



NORTH WEST (OUTER) AREA COMMITTEE

**Meeting to be held at Aireborough Leisure Centre (Community Room),
The Green, Guiseley, Leeds LS20 9BT
on Monday, 28th September, 2009 at 2.00 pm**

MEMBERSHIP

Councillors

B Anderson	-	Adel and Wharfedale;
J L Carter	-	Adel and Wharfedale;
C Fox	-	Adel and Wharfedale;
S Andrew	-	Guiseley and Rawdon;
J Bale	-	Guiseley and Rawdon;
G Latty	-	Guiseley and Rawdon;
A Barker	-	Horsforth;
B Cleasby	-	Horsforth;
C Townsley (Chair)	-	Horsforth;
C Campbell	-	Otley and Yeadon;
R Downes	-	Otley and Yeadon;
G Kirkland	-	Otley and Yeadon;

**Agenda compiled by:
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Stuart Robinson

**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>DECLARATION OF INTERESTS</p> <p>To declare any personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct</p>	
5			<p>APOLOGIES FOR ABSENCE</p>	
6			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair</p>	
7			<p>MINUTES OF THE PREVIOUS MEETING</p> <p>To receive and approve the minutes of the previous meeting held on 22nd June 2009.</p>	1 - 10

Item No	Ward	Item Not Open		Page No
8			<p>RESIDUAL WASTE TREATMENT PFI PROJECT UPDATE AND PRESENTATION (COUNCIL FUNCTION)</p> <p>To consider a report and presentation of the Head of Waste Management providing an update to the Committee on the programme of communications activity supporting the Residual Waste Treatment PFI project.</p>	11 - 14
9			<p>CCTV (2008/2009) ANNUAL REPORT FOR LEEDS CITY COUNCIL COMMUNITY SAFETY CCTV SERVICE IN OUTER NORTH WEST AREA COMMITTEE (EXECUTIVE FUNCTION)</p> <p>To consider a report of the Director of Environment and Neighbourhoods highlighting the annual 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.</p>	15 - 30
10			<p>CONSULTATION ON DAY SERVICES FOR OLDER PEOPLE (COUNCIL FUNCTION)</p> <p>To consider a report of the Director of Adult Social Services on consultation on Day Services for Older People.</p>	31 - 54
11			<p>WELL-BEING BUDGET REPORT (EXECUTIVE FUNCTION)</p> <p>To consider a report of the Director of Environment and Neighbourhoods providing Members with a current position statement on the well-being budget, details of proposed projects and small grant applications received to date.</p>	55 - 66

Item No	Ward	Item Not Open		Page No
12			<p>AREA MANAGER'S REPORT (EXECUTIVE FUNCTION)</p> <p>To consider a report of the Director of Environment and Neighbourhoods informing members of progress on a number of projects in Outer North West Leeds as determined by the Area Delivery Plan 2009-11.</p>	67 - 72
13			<p>KEY MESSAGES FROM AREA COMMITTEE SUB GROUPS AND FORUMS (EXECUTIVE FUNCTION)</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 meeting.</p>	73 - 78
14			<p>DATE AND TIME OF NEXT MEETING</p> <p>Monday 9th November 2009 at 2.00pm (venue to be confirmed)</p> <p>MAP OF TODAY'S MEETING</p> <p>Aireborough Leisure Centre, The Green, Guiseley, Leeds LS20 9BT</p>	79 - 80

Agenda Item 7

NORTH WEST (OUTER) AREA COMMITTEE

MONDAY, 22ND JUNE, 2009

PRESENT: Councillor C Townsley in the Chair

Councillors J Bale, A Barker, J L Carter,
B Cleasby, R Downes and G Latty

1 Election of Chair 2009/10

The Chief Democratic Services Officer submitted a report explaining the arrangements for the annual election of the Chair of the Area Committee.

The Chief Democratic Services Officer reported that one nomination for the position of Chair had been received, on behalf of Councillor C. Townsley.

RESOLVED –

- a) That the contents of the report be noted.
- b) That following an overall majority of votes cast by those Elected Members present at the meeting eligible to vote, Councillor C Townsley be elected as Chair of the North West (Outer) Area Committee for the Municipal Year 2009/10.
- c) That Councillor G Latty be appointed as Deputy Chair of the North West (Outer) Area Committee for the Municipal Year 2009/10 as proposed by Councillor C Townsley and seconded by Councillor R Downes.

2 Chair's Opening Remarks

The Chair welcomed everyone to the first meeting of the North West (Outer) Area Committee held within the new municipal year at Adel Memorial Association (Adel Sports and Social Club), Church Lane, Adel, Leeds 16.

3 Declaration of Interests

- a) The following personal interests were declared:-
 - Councillor J L Carter in his capacity as a Member on the West Yorkshire Police Authority (Agenda Items 9 and 17) (Minute 8 and 16 refers)
 - Councillor R Downes in his capacity as Chair of the West Yorkshire Passenger Transport Authority (Agenda Item 9) (Minute 8 refers)
 - Jane Pattison, West North West Area Management in view of the fact that her husband was a Member of the Old Modernians Association and played football for the same body (Agenda Item 17) (Minute 16 refers)
- b) The following personal and prejudicial interest was declared:-

- Councillor A Barker in his capacity as a Member on Horsforth Town Council (Agenda Item 17) (Minute 16 refers)

4 **Apologies for Absence**

Apologies for absence were received on behalf of Councillor B Anderson, Councillor S Andrew, Councillor C Campbell, Councillor C Fox and Councillor G Kirkland.

5 **Open Forum**

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

(a) Light Aircraft Noise Nuisance Update June 2009

Clive Woods, in his capacity as Chair of the Aireborough Civic Society and, as a resident residing off the A65 in the Westfield area of Yeadon, circulated a document entitled 'Light Aircraft Noise Nuisance Update June 2009' for the information/comment of the meeting.

Detailed discussion ensued on the contents of the document and specific reference was made to the following issues:-

- the difficulties in progressing a flight plan for light aircraft
- the need to develop an action plan to protect local residents and to address re-routing private flying routes
- the need to use the planning process (i.e. Section 106 agreements) to control light aircraft routes
- the need for an urgent dialogue with Leeds Bradford Airport

Following discussions, the Area Committee noted the contents of the document.

6 **Minutes of the Previous Meeting**

RESOLVED – That the minutes of the previous meeting held on 30th March 2009 be approved as a correct record, subject to the deletion of the words 'as a Blue Badge Holder (Agenda Item 7) (Minute 82 (b) refers' in Minute 78 under Councillor B Cleasby's declaration of interests.

7 **Matters Arising from the Minutes**

(a) Aireborough Civic Society: Comments re: Planning Application 08/06944 Leeds/Bradford Airport/Noise Disturbance Caused by Repetitive Circuit Flying by Light Aircraft in Yeadon (Minute 80(a) refers)

The Chair informed the meeting that Mr C Woods had now received a written reply on the delegation issues.

(b) Traffic Concerns on Brownberrie Lane/Bayton Lane/West End Lane/Layton Road (Minute 82(a) refers)

The Chair informed the meeting that Councillor B Cleasby and himself had now met with relevant Highways officers to discuss this issue. Arising from this meeting, it was noted and welcomed that a number of highway safety improvements would be made with a view to resolving the traffic concerns.

(c) Car Parking Problems – North West (Outer) Area Committee (Minute 82(b) refers)

The Chair informed the meeting that, to date, he had not received any suggestions from Members of the Committee in relation to identifying suitable meeting venues with car parking provision within the Outer North West area.

Discussion ensued on the two hour restriction imposed at Morrisons car park in Yeadon Town Centre and the Chair informed the meeting that discussions were continuing in relation to identifying the existence of a parking agreement between the Council and Morrisons.

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

(This item was withdrawn from the agenda by the department)

9 Annual Report for Parks and Countryside Service in North West Outer Area Committee

The Director of City Development submitted a report examining the opportunities to develop the relationship between the Parks and Countryside service and the North West Outer Area Committee.

Phil Staniforth, Senior Area Manager, Parks & Countryside Service, presented the report and responded to Members' queries and comments.

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

- clarification of designated cycle routes in parks throughout the city
- clarification of Section 106 funding in relation to sports pitches in the area and the £125K that has been earmarked for improvements to the pavilion at King Georges playing field at Horsforth with a view to attracting further match funds
(Following discussions, the Senior Area Manager agreed to email Jane Cash, Parks and Countryside Service, with a request that she contacts the Chair to discuss this issue)
- clarification as to whether the improvements met the Leeds Quality Park Standard and the need for an action plan to be developed
(The Senior Area Manager responded and agreed to prepare a matrix which highlighted the current position of each community park in the Outer North West area and the work needed to those parks that do not meet the Leeds Quality Park standard)

- the concerns expressed about the lack of children’s play facilities at Golden Acre Park and the need to address this issue
- the need to address the flooding problems at the Bedquilts site
- the need for a community plan to be introduced for Adel Woods via The Hollies and Meanwood Beck
- clarification of the current ‘Support Friend Groups’ arrangements i.e. Micklefield Park/Kirk Lane and the support available in relation to external funding provision
- the need for a full presentation of the proposed plans for a NW Leeds Country Park
(The West North West Area Manager agreed to discuss this issue further with the Senior Area Manager and to present a report on the proposal to the next meeting of the Area Committee)

RESOLVED:-

- a) That the content of the report be noted.
- b) That the West North West Area Manager, in conjunction with the Director of City Development, be requested to report back to Members on the specific points raised.
- b) That the specific comments raised at the meeting be fed back to the Director of City Development as this Committee’s priorities for community green space improvements.

10 Year End Report of West North West Environmental Action Team

A report of the West North West Environmental Action Team manager was submitted providing information to Members about the work of newly formed Environmental Action Teams during its first year of operation since 12th May 2008. The report also included information on the ‘Weekends of Action’ which were carried out in February and March following a successful bid to the Area Committee for funding.

