to be an absolute emergency that needs immediate attention ie make safe and secure, the Standby Out of Hours Service can be contacted on 3760499, the permanent repair will take place later. Most issues though can normally be dealt with during office hours.



Continued/...

6 Building Maintenance budget spend 2008/09Revenue

East and North East Area Management Team

Inner East	£84,710	
Inner North East	£21,535	
Outer North East	£9,390	£115,635

South and Outer East Area Management Team

Inner South	£23,570	
Outer South	£33,310	
Outer East	£62,650	£119,530

West and North West Area Management Team

Inner North West	£34,705	
Outer North West	£31,270	
Inner West	£3,180	
Outer West	£8,920	£78,075

** Meanwood Community Centre roof work was funded through the Revenue budget.

Capital

<u>Community Centre</u>		<u>Expected Completion</u>	<u>Cost</u>
Firthfields	Windows	Complete	£6,000
St Matthews	Roof	Complete	£14,000
Woodhouse	Roof, DDA and Basement	5 June 2009	£51,740
Mandela	Roof	Complete	£55,000

7 Budget 2009/10

CPM will continue to assess the maintenance requirements of community centres in conjunction with Area Management and ascertain priority works for buildings using both Capital and Revenue. There will be particular emphasis



on making centres more energy efficient as well as reducing the backlog maintenance and continuing to identify community groups who would wish to take responsibility for managing and maintaining their own centres.

Continued/...

- 8 To monitor work which is carried out at community centres, regular bi-monthly management meetings take place between Area Management and CPM to raise any outstanding property/ facility issues. The representative for CPM is Carl Sawyer, Civic and Community Buildings Manager, who passes on any building maintenance issues to the relevant Building Maintenance team. This meeting is also the forum to discuss plans for reducing backlog maintenance at centres.

Finally, Area Committees are responsible for managing community centres and this report details the changes to building maintenance due to the creation of CPM. It should be noted however, that CPM has responsibility for all Council buildings, as detailed in Background point 2 and if Members have any maintenance queries on any other Council buildings or miscellaneous land in their area, then they can be communicated either through the building user eg Libraries, the Helpdesk in the case of responsive repairs, or directly to Anne Chambers.

A handwritten signature in black ink that reads 'Anne Chambers.' The signature is written in a cursive style.

Anne Chambers
Head of Property Management

Backlog Maintenance: Category A centres to transfer to E & N (November 2007) Phase 2

Area	Community Centre	Maintenance works	Year one 2007/08	Year two 2008/09	Year three 2009/10	Year Four 2010/11	Year Five 2011/12	Comments
Inner North West	Little London CC	To be removed						
			£ -	£ -	£ -	£ -	£ -	
Inner North West	Woodhouse CC	Refurbish roof , guttering and roof drainage			£ 80,000			completed 2009
		Refurbish toilets to comply with DDA					completed 2009, this and above for £51,740	
		Fence off rear entrance and repair to ground works		£ 4,000				
		Refurbish windows to hall front elevation			£ 10,000			PPM project ?
		Replace Vinyl and nosings to staircase			£ 1,500			
		Replaster walls to outer hall area			£ 5,000			
		Redecorations to internal areas			£ 10,000			Decorations in PPM
	£ 110,500	£ 5,000	£ 4,000	£ 106,500	£ -	£ -		
Inner North West	Woodsley Road C.C	Tarmac forecourt has sunk outside mortuary				£ 5,000		
		Roof has various leaks and requires full overhaul		£ 5,000				
		New floor coverings required to both main halls			£ 10,000			PPM project?
		Internal decorations						Decorations in PPM
	£ 20,000	£ -	£ 5,000	£ 10,000	£ 5,000	£ -		
Inner North West	Headingley							
			£ -	£ -	£ -	£ -	£ -	
Inner North West	Meanwood CC	Redress level flashing to S & VP					£ 1,000	
		Re-line car parking areas					£ 500	
			£ 1,500	£ -	£ -	£ -	£ -	£ 1,500
Total			£ 132,000					

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Originator: Steve Crocker

Tel: 395 0966

Report of the Director of Environment and Neighbourhoods

To: Inner North West Area Committee

Date: 22 October 2009

Subject: Area Managers Report

Electoral Wards Affected:
 Hyde Park & Woodhouse
 Headingley
 Kirkstall
 Weetwood

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

The purpose of this report is to inform members of progress against Leeds Strategic Plan and the Inner West Area Delivery Plan.

1.0 Purpose of This Report

1.1 This report informs Members of the progress against Leeds Strategic Plan and the Inner West Area Delivery Plan.

2.0 Background Information

2.1 The Area Delivery Plan is the delivery of the Leeds Strategic Plan in the Inner West area. This report identifies progress against the themes of the Leeds Strategic Plan.

3.0 ENTERPRISE AND ECONOMY

3.1 Jobcentre Plus Latest Response to the Economic Downturn

3.2 Backing Young Britain

3.3 Backing Young Britain is a national cross-government campaign to encourage employers to do everything possible to give every young person the help they need to find a job, training or work skills and experience. They are being asked to commit to at least one of the following initiatives:

- Become a volunteer mentor for school or university leavers to help them find their feet in the job market
- Provide work experience places, volunteering places or a work trial to help young people learn about work, make contacts and fill in their CV
- Offer an internship for a graduate
- Create a new internship for 18 year olds and non-graduates to give them a chance to prove themselves
- Provide an apprenticeship for 16-24 year olds
- Join a Local Employment Partnership to make sure job vacancies are advertised to local unemployed people
- Bid for one of the 100,000 jobs for young people in the Governments Future Jobs Fund

3.4 Latest register information

3.5 Last month 5,862 people left the JSA register. The number of people making new claims to benefit was 5,917. This is a positive trend and shows that the gap between the two figures is narrowing.

3.6 Young Persons Guarantee

3.7 The budget announced a guaranteed offer of a job, work-focused training, or meaningful activity to all 18 to 24 year olds before they have reached the 12 month stage of a claim to Jobseekers Allowance (JSA).

3.8 The guaranteed offer will consist of:

- New jobs created through the Future Jobs Fund
- Support to move into an existing job in a key employment sector
- Work-focused training
- A place on a Community Task Force, delivering real help within their local community

3.9 The guarantee will be in place from early 2010 with some jobs on the Future Jobs Fund starting as early as October this year.

3.10 Future Jobs Fund

3.11 The Future Jobs Fund, worth £1.2 billion to the end of March 2011, aims to create 150,000 new jobs for young people and/or those living in an unemployment hotspot. The Future Jobs Fund will be administered by the Government, with Local Authorities and others bidding into it against key criteria:

- The jobs will be real jobs, lasting at least 6 months for 25 hours a week and paying at least national minimum wage
- Additional jobs that would not have happened without the Future Jobs Fund
- The work undertaken must be of benefit to the local community

3.12 It is very pleasing to note that Kirklees, Calderdale, Leeds and Wakefield Local Authorities have all been successful in their bids to the Future Jobs Fund.

- 3.13 New Help for Jobseekers from 6 April 2009
- 3.14 Newly Unemployed Offer
- 3.15 Personal Advisers will provide flexible, responsive and targeted support to meet the needs of individuals, helping their personal journey back into work. Personal Advisers will offer help from a range of options following first interview which includes:
- One hour group information session
 - One to one coaching session
 - One day Provider led seminar
 - One day specialist Provider led seminar for Professional/Executive customers
 - Access to the Adviser Discretion Fund providing one-off cash help to improve an individual's immediate job prospects
 - Day one eligibility to Work Trials
- 3.16 Six month offer
- 3.17 Customer's age 25+ who remain unemployed for 6 months will be offered additional help, including an increase in the number of Personal Adviser interviews at this stage and making available some new options including:
- £1,000 recruitment subsidy to employers and access to in-work training support up to £1500 through Train to Gain
 - Work focused training
 - Work-focused volunteering options
 - Help for customers starting their own business or starting a self-employed job
- 3.18 Rapid Response Service
- 3.19 The Rapid Response Service (RRS) provides a range of services to support employers and individuals affected by redundancy. Job centre Plus work with the employer and our partner organisations to tailor the support. Job Centre Plus have strengthened and expanded this service:
- To every individual losing their job through redundancy or the economic downturn
 - To provide information about other jobs within the labour market, match redundant workers to known vacancies, help them draw up CVs, improve their job search skills and provide general information about benefits and making a claim
 - Nationally, the funding for this service has doubled from April 2009 to £12m.
- 3.20 In addition the Response to Redundancy provision, administered by the Learning & Skills Council, offers a package of support including jobsearch, employability training and the opportunity to refresh or learn new skills. This provision also acts as the access point to the Rapid Response Fund for training which aims to offer funding for training where it cannot be funded through existing provision.