Ruth Lees, West North West Environmental Action Team, presented the report and responded to Members’ queries and comments.

RESOLVED – That the contents of the report be noted.

11 Emergencies and the Community Context

A report of Peace and Emergency Planning was submitted outlining the work to increase the number of local people engaged in increasing the resilience of their community, and the implications of this for the Outer North West Area.

Roger Carter, Peace and Emergency Planning, presented the report and responded to Members’ queries and comments.

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

- the need to address flooding in Otley and Pool Road where a remedy was required for local residents
- the need to focus on community engagement in making people aware of the risks involved

- the need to focus on community risks and major issues within the North West (Outer) area i.e. Leeds/Bradford Airport/Swine Flu epidemics/snow and gritting issues
- the need to ensure that becks within the ward comply with maximum usage i.e. Dunn Hills
- clarification of the status of the Menwith Hill Forum
- the need to address the issue of residents block paving their front drives *(The Principal Emergency Planning Officer responded and confirmed that this was a land drainage issue)*

In concluding, the Principal Emergency Planning Officer noted the points made relating to flooding and drainage type issues. Although such issues fall outside of emergency planning, he informed the meeting that in relation to flooding, a Community Flood Action Plan had been developed to assist in the response to flooding and to help prepare for it in the future.

RESOLVED:-

- a) That the contents of the report be noted.
- b) That the comments raised at the meeting be fed back on this Committee's potential role in supporting and progressing improvements in the enhancement of community resilience.
- (c) That this Committee notes that a report on the Community risk register would be submitted to a future Area Committee meeting for discussion.

12 Neighbourhood Wardens - Restructure Proposals

The Director of Environment and Neighbourhoods submitted a report in relation to the Neighbourhoods Wardens service.

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

- Neighbourhood Warden Line Management Structure – April 2009 (Appendix A refers)
- Job Description and Personal Details – Community Environment Officer (Appendix B refers)

RESOLVED – That the contents of the report and appendices be noted.

13 Area Committee Roles 2009/10

The Director of Environment and Neighbourhoods submitted a revised report on Area Committee roles for 2009/10.

Appended to the report were copies of the following documentations for the information/comment of the meeting.

- Area Committee Roles for 2009/10 – Area Functions (Appendix 1 refers)
- Area Committee Roles for 2009/10 – Other Roles (Appendix 2 refers)

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

RESOLVED – That the contents of the revised report and appendices be noted.

14 Area Manager's Report

The Director of Environment and Neighbourhoods submitted a report informing Members of progress on a number of projects in Outer North West Leeds, as determined by the Area Delivery Plan 2009-11, which was, in turn, governed by the Area Committee functions and roles, as agreed by Executive Board in July 2008.

Appended to the report was a copy of a document entitled 'Children Leeds – The Role of the Area Committee Children and Young People's Champion' (Appendix 1 refers) for the information/comment of the meeting.

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

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

- the need for the Area Committee to note the increase in unemployment locally due to the impact of the recession
- the proposed role of the Area Committee's Children and Young People champion and how Children's Services could engage better with the Area Committee
(Councillor J Bale responded and agreed to discuss how the authority could engage further with young people at the next Sub Group)
- the need to address the omission of North West Outer wards from the Leeds Core Cycle Network proposals e.g. Horsforth/Guiseley and Rawdon etc
(The West North West Area Manager responded and agreed to investigate this matter further)

RESOLVED –

- (a) That the contents of the report and appendix be noted.
- (b) That the West North West Area Manager be requested to address the general omission of North West Outer wards from the Leeds Core Cycle Network proposals with the Director of City Development.

15 Outer Area Delivery Plan 2008-11

The Director of Environment and Neighbourhoods submitted a report seeking Members' approval to the updated Outer North West Area Delivery Plan (ADP) for 2008-11. The report also informed Members of the proposed content and format of the Area Delivery Plan and provided details of how it would link with the Leeds Strategic Plan.

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

Draft minutes to be approved at the meeting
to be held on Monday, 28th September, 2009

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

- the need for either a quarterly or six monthly update on the Outer Area Delivery Plan
(Following discussions, the Committee agreed to receive a quarterly update)
- the need for the Area Committee to be supplied with copies of the National Indicators as a reference document
- the need to recognise the official opening of the Netherfield Road car park as at today's date and to promote this via the Council's Press and Communications team

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That approval be given to the Outer Area Delivery Plan 2008-11 and for the document to be submitted to the Executive Board for endorsement.
- c) That the West North West Area Manager be requested to circulate copies of the National Indicators to Members of the Committee for their information/retention.

16 Well-being Budget Report

Referring to Minute 88 of the meeting held on 30th March 2009, the Director of Environment and Neighbourhoods submitted a report providing Members with a current position statement on the well-being budget, details of proposed projects and small grant applications received to date.

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

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That this Committee notes the current position of the Well-being budget as detailed in Sections 2.0 and 3.0 of the report.
- c) That the following projects outlined in Section 4.0 of the report be dealt with as follows:-

<u>Name of Project</u>	<u>Name of Delivery Organisation</u>	<u>Decision</u>
Community Skips Budget	North West Area Management	Agreed £4,000 revenue
Small Groups Budget	North West Area Management	Agreed £12,000 revenue (£3,000 per ward)

Aireborough Summer Activities	Aireborough Summer Activities Scheme	Agreed £17,777 revenue (£3,026 Adel and Wharfedale; £11,347 Guiseley and Rawdon; £2,648 Horsforth; £756 Otley and Yeadon)
Youth Mobile	Youth Service	Agreed £8,400 revenue (£2,100 per ward), subject to regular monitoring by West North West Area Management
Old Modernians Association	Old Modernians Association	Agreed £10,000 capital
Horsforth Cup and Ring Restoration Project	Leeds Museums and Galleries	Agreed £3,000 revenue
Horsforth PCSOs	West Yorkshire Police and Horsforth Town Council	Agreed £8,100 revenue
Toilet Redevelopment and Improvement	Woodside Methodist Church	Agreed £5,000
Additional staff resources for Wharfemeadows Park, Otley	Parks and Countryside	Agreed £4,410, in principle, subject to further Ward Member consultation

- (d) That in relation to the Horsforth PCSOs application, the Chair, in consultation with Councillor G Latty and the West North West Area Manager, be requested to draft a letter to the Chair of the Local Policing Partnership, for consideration, in relation to basing the majority of the PCSOs in Horsforth.
- (e) That in relation to the Play Builder Scheme as reported at the meeting, this Committee agrees, in principle, to the submission of a well-being application at the next Area Committee meeting in September 2009.

- (f) That approval be given to increasing the maximum amount for small grant applications to £1,000 as outlined in Section 4.1 of the report.
- (g) That the small grants detailed in Section 5.1 of the report be noted.

(Councillor A Barker having previously declared a personal and prejudicial interest in the Horsforth PCSOs project, left the room during this item taking no part in the discussion or voting thereon).

17 Well-being 2008/09 Year End Monitoring Report

The Director of Environment and Neighbourhoods submitted a report providing Members with a summary of Well-Being projects commissioned during 2008/09.

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

- Revenue Funded Projects for 2008/09 (Appendix 1 refers)
- Capital Funded Projects for 2008/009 (Appendix 2 refers)
- 2008/09 Well-Being Projects Monitoring (Appendix 3 refers)

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

RESOLVED – That the contents of the report and appendices be noted.

18 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.

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

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

- clarification as to why the Police Authority Forum had been disbanded
- the need for revised dates/times to be circulated to Members in relation to the Community Safety Group
- the need to encourage the attendance and participation of all Members of the Committee at Area Committee Sub Groups and Forums

RESOLVED –

- (a) That the contents of the report be noted.
- (b) That in relation to the Community Safety Sub Group, West North West Area Management be requested to circulate a number of revised dates/times for Members' consideration.
- (c) That in relation to Members' attendance at Area Committee Sub Groups and Forums, this Committee encourages the attendance and

participation of all Members of the Committee, subject to their availability and commitments.

19 Local Authority Appointments to Outside Bodies

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

RESOLVED:-

- a) That the contents of the report and appendices be noted.
- b) That in respect of the Outside Body schedule, approval be given to the following appointments being made for the Municipal Year 2009/10:-

Aireborough Voluntary Services to the Elderly with Disabilities	Councillor R Downes
Bramhope Youth Development Trust	Councillor C Fox
Horsforth Live at Home Scheme	Councillor B Cleasby
ALMO Outer North West Area Panel	Councillor G Latty Councillor C Fox
Divisional Community Safety Partnership	Councillor C Townsley
Area Children's Partnership	Councillor J Bale
Area Health and Social Care Partnership	Councillor G Latty
Area Employment, Enterprise and Training Partnership	Councillor B Cleasby

20 Date, Time and Venue of Next Meeting

Monday, 28th September 2009 at 2.00 pm (Guiseley Methodist Church - venue to be confirmed).

(The meeting concluded at 3.55 pm)

Report of the Head of Waste Management

North West Outer Area Committee

Date: 28 September 2009

Subject: Residual Waste Treatment PFI Project Update and Presentation

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

Executive Summary

The process to procure a facility to treat the waste that cannot be economically recycled and would otherwise be sent to landfill is progressing well.

The council is now embarking on a programme of communications with residents and other interested parties about the proposals and to describe the next stages of the process.

1.0 Purpose of This Report

1.1 This report provides an update to North West Outer Area Committee on the programme of communications activity supporting the Residual Waste Treatment PFI project and the opportunity to view the Power point presentation and supporting materials to be distributed to the public.

2.0 Background Information

2.1 A report to Area Committees in June and July, described the approach to communication, education and engagement around the project over the coming year.