- 3.21 Local Employment Partnerships (LEP)
- 3.22 Job Centre Plus have had a magnificent response to LEP from employers in Leeds, with over 1040 employers now signed up to offering work opportunities for our most disadvantaged customers. From 6 April 2009 LEP's opened up their recruitment programmes to the newly unemployed.
- 3.23 Mortgage Relief
- 3.24 The benefit system has changed to help people with mortgages to stay in their homes; under the previous rules people losing their jobs only got help with mortgage costs up to £100,000 after 39 weeks of being unemployed. From January 2009 this was brought forward to 13 weeks, and the capital amount increased to £200,000.
- 3.25 Labour Market Information
- 3.26 The Leeds JSA register has increased to 24,461 in August 2009, up by 10,296 (72.7%) on August 2008. The average weekly intake of new JSA claims is running at 1,115, 25.3% higher than 12 months ago. Current analysis of the top occupations being sought by customers new to the JSA register are:
- Other goods handling and storage occupations
 - Sales and retail assistants
 - General office assistants/clerks
 - Van Drivers
 - Labourers in process and plant operations
 - Cleaners, domestics
 - Labourers in building and woodworking trades
 - Packers, bottlers, canners, fillers
 - Customer care occupations
 - Bar staff
- 3.27 As of February 2009, there were 30,540 Employment Support Allowance and Incapacity Benefit Customers and 9,670 Lone Parents receiving Income Support in Leeds.
- 3.28 People claiming Jobseeker's Allowance are usually required to attend their nearest Jobcentre every two weeks to talk about what they have been doing to find work and discuss any further help they may need/require.
- 3.29 Most people who lose their jobs only spend a short time looking for work before they find a new one, and this has continued to be the case despite the economic downturn. Of the people who left the register in August 2009 53.4% had been unemployed for less than 3 months. For those who do not, further help is provided through our Personal Advisers and a range of employment and training opportunities available through our Employability provision (see Annex 1).
- 3.30 In August 2009 6,299 vacancies were notified in Leeds, an increase of 2,487 (65.2%) on July 2009. However this was a decrease of 1,065 (14.5%) on August 2008.

3.31 Current analysis of the top 10 notified vacancies within Leeds are:

- Customer care occupations
- Sales representatives
- Care assistants and home carers
- Heavy goods vehicle drivers
- Cleaners, domestics
- Sales related occupations
- Market research interviewers
- Kitchen and catering assistants
- General office assistants/clerks
- Security guards and related occupations

3.32 In August 2009 there were 5 employers who notified redundancies in Leeds. The figures below represent the YTD notified figures for the number of customers who have been or are expected to be made redundant by sector in Leeds. These are officially notified redundancies or redundancies notified through employer contacts in Leeds and may not represent the complete picture of redundancies in the area.

3.33

Leeds	
Sector	Total
Call Centre	197
Construction	140
Distribution	70
Education	152
Engineering	60
Finance	14
Legal Services	24
Leisure/travel	19
Manufacturing	238
Other	71
Retail	21
Telecomms/post	176
Grand Total	1182

3.34 Integrated Money Advice Pilot

3.35 Work has been underway to roll out an integrated money advice pilot in two areas in Leeds involving a coordination of services from multiple partners. The areas chosen for the first pilots are South Seacroft (which commenced in February and is ongoing), followed by Armley.

3.36 Partners include: LCC Welfare Benefits and Rights, Debt Advice Agencies, Housing ALMO's, Social Care, NHS Leeds, LCC Corporate Debt Team, Leeds City Credit Union, Customer Services One Stop Centres and Contact Centre, Energy Advice.

3.37 Leeds Citizens Advice Bureau (CAB) has been funded to provide 'Debt First Aid' training to front line staff across the different partner groups. Debt First Aid is a new training programme developed by Leeds CAB to provide very basic understanding and advice to staff on how to approach an individual who contacts them with money and debt problems. To date 87 front line intermediary staff from the following organisations have received this training; Leeds City Credit Union, Seacroft and Armley Leeds City Council One Stop Centres, Children Centre Staff, Wardens, Money Advice Volunteers, Housing Benefit Welfare and Benefit Home Visit Officers, Family Outreach Workers, Fuelsavers, Wildfire at Barnados, WY Police, National Loan Shark Team.

4.0 Environment

4.1 Leeds Organic Growers

In July 2009 Area Management received notification that the directors of Leeds Organic Growers are putting the community enterprise into voluntary liquidation. Members will be aware of much of the background to this case but it is worth restating the facts of the case here and seeing what lessons can be learnt.

4.2 Leeds Organic Growers worked with members of the local community since 2000 to regenerate the Station Allotments in Headingley. In 2005 they established the Community Compost Project with the aim of providing a garden waste collection service and bring tip facility, with the plan that the waste would be composted and resold to the wider community. The LOGS Management Committee included three local authority members from the Area Committee, Cllr Golton (formerly of Weetwood), Cllr Illingworth and Cllr Atha (Kirkstall).

4.3 LOGS received considerable funding from public and lottery sources for this venture. The Home Office Volunteer Recruitment Fund supported the employment of one fulltime and one part time staff at LOGS. Community Recycling and Development (CRED), a Big Lottery programme aimed at supporting community waste projects gave grants of £206,998 to LOGS to provide 4 full time job opportunities plus extensive volunteering opportunities. Green Fingers Leeds, a project funded by Leeds City Council Social Services to help to establish gardening services for older and disabled people, offered support of £70,000 over three years 2005-7. Other smaller sums were provided by Recycling Action Yorkshire (£7000) and Waste and Resources Action Programme (£11,800)

4.4 The Inner North West Area Committee provided £46,666 funding over three years. In 2006/7 £11,666 capital funding was agreed "to purchase a transit tipper vehicle". In 2006/7 £20,000 revenue funding was agreed "as a contribution towards 2006-7 salary costs". In 2007/8 £15,000 revenue funding was agreed "to provide a sustainable household green waste kerbside collection, recycling composting, reuse and redistribution service to the local community targeting 20,000 households within the two Leeds inner North West wards of Kirkstall and Weetwood".

4.5 There is evidence that the LOGS has been poorly managed. By December 2007 CRED informed Council officers and members of serious issues concerning the way the project was being run and the money being managed and that funding had not been spent as originally agreed. An example was that builders were paid in advance for work that had not been completed. A financial contractor had also been paid in

error by LOGS. This occurred when a quotation was mistaken for an invoice by LOGS and payment of approximately £15,000 was made to the contractor in error. LOGS advised the Area Committee that the Committee well-being fund was not used to make up for this error payment although this is difficult to verify.

- 4.6 By January 2007 the funding sources had either finished or been withdrawn because of the concerns about how the project was run. The project staff were all made redundant. The Project Manager continued on a volunteer basis. The officer advice at this time was that, considering the issues facing the organisation regarding staff redundancies, the delays to the project and the mismanagement of finances, the Area Committee should not commit any further funding to the project unless it could clearly demonstrate its ability to get back on track with support of funders. However the Committee agreed to approve the funding of the payment of £15,000 to LOGS in 2007/8 to allow the project to manage the building of the composting facility.
- 4.7 A difficulty LOGS they faced was that in 2006 Leeds City Council commenced its own free garden waste recycling scheme to collect garden waste. This made the original business plan, (where LOGS collected and composted garden waste at a fee) less viable. LOGS did seek to work with the City Council using a new business model where the City Council collected the garden waste and it was composted and sold by LOGS. Despite agreement being reached, this new scheme too never got off the ground.
- 4.8 On hearing that the business was to be put into voluntary liquidation in July 2009, the WNW Area Manager requested a final statement of accounts for the organisation and information with regard to the assets of the company. A statement of income and expenditure has been received which shows a total income of £33,680 against expenditure of £33,650 in the Tax Year 2007/8. However no final accounts have been received. The Project Manager has claimed that company records have been stolen. There is a concern that the remaining physical assets which should have been available to meet any outstanding liabilities may now have been disposed of. This matter has been reported to Companies House by the remaining Director.
- 4.9 The Area Committee wellbeing monitoring reports do show however that the funding was used for the purposes for which it was intended. In 2006/7 capital funding was used to purchase a transit tipper – this was bought and used by LOGS for the next three years. The payment of £20,000 in 2006/7 was used for a contribution to salaries for the scheme. The payment agreed in 2007/8, was used as a contribution to “set up a sustainable household green waste kerbside collection, recycling composting, reuse and redistribution service”.
- 4.10 The main lesson from the LOGS case is the necessity that any social enterprise given start up funding must have a robust business plan that is sustainable beyond the period of the grant. In LOGS case they used upwards of £350,000 of grants over three years from a variety of sources but did not end up with a sustainable business.