3.0 Residual Waste Treatment Facility – Communications update

- As described in the report to North West Outer Area Committee on 22nd June 2009, presentations were made to all political groups in June 2009.
- Following this a revised presentation has been produced with a complimentary leaflet – ‘What is Leeds doing with it’s waste’.
- A further two leaflets have been produced:
 - i. The City’s waste solution – your questions answered
 - ii. The City’s waste solution – technologies and bidders

3.1 Alongside attendance at all Area Committees the programme of communications attached at Appendix 1 will begin.

4.0 Recommendation

4.1 That North West Outer Area Committee:

- Note the contents of this report;
- Receive the presentation and note the supplementary leaflets.

5.0 Background Papers

5.1 Residual Waste Treatment PFI Project Update – North West Outer Area Committee June 2009

5.2 Residual Waste Treatment Project: Update and Communication and Community Engagement Strategy – North West Outer Area Committee March 2009

Appendix 1 - Communications about the Residual Waste Treatment Facility – August to December 2009

Who?	What?	When?
<p>Residents close to either of the two proposed sites for a residual waste treatment facility.</p>	<p>A leaflet, explaining the background to the Residual Waste Treatment project and inviting them to find out more will be sent to each household within a 1 mile radius of either of the two proposed sites. Posters will also be distributed to community venues in the areas, e.g. leisure centres, community centres. The leaflet and posters will invite residents to find out more through one of the following options:</p>	<p>Distributed in September 2009</p>
	<p>1. Signposting to more detailed information on the council website;</p>	
	<p>2. Registering to receive a pack of information, either electronically, or in hard copy;</p>	<p>Distributed as requested.</p>
	<p>3. Registering for the chance to attend an information session briefing in a local community venue.</p> <p>Each session will consist of the standard presentation and a chance for discussion about the proposals. Whilst we will try to make sure all people who request attendance can do so, it is possible we may have to limit numbers and if this is the case we will ask the third party organisation to choose attendees to ensure representation from across the community.</p>	<p>Delivered between September and November 2009</p>
<p>Local residents groups and/or community forums in the areas close to either of the two proposed sites for a residual waste treatment facility.</p>	<p>We will identify residents groups and community forums, in discussion with local ward Members and Area Management officers, and offer them the chance to receive the standard presentation from council officers and to feedback on our proposals.</p>	<p>Presentations between September and November 2009</p>

Who?	What?	When?
Local businesses in the areas close to either of the two proposed sites for a residual waste treatment facility.	Working with Aire Valley Leeds we have agreed various methods to communicate with local businesses and to invite them to a briefing with council officers at our Cross Green site.	Between August and October 2009
Leeds-wide public	<p>We will follow on from the first issue of Recycling and Waste Update, which was distributed to all households in February 2009.</p> <p>Issue two will focus on the Residual Waste Treatment Facility and the same presentation messages above. Residents will be invited to register to receive more information and updates via:</p> <ul style="list-style-type: none"> • Signposting to more detailed information on the council's website; • Register to receive a pack of information or updates, electronically or in hard copy format; <p>The newsletter will also give residents the chance to feed back on the information via email, in writing and by telephone.</p>	Distributed in December 2009
Elected Members	The presentation that forms the basis of the communications approach will be shown at Area Committees in September 2009. A pack of information on the Residual Waste Treatment Facility including the presentation, leaflets will be distributed to all ward members.	Distributed in September 2009



Originator: Derek Whitehouse

Tel: 395 0806

Report of The Director of Environment and Neighbourhoods Directorate

Meeting: Outer North West Area Committee

Date: 28th September 2009

Subject: CCTV (2008/2009) Annual Report – for Leeds City Council Community Safety CCTV Service in Outer North West Area Committee

Electoral Wards Affected:

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council
Function

Delegated Executive
Function available for Call
In

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

Executive Summary

This is an annual report prepared by Leeds City Council's Community Safety CCTV service that provides a monitoring service of public space surveillance cameras (i.e. fixed CCTV cameras in open spaces across Leeds), 24 hour per day, 365 day per year. The service also provides two mobile CCTV vans for deployment within communities across Leeds.

The purpose of public space CCTV is to reduce crime and the fear of crime by facilitating in the apprehension and prosecution of offenders and assisting in the prevention and detection of crime committed in public areas in Leeds. It is a Public Safety 'tool' which is extremely popular among the public of Leeds.

1.0 Introduction & purpose of report

- 1.1 This report sets out to highlight 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.
- 1.2 The two mobile CCTV units are deployed in conjunction with the police and other council enforcement services in relevant 'hot spots' throughout Leeds area. They are regarded as an invaluable tool in the prevention and detection of crime.

2.0 Background

2.1 Service Description

- 2.1.1 Leeds City Council Community Safety CCTV is currently in a transition period of moving into new premises and upgrading the current analogue video recording system to a new state of the art digital recording system.
- 2.1.2 A suitable site has been identified and work is being undertaken in procuring a bespoke digital CCTV recording system.
- 2.1.3 Leeds City Council Community Safety CCTV work in partnership with council enforcement departments, emergency planning, Urban Traffic Control (UTC) and police.
- 2.1.4 Approval has been given to expand existing partnerships to include the Leeds Passenger Transport Executive (Trading as METRO) and negotiations are at an advanced stage for METRO to share the new CCTV control room. METRO already monitor over 300 CCTV cameras throughout West Yorkshire at rail and bus stations and the partnership will provide an opportunity for cost savings.
- 2.1.5 Public CCTV in Leeds is strictly controlled by a Code of Practice and operating procedures to comply with the following legislation:
 - 1. The 'Data Protection Act'
 - 2. Human Rights legislation
 - 3. Regulation of Investigatory Powers Act (RIPA)
 - 4. The Private Security Industry Act 2001.
- 2.1.6 The Private Security Industry Act ensures that all CCTV staff are security vetted, trained and licensed by the Security Industry Authority (SIA)
- 2.1.7 Leeds was the first local authority to receive accreditation to operate and listen to the police national digital communication system (radio) known as Airwave, which has proven to be an effective tool. It enables CCTV operators to record valuable evidence at incidents prior to police arrival and direct the police to suspects.

- 2.1.8 CCTV work closely with council enforcement and emergency planning departments and the police to tackle crime and anti social behaviour in 'hot spot' areas and provides valuable and irrefutable evidence to support the prosecution of offenders.
- 2.1.9 The CCTV control room is also equipped with Automatic Number Plate Recognition (ANPR), an excellent criminal intelligence tool when it is used with CCTV to obtain evidence and intelligence about criminal activities throughout the city.
- 2.1.10 Two mobile CCTV vans equipped with ANPR and police radios are deployed in conjunction with the police into 'hot spot' areas that are not covered by fixed CCTV cameras.

2.2 Description of Delegated Function / Enhanced role

- 2.2.1 CCTV provides reassurance to the public and helps reduce crime, the fear of crime and assist in detecting crime in areas covered by CCTV. .
- 2.2.2 The service works in partnership with the police and other council services to target crime and anti social behaviour. They also work closely with Area Management, Divisional Community Safety Partnerships (DCSPs) and Neighbourhood Policing Teams (NPTs) on multi-agency operations.
- 2.2.3 30 CCTV operators monitor over 300 cameras across Leeds with a further 4 mobile CCTV operators making a total of 34, to carry out the 24/7 operations every day of the year.
- 2.2.4 The police provide dedicated CCTV liaison officers to support each of the three police divisions and other law enforcement agencies in Leeds. The liaison officers have the responsibility for viewing images of crime and public disorder for evidential purposes.
- 2.2.5 Other relevant council departments have dedicated CCTV liaison officers to obtain CCTV evidence to support council prosecutions.
- 2.2.6 Currently there are 244 council owned public space surveillance CCTV cameras and in addition operators have access to 70 UTC CCTV cameras through an existing partnership agreement. There is likewise a reciprocal agreement allowing them access the public space CCTV cameras.
- 2.2.7 Leeds City Council Community Safety CCTV contributes to many partnership led initiatives e.g. NPT activity, ANPR operations, ASBU activity etc. CCTV contributes to the overall crime reduction and reassurance agenda at area level through Divisional Community Safety Partnerships (DCSP) and information on CCTV activity is available through Area Community Safety Co-ordinators and Area Management.
- 2.2.8 The service produces a weekly CCTV report which is sent to Ward Members, Enforcement, ASBU, Area Management and West Yorkshire Police.

2.3 Role and Responsibilities of the Area Committee

- 2.3.1 Public Space surveillance CCTV has to comply with various legal issues as previously outlined within the report such as Human Rights Legislation, Data Protection Act, RIPA and all CCTV operators must be Security Industry Authority (SIA) security vetted, trained and licensed to operate the cameras. All operators must also comply with the Leeds City Council Community Safety CCTV Codes of Practice.
- 2.3.2 Area Committees, where appropriate, have approved and financed successful installation of public space surveillance CCTV cameras. The installation of such cameras can never be considered a stand alone option in the fight against crime and they must be considered as part of a local strategy to address crime and disorder and allaying the fear of crime. The installation of CCTV systems is a long term investment which requires continued financial support (revenue).
- 2.3.3 Where Area Committees have provided revenue funding for specific CCTV cameras the amount of funding for the provision of such cameras has now changed. Previously Area Committees funded the full revenue cost of monitoring and maintenance of the cameras, that funding has now been amended so that Area Committees only provide 50% of such funding. The full revenue cost (where applicable) of the provision of BT circuits will still be funded by Area Committees.
- 2.3.4 The change in the funding of the monitoring and maintenance of public space surveillance CCTV cameras means that for future installations Area Committees will have to seek other partners in sharing the revenue costs, as Leeds City Council Community Safety CCTV do not have any budget to jointly fund any future installations.
- 2.3.5 Area Committees may wish to consider developing or enhancing CCTV coverage in specific areas to tackle crime and disorder, providing that the full financial support (both capital and revenue) to fund such projects if deemed appropriate to do so.
- 2.3.6 Area Committees may wish to consider influencing the deployment of the mobile CCTV vans in specific highlighted 'hot spot' areas. This can be addressed via the Area Community Safety Co-Ordinators relevant Neighbourhood Policing Team Inspector, other council departments, and Leeds City Council Community Safety CCTV Management.
- 2.3.7 Area Committees will, through area management, be able to access information about any proposed joint operations in advance and may wish to advise on specific issues they wish to see tackled during the operations.