5.0 Implications for Council Policy and Governance

- 5.1 The Area Delivery Plan for Inner North West is administered through the West North West Leeds Area Management Team.
- 5.2 Well-Being projects develop from Inner North West's Leeds Area Delivery Plan and through consultation with Area Committee members. The plan helps to fulfill the Council's Corporate Plan objectives by aiming to create better neighbourhoods and confident communities.

6.0 Legal and Resource Implications

- 6.1 In order to meet the Area Committee's functions, funding is supplied via Well Being budgets and the Community Centres Budget.
- 6.2 In order to meet the Area Committee's roles, funding is in the main supplied by other Leeds City Council Departments mainstream budgets, and external partner agencies e.g. the Police and Primary Care Trust, which is in turn reflected by the fact that the Area Committee's role here is to influence, develop and consult. However, wellbeing funding has resourced some projects here e.g. area based regeneration schemes and conservation area reviews.

7.0 Conclusions

- 7.1 The functions and roles of the Area Committee aim to:
- Improve the quality and value for money of Council service delivery
 - Improve the quality of democracy and find new ways to facilitate citizen participation in local government through the development of links between Ward Members and their communities.
 - To co-ordinate policy and service delivery between the local service providers.

8.0 Recommendations

- 8.1 Inner West Area Committee members are invited to:
- note the contents of the report and comment on any aspect of the matters raised
 - suggest items for inclusion on future agendas

Background Papers

Executive Board Report July 2008.



Originator: Carly Grimshaw
Tel: 3950964

Report of the Director of Environment and Neighbourhoods

Inner North West Area Committee

Date: 22nd October 2009

Subject: Key Messages from Area Committee Sub Groups and Forums

<p>Electoral Wards Affected:</p> <p style="font-size: 1.2em; font-weight: bold; text-align: center;">ALL</p> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 10px auto; display: flex; align-items: center; justify-content: center;"> <input checked="" type="checkbox"/> </div> <p style="text-align: center; margin-top: 5px;">Ward Members consulted (Referred to in report)</p>	<p>Specific Implications For:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Equality and Diversity</td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Community Cohesion</td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Narrowing the Gap</td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> </tr> </table>	Equality and Diversity	<input type="checkbox"/>	Community Cohesion	<input type="checkbox"/>	Narrowing the Gap	<input type="checkbox"/>
Equality and Diversity	<input type="checkbox"/>						
Community Cohesion	<input type="checkbox"/>						
Narrowing the Gap	<input type="checkbox"/>						

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

This report provides Members with a summary of ward forums and sub groups that have taken place since the last Area Committee. It also provides information on future meeting dates for the Committee's forums and sub groups.

1.0 Background

- 1.1 Since the last Area Committee, sub group meetings have been held for Transport and Environment.
- 1.2 There are currently two ward forums in the Inner North West area for Hyde Park & Woodhouse and Kirkstall & Burley wards. Only the Kirkstall & Burley Forum has met since the last Area Committee.

2.0 Transport Sub Group

2.1 The Transport Sub Group, chaired by Cllr Chastney, met on 3rd September 2009. The following topics were discussed:

Metro bus routes
Parking Enforcement

2.2 There were no key messages from the Transport Sub Group;

3.0 Planning Sub Group

3.1 The Planning Sub Group, chaired by Cllr Bentley, has met once since the last Area Committee on 9th September 2009. The meeting discussed the following issues:

3.2 There were no key messages from the Planning Sub Group.

4.0 Environment Sub-Group

4.1 The Environment Sub-Group met on the 24th September chaired by Cllr Matthews. The following agenda items were discussed:

Student Changeover report and recommendations
Environment Action Officer update
Bin Yards project update
Parks & Countryside

4.2 There were three key messages from the Environment Sub Group;

- The sub group approves the recommendations in the changeover report, and the budget for next year's activity will be considered at the December Area Committee
- The Granbys will be the Environmental Action Team's priority area for bin yard improvements this year
- Members will be asked to identify locations for York stone paving reports with funding to be allocated at the next Environment Sub Group.