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

- 2.4.1 The service is contributing to the delivery of Leeds Strategic Plan via
1. Council Business Plan 2008-2011
 2. Area Delivery Plans
 3. Safer Leeds Annual Plan
 4. Divisional Community Safety Partnership Plans
 5. Safer Leeds Service Plan
 6. Crime & Disorder Act 1998
- 2.4.2 The service contributes to the delivery of other council departmental strategic plans such as ASBU, Enforcement, Peace and Emergency Planning, Land Drainage, Licensing, Security Services, Planning Department, Highways, ALMO's and Area Management.
- 2.4.3 The service has links to other public sector partner services such as the 'Safer Leeds' Crime and Disorder Reduction Partnership Executive Board and the Government Office for Yorkshire and the Humber (GOYH).
- 2.4.4 Leeds City Council Community Safety CCTV have CCTV links to METRO, Bradford, Wakefield, Huddersfield and Calderdale local authorities and share images with Urban Traffic Control, Land Drainage and Peace & Emergency Planning.

3.0 The Service at Area Committee level

3.1 Area Profile of the Service

- 3.1.1 The CCTV control room has been security accredited to utilise the police digital communication system known as Airwave. The ability to listen and react to police radio transmissions has proved to be effective in the fight against crime. This facility allows operators to react quickly to record images where cameras are located and this assists the police and other council departments in obtaining relevant evidence in all areas including identified 'hot spots' as an example in relation to crime, enforcement and anti social behaviour issues.
- 3.1.2 Within the CCTV control room additional police equipment is housed regarding Automatic Number Plate Recognition (ANPR) which is an excellent criminal intelligence tool.
- 3.1.3 Within the Outer North West Committee areas there are currently 14 public space surveillance CCTV cameras:

Camera Location	Ward
High Street 1 Yeadon	Otley and Yeadon
High Street 2 Yeadon	Otley and Yeadon
High Street 3 Yeadon	Otley and Yeadon
Kirkgate, Otley Manor Square, Otley	Otley and Yeadon
Boroughgate, Otley	Otley and Yeadon
Cross Green Otley	Otley and Yeadon
Market Street Otley	Otley and Yeadon
Town St - The Green	Horsforth
Town St - Morrison's	Horsforth
The Library	Horsforth
The Old Ball	Horsforth
New Road Side	Horsforth
The Fleece	Horsforth

3.2 Area based Service Priorities and contributions to the Area Committee's Area Delivery Plan for 2009 / 2010

3.2.1 Leeds City Council Community Safety CCTV camera operators have the ability to respond to any incidents that the police are attending as a result of monitoring the police digital communications system (Airwave). This allows evidence to be obtained as the incident is ongoing. This is reacting to 'hot spots' using the police communications system.

3.2.2 There is also the ability to monitor identified 'hot spots' by selecting appropriate cameras in such areas seeking relevant evidence of known or suspected incidents of crime.

3.2.3 'Hot spots' are identified via various formats;

- Crime Reduction Partnerships
- Residents Groups
- Community Groups
- Tasking meetings
- Vehicle Crime Sub Group

- Drugs and Robbery Sub Group
- Robbery Analysis Group
- Transit Robberies Group
- Acquisitive Serious Crime Group
- Information provided to elected councillors

3.2.4 All incidents involving arrests or incidents of special interest are circulated on a weekly basis to all relevant partners and interested parties, to inform them of activity in their specific area and emerging 'hot spots'.

3.2.5 Partners provide information to Leeds City Council Community Safety CCTV to enable them to proactively monitor known 'hot spots' and places of significant interest, thus securing mutual objectives.

3.3 Customer and community engagement

3.3.1 Strong partnership working underpins the activity of the Safer Leeds Partnership in making Leeds a safer place to live and work. Leeds City Council Community Safety CCTV is actively involved with all partners (internal and external) in 'Operation Champion'.

3.3.2 Leeds City Council Community Safety CCTV control room is situated in a secure environment and cannot actively engage directly with the community at its workplace; however the mobile CCTV vans are deployed at partnership community events (including the annual 'Face the People' event).

3.3.3 Communities place an active role in influencing the installation of CCTV cameras and the deployment of the mobile CCTV vans through partnership meetings, residents groups, Neighbourhood Policing Team meetings or by speaking directly to Councillors.

3.3.4 When seeking to fund a new CCTV installation or additional cameras, community consultation is undertaken to support the process. CCTV must be regarded as part of an overall strategy in the prevention and detection of crime and allaying the fear of. It cannot be used as a stand alone tool, but one that complements activity of other agencies and the police.

3.3.5 Leeds City Council Community Safety CCTV Codes of Practice have been approved by the council Legal Services and are reviewed annually. They provide a legal framework for third parties and individuals to make subject access requests of recorded images.

4.0 Performance Management and Reporting

4.1 Baseline Position and key targets for the Service

4.1.1 Leeds City Council Community Safety CCTV supports the aim of the 'Safer Leeds' Crime & Disorder Reduction Partnership which is 'To secure sustainable reductions in crime and disorder and address the fear of crime in Leeds.'

4.1.2 As a department we are committed in working within the national framework to deliver improvements and change at a local level via:

- Effective Leadership
- Visible and constructive accountability
- Intelligence-led business processes
- Effective and response delivery structure
- Engagement with the communities and
- Staff having appropriate skills and knowledge

4.1.3 'Safer Leeds' has a statutory duty to produce a partnership plan which is aligned with other planning cycles such as the Leeds Area Agreement which supports the delivery of Public Service Agreements (PSA's) relating to crime reduction, community safety and substance misuse.

4.1.4 The Leeds Strategic Plan (LSP) 08 – 11 / Council Business Plan highlight the need for 'reduced crime and fear of crime through prevention, detection, offender management and changed behaviour.

4.1.5 Leeds City Council Community Safety CCTV contributes to these plans by providing evidenced based information to partners about the scale and nature of crime, disorder and harm drugs and alcohol abuse working towards:

1. Creating safer environments by tackling crime
2. Improving lives by reducing the harm caused by substance misuse
3. Supporting victims and reducing the risk of victimisation
4. Reducing offending and managing offending behaviour
5. Improving community confidence and public satisfaction

4.1.6 All incidents involving arrests or incidents of special interest are circulated on a weekly basis to all relevant partners,

4.1.7 CCTV is a front line service which supports partners by providing evidence to support their own performance indicators. A weekly CCTV incident reports is provided to partners and interested parties to inform them of activity and emerging 'hot spots'.

4.2 Other Outcomes for the Area Committee area

4.2.1 CCTV is used on a daily basis to reduce crime and the fear of crime by facilitating in the apprehension and prosecution of offenders and assisting in the prevention and detection of crime committed in public areas in Leeds. CCTV Operators receive daily intelligence briefings about highlighted areas of concern and emerging 'hot spots'.

4.2.2 Mobile CCTV vans are deployed throughout the city on a daily basis working alongside Neighbourhood Policing Teams in 'hot spots' and other areas of interest in areas where there is no CCTV coverage.

4.3 Reporting Arrangements

4.3.1 The service provides weekly reports to all relevant partners and an annual report is provided to all Area Committees.

4.3.2 Area Committee members are able to influence the deployment of the mobile CCTV vans within the community through their Local Area Community Safety Co-Ordinators and Neighbourhood Policing Team Inspectors. Local Area Community Safety Co-Ordinators and Neighbourhood Policing Inspectors are responsible for deployment of the mobile CCTV vans within their area.

5.0 Programme of Activities 2009 / 2010

Period /Year	Description	Role of Area Committee
Quarter 1	Deployment of mobile CCTV vans.	To be informed of deployment by Area Community Safety Co-ordinator and Local NPT.
	Gathering evidence of crime and anti social behaviour in 'hot spot' areas not covered by CCTV cameras.	To be updated by Area Community Safety Co-ordinator's and NPT Inspectors.
Quarter 2	Deployment of mobile CCTV vans.	To be informed of deployment by Area Community Safety Co-ordinator and Local NPT.
	Gathering evidence of crime and anti social behaviour in 'hot spot' areas not covered by CCTV cameras.	To be updated by Area Community Safety Co-ordinator's and NPT Inspectors.

Quarter 3	Deployment of mobile CCTV vans.	To be informed of deployment by Area Community Safety Co-ordinator and Local NPT.
	Gathering evidence of crime and anti social behaviour in 'hot spot' areas not covered by CCTV cameras.	To be updated by Area Community Safety Co-ordinator's and NPT Inspectors.
Quarter 4	Deployment of mobile CCTV vans.	To be informed of deployment by Area Community Safety Co-ordinator and Local NPT.
	Gathering evidence of crime and anti social behaviour in 'hot spot' areas not covered by CCTV cameras.	To be updated by Area Community Safety Co-ordinator's and NPT Inspectors.

6.0 Implications for Council Policy and Governance

6.1 The proposals outlined within this report have no implications on Council Policy as the proposals are in accordance with agreements and existing policies.

7.0 Legal and Resource Implications

7.1 As previously mentioned within the report, Leeds City Council Community Safety CCTV is strictly controlled by a Code of Practice outlining the operating procedures in accordance with relevant legislation.

7.2 Legislation that the department has to conform to:

1. 'Data Protection Act'
2. Human Rights legislation
3. Regulation of Investigatory Powers Act (RIPA)
4. The Private Security Industry Act 2001.

8.0 Equality Considerations

8.1 Access to members of the public into the CCTV control room is not allowed or security reasons.

8.2 The Service Plan plays a key role in contributing to the delivery of the Equality and Diversity Strategy, the Community Cohesion Action Plan, and meeting the requirements in order to achieve Level 4 of the Equality Standard.