5.0 Kirkstall & Burley Forum

5.1 The Kirkstall & Burley Forum was held on 7th September 2009, chaired by Cllr Yeadon. The agenda items discussed were:

Kirkstall Waste Transfer Site
Environmental Health issues
Flood Alleviation proposals
BMX dirt jump site

5.2 Although there were no key messages it should be noted that the majority of residents were opposed to the Waste Transfer Site.

6.0 Future meeting dates

6.1 The following meetings will be held before the next Area Committee.
Environment Sub Group - 19th November 2009
Transport Sub Group – date to be confirmed
Students in the Community Group – 19th November 2009
Community Safety Sub Group – 27th October 2009

7.0 Recommendations

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

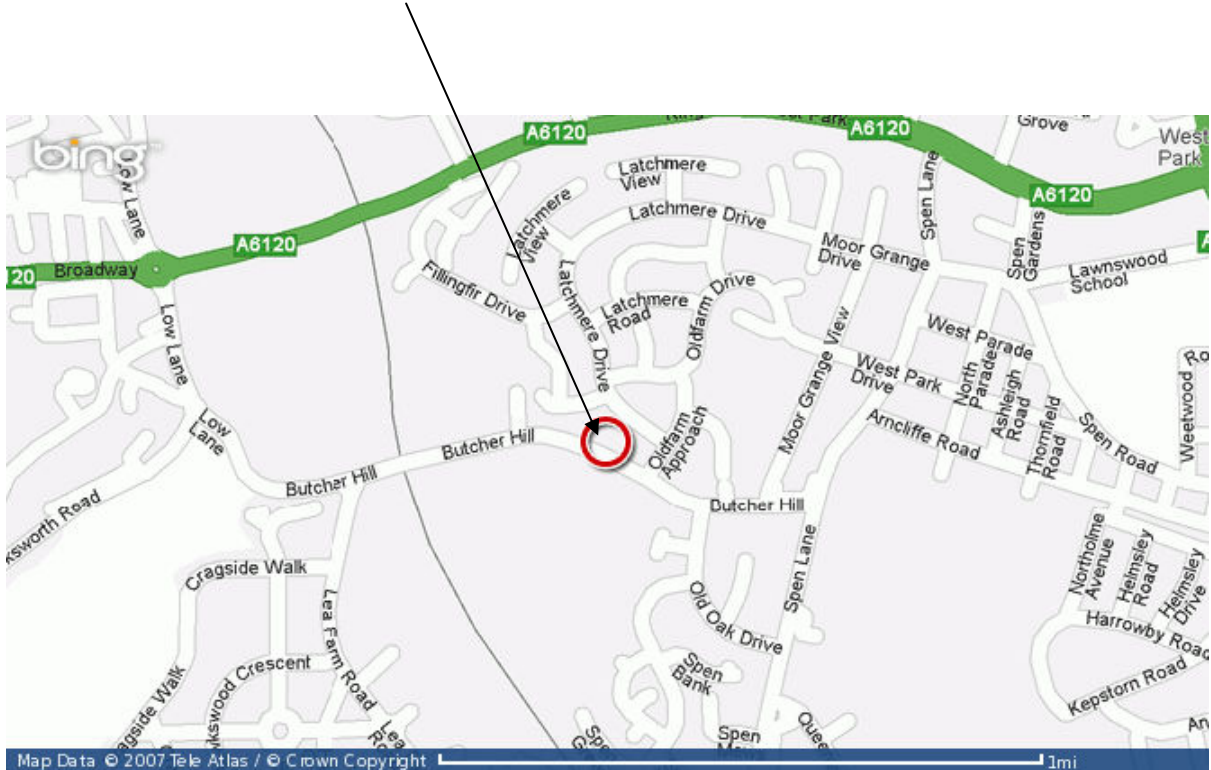
Background documents: None

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Agenda Item 15

AGENDA ANNEX

Abbey Grange Church of England High School, Butcher Hill, Leeds LS16 5EA



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