- 8.3 An internal staff equality action group was established with the Community Safety department in January 2008 to ensure equality issues are embedded with all activities. Equality and diversity is championed within the CCTV service by the CCTV Co-ordinator who is also a member of Staff Action Working Group (SWAG).
- 8.4 Equality, Diversity and Cohesion considerations are integrated into the mainstream planning and monitoring process – actions and objectives with equality, diversity and cohesion dimension are highlighted within the service plan. Colleagues responsible for the delivery of specific equality actions within the plan are required to maintain an overview of progress and report back as part of the Service Planning monitoring process.

9.0 Any Other Considerations

- 9.1 Leeds City Council Community Safety CCTV services are strictly controlled under the Data Protection Act for the purpose of crime prevention, detection and allaying the fear of crime including environmental crime and cannot be used for any other purpose. The service acts as the council CCTV single point of contact for all matters pertaining to CCTV and all enquiries are directed to the CCTV Coordinator.
- 9.2 CCTV is an emotive issue; however the public of Leeds, on the whole, are supportive of the Council's use of this technology to reduce crime and the fear of crime. The cameras have a proven track record as a key strategy in crime prevention and detection and allaying the fear of crime.
- 9.3 The cost of a single CCTV camera system costs in the region of £22,500 (Capital) and on average continuous annual revenue costs are £4,500 per year. Annual revenue costs cover the cost of the BT line rental, electrics, monitoring and maintenance of the system, but do not include any insurance for damage to the system e.g. motor vehicle collision or vandalism. Costs for each additional camera are the same as the installation cost of a single camera.

10.0 Conclusions

- 10.1 Community CCTV is a vital component of any crime prevention or reduction strategy. There have been a number reviews into the impact of CCTV covering issues such as displacement and whether it assists in the detection of crime and apprehension of offenders. The evidence from such reviews varies depending on where and how it is used, the type of crime committed and quality of the images captured by the camera. However overall they support the use of CCTV.
- 10.2 Leeds City Council Community Safety CCTV provides very high quality that are of evidential value and it has long been recognised as a centre of best practice within the field of Public Space Surveillance CCTV.

- 10.3 During 2006/2007 it provided vital evidence which led to over 3,000 arrests for offences ranging from anti social behaviour to murder and during the period from April 2008 to March 2009 it has provided evidence leading to 3,033 arrests throughout the Leeds.
- 10.4 The mobile vans have been involved in various joint multi agency operations and initiatives with the police and other enforcement agencies. These have led to the arrest of 152 people, 2323 intelligence person stop checks and 375 vehicle stop checks throughout the Leeds Area.
- 10.5 There has been no formal evaluation of the Leeds City Council Community Safety Public CCTV System; however an indication of how popular the system is can be measured by the number of compliments received each month during the past year. There has been a total of 20 letter compliments recorded for the service during the past 12 months.
- 10.6 At the annual 'Face the People' event conducted by the 'Safer Leeds' Crime & Disorder Reduction Partnership involving a range of high school students aged between 11 and 16 years revealed that the three major factors that made them feel safe in their neighbourhood was:
- 1) Uniform police patrols
 - 2) CCTV
 - 3) Neighbourhood Watch
- 10.7 People have different views on public surveillance, but overall CCTV is popular with the public and there is an insatiable demand for CCTV in Leeds. The public have grown to accept CCTV as part of their daily lives and its removal would likely cause a public and political backlash because it provides them reassurance and makes them feel safe.
- 10.8 During early 2008 it was decided to remove a private funded CCTV scheme from a Business Park in the Leeds 11 area because of the lack of financial contribution from the businesses.
- 10.9 Prior to the cameras being installed there were high levels of crime and immediately after installation crime dropped significantly. On removal of the system, crime again increased significantly by a massive 65% within 3 months. This has led to the commissioning of a consultants report to look at replacing the CCTV on the estate.
- Crime figures rose by 65%
 - May & June 2008 significantly higher
 - Burglary Other and theft offences increased
 - 11 of the 16 streets experienced a rise in recorded crime.
- 10.10 Area Committees are able to influence how CCTV as part of an overall crime prevention and reduction strategy is used within their area. They can ensure that the mobile CCTV vans are deployed to known crime and anti social behaviour 'hot spots'. The local Area Community Safety Co-ordinators and the NPT Inspectors will on request of Area Committees make representation to tasking groups to ensure their wishes are taken into account.

- 10.11 Area Committees may wish to ensure that appropriate reporting mechanisms are in place to highlight 'hot spots' within the community to local NPTs. The NPTs also need to ensure that there is a reciprocal line of communication back to the Area Committees and other council departments such as ASBU and enforcement services to ensure that CCTV both fixed and mobile, are effectively used.
- 10.12 Committee members can influence the installation of additional CCTV cameras in appropriate 'hot spot' crime areas if appropriate, subject to funds being made available.

11.0 Recommendations

- 11.1 The Area Committee is asked to:
- a) Note the report and make any comments
 - b) Request the deployment of mobile CCTV to areas of concern via local Tasking Groups and Neighbourhood Policing Teams
 - c) Receive further update reports 6 monthly.

.....

12.0 Appendix 1

12.1 Financial Cost breakdown for Outer North West Area Committee

- 12.1.1 Leeds City Council Community Safety CCTV have previously charged Area Committees who have agreed to fund the installation of public space surveillance CCTV cameras for monitoring, maintenance, power and BT supply to cameras.
- 12.1.2 There has now been a review of the charges to be levied by Leeds City Council Community Safety CCTV.
- 12.1.3 Previously the revenue charges which were made related to the provision of a fibre network (BT), provision of power (YEDL), monitoring and maintenance of the CCTV camera system.
- 12.1.4 The charges levied related to the Service Level Agreement between the Area Committee and Leeds City Council Community Safety CCTV.
- 12.1.5 As an example some Area Committees when cameras have been installed signed a contract with BT themselves rather than be recharged the cost of this by Leeds City Council Community Safety CCTV where appropriate. In other instances some Area Committees do not have any such contract and that charge is re-charged on an annual basis. This charging process has not changed.
- 12.1.6 No charge will now be made in relation to the power supply of cameras.

12.1.7 The charge which will now be made in relation to the monitoring of the CCTV cameras will be reduced by 50% (previously this was £1,000 per camera location and this has now been reduced to £500 per camera location).

12.1.8 The charge for the maintenance of the cameras will also be reduced by 50% the same as the charge for monitoring of cameras (previously this was £1,000 per camera location and this also has now been reduced to £500 per camera location).

12.1.9 Annual revenue costs however do not include any insurance to cover the cost of damage to the camera system as a result of a collision by a motor vehicle or vandalism. Below is a table for the charges to be raised for the financial year 2009 / 2010 in relation to Outer North West Area Committee.

Camera Location(s)	Maintenance (50% of costs)	Monitoring (50% of costs)	BT (100% of costs)	Cost
New Side Road 1 camera	£500	£500	£641	£1,641
Old Ball roundabout 1 camera	£500	£500	£551	£1,551
Otley 5 cameras	£2,500	£2,500	£6,863	£11,863
Yeadon 3 cameras	£1,500	£1,500	£3,442	£6,442

Total cost to be recharged £21,497

13.0 APPENDIX 2

13.1 Legal Implications regarding public space surveillance CCTV

13.1.1 Until 1 March 2000 there was no statutory governance of CCTV surveillance of public areas when the Data Protection Act 1998 came into force. The act provides clear standards for the processing, storage and access of images of individuals caught by CCTV cameras.

13.1.2 The standards are based on the following eight Data Protection Principles that specify data must be;

- fairly and lawfully processed;
- processed for limited purposes and not in any manner incompatible with those purposes;
- adequate, relevant and not excessive;
- accurate;
- not kept for longer than is necessary
- processed in accordance with individuals' rights;
- secure;
- not transferred to countries without adequate protection

13.1.3 The Information Commissioner has the power to issue Enforcement Notices where there has been a breach of one or more of the Data Protection Principles. An Enforcement Notice would set out the remedial action that the Commissioner requires to ensure future compliance with the requirements of the Act. In the case of CCTV, the Information Commissioner takes into account the extent to which the users of such surveillance equipment have complied with the CCTV Code of Practice (see below) when determining whether they have met their legal obligations.

13.1.4 The CCTV images at Leeds City Council Community Safety CCTV are retained for 31 days in line with Data Protection Act legislation. Therefore, this is the period of time that stored images can be viewed by partners for evidential purposes for the prevention and detection of crime. All requests to view CCTV images are auditable to show compliance with Data Protection and Human Rights legislation and the strict Codes of Practice adopted by the service.

13.1.5 The Human Rights Act 1998 highlights that surveillance systems are subject to strict statutory controls and any images that do not comply with those controls could lead to them been excluded as evidence in a court of law.

Background Papers

None

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Originator: Lynda Bowen

Tel: 0113 2478545

Report of : Director Of Adult Social Services
Meeting: North West (Outer) Area Committee
Date: 28^h September 2009
Subject: Consultation on day services for older people

Electoral Wards Affected:

All

Yes

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council
Function

Delegated Executive
Function available
for Call In

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

EXECUTIVE SUMMARY

This report presents the Area Committee with a copy of the Executive Board Report, appended (appendix A)..

Members of the Area Committee are asked to note the report, and consider if they wish to make a response as part of the consultation process, agreed by Executive Board.

Purpose of This Report

1. The Executive Board appended forms the basis of this report and presents the Area Committee with proposals for consultation on day services for older people.
2. The Executive Board report outlines the following
 - Provides an update on the implementation of Day Services strategy agreed by Executive Board in July 2008
 - Proposals for developing Dementia, day respite and reablement services in each of the 3 Area Management Areas.
 - To embark upon a period of Consultation with local people on changes to the day services delivered from 6 day centres across the city
3. The Executive Board report agreed a period of consultation. The purpose of this report is to request the Area Committee, if they wish, to contribute to the consultation

Recommendations

4. Members of the Area Committee are asked to:
 - Note and consider the report appended
 - Consider any response they wish to make as a part of the consultation

Background Papers

Executive Board Report 22nd July 2009. From Day Centres to Day Services: Responding to the needs and preferences of older people



Report of the Director of Adult Social Care Services

Executive Board

Date: 22nd July 2009

Subject: From Day Centres to Day Services: Responding to the needs and preferences of older people.

Electoral Wards Affected:

ALL Ward Members consulted (referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Eligible for Call In

Not Eligible for Call In (Details contained in the report)

1.0 Executive Summary

- 1.1 Building on the reports to the Executive Board in July and November 2008, this report describes how the strategy for day services for older people is developing and sets out proposals for the implementation of the final phase of the strategy.
- 1.2 Whilst previous reports have set out in some detail the policy context and vision which underpin the strategy, there have been further developments since November which further strengthen the direction of travel already endorsed by the Executive Board. In particular the Executive Board received a report in December 2008 describing the conclusions of the Independence, Well-Being and Choice Inspection and approved the action plan in response to the recommendations made by CSCI. The Inspector concluded that there was an immediate need to modernize and transform traditional social care services in Leeds.
- 1.3 This report must be read together with the following report on the agenda in respect of the future vision and way forward for Neighbourhood Network schemes in the city. The proposals in this report make way for a strengthened position of Neighbourhood Networks to be the primary response to engage older citizens in social, community and well-being initiatives and identifies a more specialized role for Local Authority provision.
- 1.4 The proposals set out in this report provide the detail for the Councils response to that recommendation and describe a service strategy which builds on the specialist strengths and expertise within the current service, which are valued by people who use those services, carers and partner agencies.

- 1.5 The proposals provide an equivalent level of specialist service in each of the three Area Management areas, and complement the universal provision provided in the main by the voluntary, community and faith sector. The strategy for day services consist of:
- Universal Services
 - Specialist Dementia Care
 - Specialist Reablement
 - Day Respite Care
 - Minority Ethnic Elders Services
- 1.6 The report describes how these proposals have built on recent consultation, notably with carers whilst developing the Leeds Carers Strategy and through the evaluation of the successful Partnerships for Older People (POPPS) pilot, which demonstrated the effectiveness of new models of dementia care. Finally, the report describes how partnership working with City Development will provide the opportunity for both universal and reablement services to be delivered from a network of well-being / leisure centres, which opens the opportunity for further innovation in the future.
- 1.7 The report asks the Executive Board to endorse the strategy and proceed to implementation through an established process of group and individual consultation with current service users.

2.0 Background information

- 2.1 In July 2008 Executive Board agreed a strategy for reshaping older people's day services to provide greater opportunities for older people to receive more personalised services with an enhanced range and quality of community based activities.
- 2.2 In November 2008 Executive Board received a progress report, and agreed the re provision of day centres at Farfield, Leeds 28; The Willows at Horsforth; Pendas Way at Crossgates; and Richmond Hill Day Centre.
- 2.3 The report in November 2008 noted that savings made from re provision were to be re-invested within older people's services, and locality plans were to be drawn up for delivering newly shaped day services. The report specified that progress updates would be given to members, as the changes progressed.
- 2.4 This report provides the next stage of these updates, focusing on the outcomes from the reprovision of the 4 Day Centres and the vision and next steps for the future rollout of this strategy. The report shows linkages between strategies, and supports the development of expanding the provision of direct payments and universal services including neighbourhood networks.

3.0 Reprovision of Farfield, Pendas Way, Willows, Richmond Hill November 2008

- 3.1 Extensive consultation was undertaken with those attending the four day centres, both prior to and subsequent to the submission of the Executive Board report in November 2008. Alternative plans were made with each person attending, considering carefully what activities they enjoyed, where they lived, their travel arrangements, and their friendship groups. Each person was offered an alternative Day Care service.
- 3.2 In November / December 2008 service users were transferred from the four day centres

to their preferred alternative venue. Because of the generally low occupancy at other day centres, all people were able to be offered their place of preference, and moved with their friends.

- 3.3 Staff from care management teams and the day services centres worked closely to ensure the transfer was well planned and incorporated each individuals care and support needs.
- 3.4 Staff were transferred with service users, thus ensuring there was continuity of Care. Day centres receiving new attendees provided a range of opportunities for people to socialize and integrate into the activity programme. As a result of this highly personalised process, service users concerns and disruption were kept to an absolute minimum.

4.0 Reinvestment in Services for Older People

- 4.1 In line with the proposals in the Executive Board report of November 2008, savings of £300,000 from the re provision of day services have been invested in other services for older people.
- 4.2 Particularly important has been the investment in personal budgets and direct payments. Reproviding the 4 day centres has released funding for people to access direct payments. Consequently over the last year, instead of being allocated a specific number of days attendance at a particular day centre; older people are able to access a cash budget from which they choose how, when and where their assessed care needs and leisure time will be spent.
- 4.3 This is what people have told us about how their choice to have a personal budget has affected their lives:

Laura's Story - *Laura's was finding it very lonely on her own. She hadn't really many friends or a particular social activity that she enjoyed. Laura felt that a day centre wasn't for her and that she would rather look at social groups near to where she lived. After a talk with the nearby Over 55 club, she felt she would like to join some of the social groups they had to offer. She also joined the local Methodist Church Luncheon club and later went on to consider a Direct Payment to fund a personal assistant to enable her to have support to go out at the weekends..*

- 4.4 Further funding has been reinvested in developing a new model of service. A reablement service has been set up in 3 day services centres. Reablement consists of an intensive assessment and programme of support for 8 weeks aiming at improving level of motivation and independence, including Occupational Therapy advice. As a result of reablement services, people have been able to regain independent living skills, and aspire to and achieve better quality lives. Satisfaction surveys from service users evidence strong support for this service.

Cecil's Story - *Cecil was becoming isolated and confused. Whilst attending the day centre, he was assessed and spent the eight-week programme exercising and improving his mobility with help and support from the OT. Cecil had neglected his personal care but regained motivation to shave and care for himself. Staff discovered Cecil was a great fisherman and missed fishing trips with his friend. The increased confidence in himself and his mobility means he can arrange fishing trips and no longer feels isolated.*

Julie's Story – Instead of attending day services, Julie uses her direct payment for day trips or saves up and goes to the theatre in London or trips to Chester zoo etc.

John's Story – John used to attend a day centre, but now has direct payments and has employed a personal assistant. He gets help with trips to the shop including help to choose and buy computers and gadgets – his passion! As he was an engineer previously, his personal assistant helps him to attend air shows and bike shows and assists him with his gardening.

4.5 A further investment in day services has seen the creation of 9 new outreach worker posts – three in each of the Area Management Team areas. These new members of staff were appointed in May 2009 and work alongside people attending Day Centres for reablement sessions; advising and supporting people to identify and take up alternative activities within their local communities once their 8 week reablement period has been completed.

5.0 Current Day Services

5.1 Leeds City Council provides 21 day centres for older people. The centres have functions as follows:

- 1 Peripatetic Centre (1 day per week)
- 4 Specialist Dementia Care
- 12 Generic Day Care (including 3 reablement units)
- 2 Dual Generic / Dementia Care
- 2 Specialist BME Centres

There are a variety of opening times for centres with some operating an 'extended day' (7am – 7pm) and some open at weekends

5.2 All of the centres operating specialist dementia services have at least 75% occupancy, with two thirds having more than 87% occupancy, and one centre overcommitted at almost 105% occupancy.

5.3 These attendance figures contrast with those for "generic" day centres. In these centres, occupancy and attendance figures have fallen, month on month over a three year period. Occupancy has fallen in some centres to as low as 37.2% of capacity. Only one centre has an occupancy of more than 80%.

5.4 Nine centres (i.e. almost 50% of the total number of centres) have an average of less than 60% occupancy, with about half of the 9 centres being used at less than 50% of total capacity. These figures are from the period January to March 2009, and include actions taken to reduce by 4 centres last year.

5.5 When considering weekend attendances, no generic centre is operating at more than 75% occupancy, with the average attendance over the 9 centres, at less than 50% capacity. This reducing attendance must be set against significant increases in direct payments. This information is summarised in Appendix 1. Full information is available for each centre.

5.6 The 21 day centres for older people in Leeds were built predominantly during the 1970's and 1980's. The buildings have variable standards and some have had no significant refurbishment since they were built. One day care service operates from a municipal building rather than a dedicated centre (Otley). Day centres in Leeds have usually one or two meeting rooms, leading to limitations with activity options. Programmed activities tend to take place in the larger room, with a smaller room set

aside for quieter activities. Centres provide varied and to a certain extent uncoordinated provision, and not currently in response to any planned demand / profile of the needs of the city.

- 5.7 Some people travel a considerable distance for a day centre placement and some attend up to three centres on different days.
- 5.8 In recent years there has been an increasing utilisation of alternative day opportunities assisted by the continued development of thriving third sector organisations which include neighbourhood networks. This has created significant expansion of community facilities, groups and activities which have grown up or expanded in response to this increase in demand.. These have become increasingly the first choice for people who might otherwise in the past have asked to attend a Local Authority centre. This now provides impetus for a further phase of change for day services, strongly supported by the Independence , Well-Being and Choice Inspection final report, recommended that “The Council should extend the range and choice of services by reconfiguring and modernizing traditional buildings based services”.

6.0 Strategy for day services

- 6.1 The Executive Board Reports of July and November 2008 and the action plan in relation to the Independence wellbeing and Choice Inspection, endorsed by Executive Board in December 2008 all highlighted the need for the Local Authority to develop and focus on specialist day services. These are:

- Universal Services
- Specialist Dementia Care (reablement and long-term support for people with moderate and severe dementia or functional mental health problems)
- Specialist Reablement (including well-being and day respite)
- Day respite care (providing support for carers)
- Minority Ethnic Elders Services (Apna in Headingley, Frederick Hurdle in Chapeltown)

The Executive Board reports noted the further work required to develop the longer term strategy to ensure the correct balance of supply for specialist centres.

- 6.2 Each Area Management Area should have a Centre for Dementia Services and Centre for Well-Being Services (Reablement). Each of these centres should offer a common range of services and activities, supported by satellite centres to ensure sufficient coverage for the population. These services are further set out on the maps in Appendices 2, 3 and 5.
- 6.3 In arriving at the proposed model, a review of existing day services provision was undertaken. This included a review of the location, structural condition, size, facilities and usage of each of the day centres, and the proximity of other centres within easy accessible and traveling distance.

Day Services – The Universal Offer

- 6.4 Older people and their carers do not need to have eligible social care needs to gain support. There is now a significant range of widely available supportive social care services to meet their needs, which are available without an assessment. These were detailed in the July 2008 Executive Board report listing such resources as

dementia cafes, peer support networks, neighbourhood networks and local community groups and clubs.

- 6.5 Over the last 10 years, Neighbourhood Networks in particular have become a significant complementary service to that provided by local authority day services. Many networks have thriving community activities which are locally based and, in the main, accessible to large numbers of older people. A survey of over 1000 older people who use these services shows the significant part that the successful networks play in the positive well-being of these older people. An accompanying report on this agenda indicates how more equitably distributed and additional investment could further enhance these opportunities.
- 6.6 The publication of the National Strategy “Putting People First” (10th December 2007) heralded the transformation of the Social Care System. Local Authorities are challenged to ensure that “universal services”(leisure, sport, libraries, parks, learning etc) are accessible to everyone and that separate, segregated social care services are therefore minimized.
- 6.7 The development of the innovative Holt Park Well-being centre in partnership with City Development and the Health Service will see new day time opportunities particularly in respect of reablement, and will in due course become a significant venue for delivery of further innovative services.
- 6.8 The “Partnership for Older People Prevention Services” (POPPS) pilot in Leeds evidenced excellent outcomes for older people with dementia. Services have been planned and delivered in partnership with older people and their carers. Health and Social Care have united with Voluntary Sector partners to develop a whole system response to need. Key elements of the service have included:
- Resource Centres (the development of traditional residential care to include early intervention, respite, day service and outreach in partnership with the Health Service).
 - Specialist Day Respite Centres (fulfilling a vital function for carer respite, stimulating environment and socialisation)
 - Voluntary Sector Networks (including for dementia, a network of dementia cafes)
- 6.9 The developments listed above have been combined with a review of National Policy and evidence of successful outcomes for Older People. This review recommends that statutory social care provision should consist of a smaller number of specialist day care services; with the voluntary and community sector providing ‘universal’ services including a wide variety of social activities designed to improve physical and emotional well being. The services listed above show that Leeds is well positioned to respond positively to this agenda.

Day Services: A Core Offer for those with Eligible Social Care Needs

- 6.10 People with eligible social care needs are provided with advice, support and guidance in relation to the exercise of their right to a direct payment. We anticipate that in future, many more people will wish to exercise this option at least in part. Other people, particularly those with specialist needs in relation for example to dementia or reablement, will choose to have their care provided in venues capable of offering such specialist care.
- 6.11 The models below allow the service to be developed on sites where current occupancy is greatest, reflecting service users choices and preferences; and where buildings are

most modern and well-suited to their purpose.

- 6.12 Where changes to centres are proposed the model has carefully considered how these can be minimized and phased in, to avoid unnecessary disruption for service users and staff.

Dementia Services

- 6.13 Appendix 2 shows the proposed sites of the Dementia Resource Centres and Day Respite Centres. The resource centres at The Green, Middlecross and Siegen Manor build on the POPPS model of integrated care. The centres are well placed to respond to the challenge of the national and local dementia care strategy, delivering improved outcomes for service users. It is proposed, however, that their role is extended, and they become more intrinsically networked and linked to the other day centres in their area.
- 6.14 It is recommended that Day Respite Services are initially identified to support the resource centres by Laurel Bank (South) and Calverlands (West & North West). There is currently no day respite dementia facility in the East but in due course Wykebeck is considered an appropriate resource to fulfill this function.

Reablement / Well-being Services

- 6.15 The final position on the siting of well-being / reablement services will depend on the final outcomes of joint working with City Development through the potential locating of well-being centres across the city. However, proposals are made which will ensure one major centre (hub) per area management area with appropriate satellite supporting centres.
- 6.16 The agreement by the Department of Health to proceed to outline business case to develop and build a £32 million Well-Being Centre creates a significant opportunity for a new reablement centre in the West & North West area. When built this will accommodate services currently provided from Queenswood Drive and Radcliffe Lane Day Centres. Prior to the development of this, the main centre for this area is proposed to be Burley Willows.
- 6.17 Appendix 3 identifies the potential development of specialist reablement services across the city. As can be seen in the South Area, Firthfield Day Service is identified as the 'hub' supported by Rose Farm and Springfield Day Services. These services will be developed pending the opportunity to establish a well-being centre in the South of the city. Arrangements for the East Area will include Lincoln Fields and Wykebeck as the identified reablement day services, and both Directorates are working together to review the option for a well-being service for the East Area. These developments will be the subject of a further Executive Board Report in due course.
- 6.18 All of the identified reablement centres will need to develop and change their services, to meet customers individual needs and requirements. This will need flexibility over attendance times, transport arrangements, menus of options for care, opportunities for volunteering, learning, and greater participation in the life of the local community.

Specialist BME Services

- 6.19 The specialist services for BME communities, although providing day services are Apna and Frederick Hurdle. These centres are restricted by both their remits and their current governance arrangements. Each has the potential to

become a more flexible resource for particular cultural groups, but management and opening arrangements may need to be further developed or expanded.

- 6.20 Previous negotiations with community groups suggest that centres that are open for longer periods, and which allow not just older people, but people of all ages to use the centres would be welcomed. These options will be explored as part of the consultation process recommended in this report.

Carers

- 6.21 People who have informal caring responsibilities for older people (i.e. people who are “carers”) may themselves need support and services. A high proportion of people who are currently attending day services, in particular dementia care services, attend so that carers may have time to themselves. The Carers Strategy emphasizes the need for carers to be able to access such services – and this review provides for day services to further develop this facility for carers. In both Well-Being / reablement and in dementia services – carer respite will be a high priority service.

7.0 Achieving the Change

- 7.1 Achieving the model of provision outlined in Section 7 will have implications for most day centres, principally a redefinition of their existing roles and purpose.
- 7.2 The review of existing day service centres has identified appropriate options on the basis of careful evaluation of location, attendance and available alternative options for service users. In addition, it has been recognized that increased investment in universal service provision, particularly that provided by Neighbourhood network schemes will better reflect the patterns of actual choice people are now making.
- 7.3 Some of the day centre buildings will no longer be required within the new model, and the indicative planning assumptions suggest that the centres listed in Table 1 will be those for which a role is not identified. Some of these centres could be used for other purposes including community asset transfer. Options for each centre will be reviewed during the consultation phase. Day Service provision will continue to be offered to all current users of these services, as the capacity within the existing service is sufficient.

Table 1

Day Centre	Ward
Bramley Lawn	Bramley & Stanningley
Doreen Hamilton	Burmantofts & Richmond Hill
Holbeck	Beeston & Holbeck
Otley	Otley
Woodhouse	Hyde Park & Woodhouse
Naburn Court	Crossgates & Whinmoor

- 7.4 As part of the ongoing service review and consultation further consideration will be given to opening times and weekend opening. The priority will be to match the needs and wishes of people who use services, and carers with the most efficient use of the resource. This is demonstrated in Appendix 4.

8.0 Communication and Consultation

- 8.1 The proposals attached in this respect require consultation with existing service users. The Directorate has a successful record in managing change through the activities undertaken last year and will reuse this format for the proposed changes.
- 8.2 It is recognised that there may be anxiety with existing day service users through the period of uncertainty and change. This will be managed in partnership with carers and relatives, and with the support of outreach workers to participate in taster sessions to try alternative services or to put together an individually tailored package of stimulating and varied day activities and to maintain existing friendship groups. The tailoring of day activity packages for each individual is designed to lead to better health and social outcomes for everyone with assessed day care needs, including existing day centre users.
- 8.3 The consultation plan is attached at Appendix 6. It is proposed that this could commence following members decisions and be completed within 3 months. Subject to this timescale being achieved, the outcome of the consultation and final recommendations flowing from that will be reported to the Executive Board in November 2009.
- 8.4 In addition to the focus on service user needs, consultation will also take place with staff and trade unions. It is likely that a review of staff roles and responsibilities will be required which may lead to amendments in staff structure in the future. Any changes resulting from this will be managed through the 'Managing Workforce Change' Procedures.

9.0 Equalities Impact Assessment

- 9.1 An Equality Impact Assessment has been undertaken. As a result, individual assessments have been identified as essential to ensure care, support and equalities issues can be fully addressed. Advocates will be appointed if a service user has no one to act in their best interests, and translators are available for those whose first language is not English.
- 9.2 Human Resources will oversee the restructuring of staff structure to ensure a fair and equitable process and that arrangements take account of equality needs of staff.
- 9.3 The overall impacts of the proposals are positive in that they implement the objectives of the personalization strategy by tailoring services to those with needs which are insufficiently met within a day centre.

10.0 Implications For Council Policy and Governance

- 10.1 The content of the report is consistent with the policy direction of the Council agreed by the Executive Board in November 2008 and contained in the Independence, Well Being and Choice Action Plan presented in December 2008. These proposals are also consistent with improvement priorities and the Local Area Agreement / Leeds Strategic Plan, notably the priority to offer greater choice and control to people who use services and increase the number of people utilizing direct payments and individual budgets. Secondly these proposals make a significant contribution to the priority to increase the number of people supported to live at home, through increased investment in reablement services.

- 10.2 The need to specifically modernize buildings based services was a stated outcome of the “Independence, Well-Being and Choice” Inspection of Social Care Services in 2008. The proposals contained within this report and the action plan agreed by Members in December 2008 are consistent with the action plan produced as a response to the inspection. Successful delivery of the proposal will be a positive contribution to improving performance assessment, and the achievement of an Inspection Action Plan objective. Our program of reform will be kept under review in the light of anticipated national policy developments and the changing expectations of older people in Leeds.
- 10.3 The proposals in this report impact on service user need across all wards in the Council.

11.0 Legal and Resource Implications

- 11.1 Benchmarking data which compares the City with a group of 25+ local authorities indicates that Leeds spends a disproportionately high level of resource on day services for Older People. The figures for occupancy raise questions about the extent of value for money currently being achieved and strongly indicates the potential for change to deliver greater effectiveness and value.
- 11.2 The full year effect of these proposals will allow for further investment in Direct Payments, assist with any affordability gap in relation to the development of Holt Park Wellbeing Centre together with the provision of additional investment in universal services, especially Neighbourhood Networks.

12.0 Summary and Conclusion

- 12.1 This report has provided an update on the first stage of the reprovision of day services for older people. The report has detailed how resources have been released from the first phase of reprovision have been used to augment remaining provision, provide more choice and control via direct payments and provide some additional investment into targeted universal provision.
- 12.2. This report sets out the continually falling average occupancy levels in all but one day centre (Wykebeck) and outlines proposals for addressing this issue which are also compatible with the Councils’ implementation of Putting People First; wider government policy and local priorities in the Leeds Strategic Plan
- 12.3 These proposals include consolidation of the future remit, function and opening times of existing day centres. The proposals develop a model for day services which will harmonise the reprovision rollout with proposals for the development of equitable Neighbourhood Network provision and with the emergence and building of “Well-Being” Centres within the 3 areas of Leeds. The report further considers the Leisure and Active Recreation Service Review, and promotes an approach that enables the Council to support and develop a more extensive, more flexible model for varied and personalize day services in the future.
- 12.4 Specifically the report outlines proposals for developing a core offer of Dementia, Resource Centre and day respite services in each of the 3 Area Management Areas.
- 12.5 The proposals also includes additionally establishing a reablement and well-being service in each of the Area Management areas, using existing resources at present, but transforming these services alongside the development of WellBeing Centres as this becomes possible. Opportunity is being developed at Holt Park. Six Buildings are

identified as not being required for this delivery programme. The report details how the Council could disinvest in these buildings and utilize the equivalent cash sum to reinvest in more resources for self directed support and for investment in targeted universal services..

12.6 The model proposed would therefore provide, at no extra cost to the Council, greater and more varied opportunities and activities for older people; a plan to allow the city council to progress on two major national strategies; would harmonise with other Council plans and strategies; and perhaps most importantly to allow the day services to have a clear focus and future direction to allow the service to proceed in developing individualized, high quality services that people utilising individual budgets will increasingly wish to purchase and enjoy.

13.0 Recommendations

Members are requested to:

13.1 Note the positive implementation of actions agreed in 2008 to reprovide 4 centres.

13.2 Note the positive opportunities to develop future services alongside officers in City Development and partners in the Voluntary Sector.

13.3 Agree the strategy for the development of specialist dementia and reablement services as set out in Section 7

13.4 Agree the proposed consultation concerning recommendations for change to the day services base in the city, including changed weekend opening.

13.5 Agree to receive a future report on the outcome of the consultation and containing final recommendations for the delivery of the strategy which will be provided in November 2009.

Background Documents Referred to in this report

1. Older People Day Services: Service Improvement Plan – 16th July 2008

[http://democracy.leeds.gov.uk/Published/C00000102/M00003682/AI00013022/\\$OlderPeoplesReport070708.docA.ps.pdf](http://democracy.leeds.gov.uk/Published/C00000102/M00003682/AI00013022/$OlderPeoplesReport070708.docA.ps.pdf)

2. Older People Day Services: Service Improvement Plan – 5th November 2008

[http://democracy.leeds.gov.uk/Published/C00000102/M00003378/AI00015581/\\$OPDayServicesReport271008.docA.ps.pdf](http://democracy.leeds.gov.uk/Published/C00000102/M00003378/AI00015581/$OPDayServicesReport271008.docA.ps.pdf)

3. Putting People First – A Shared Vision and Commitment to the Transformation of Adult Social Care

http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_081118

4. Independence, Wellbeing and Choice Inspection of Adult Social Care

[http://democracy.leeds.gov.uk/Published/C00000102/M00003379/AI00016147/\\$InspectionofAdultSocialServsOPEN241108.docA.ps.pdf](http://democracy.leeds.gov.uk/Published/C00000102/M00003379/AI00016147/$InspectionofAdultSocialServsOPEN241108.docA.ps.pdf)

5. Living Well with Dementia – A National Dementia Strategy

http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_094058

6. Every Carer Counts – Carer's Strategy for Leeds 2009 – 2012

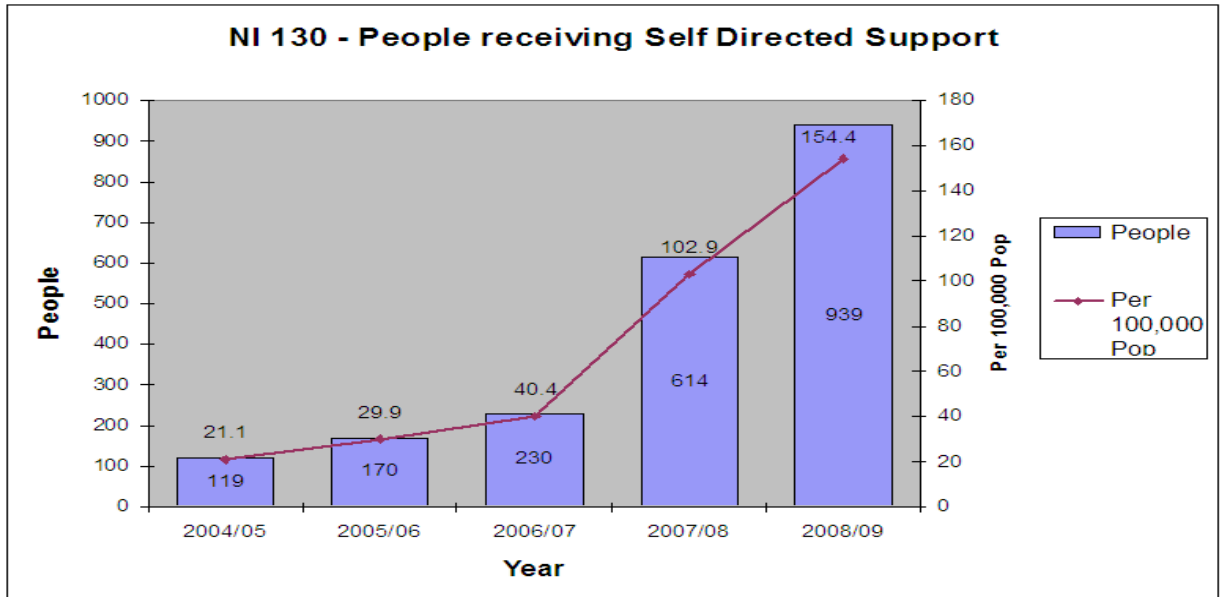
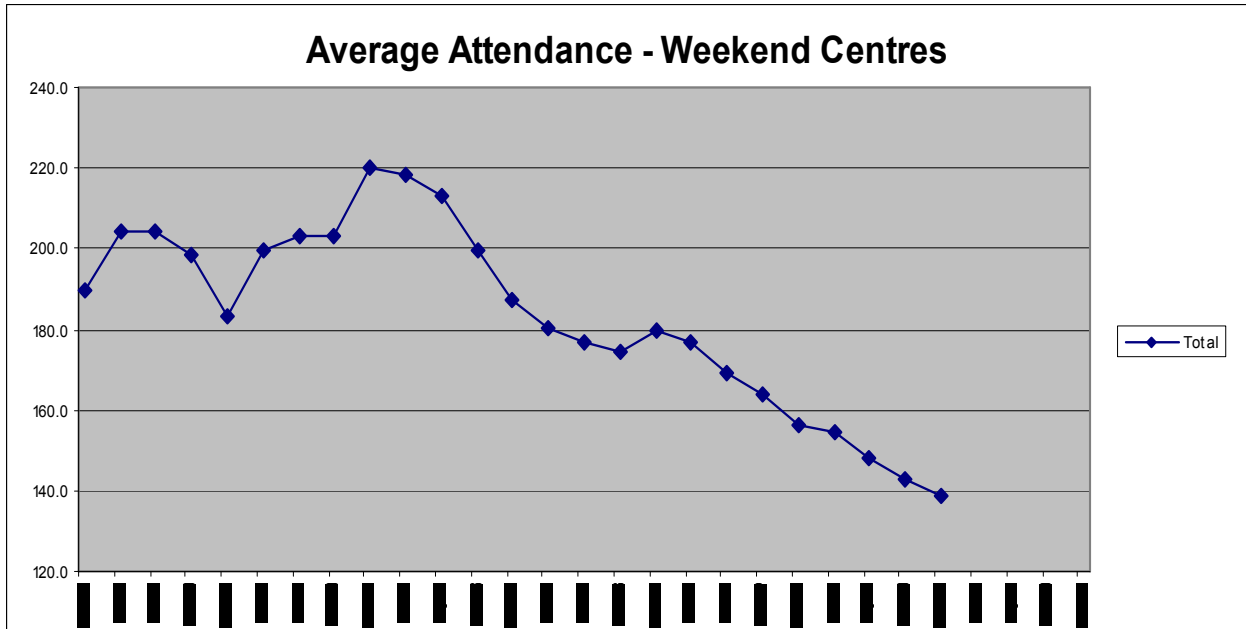
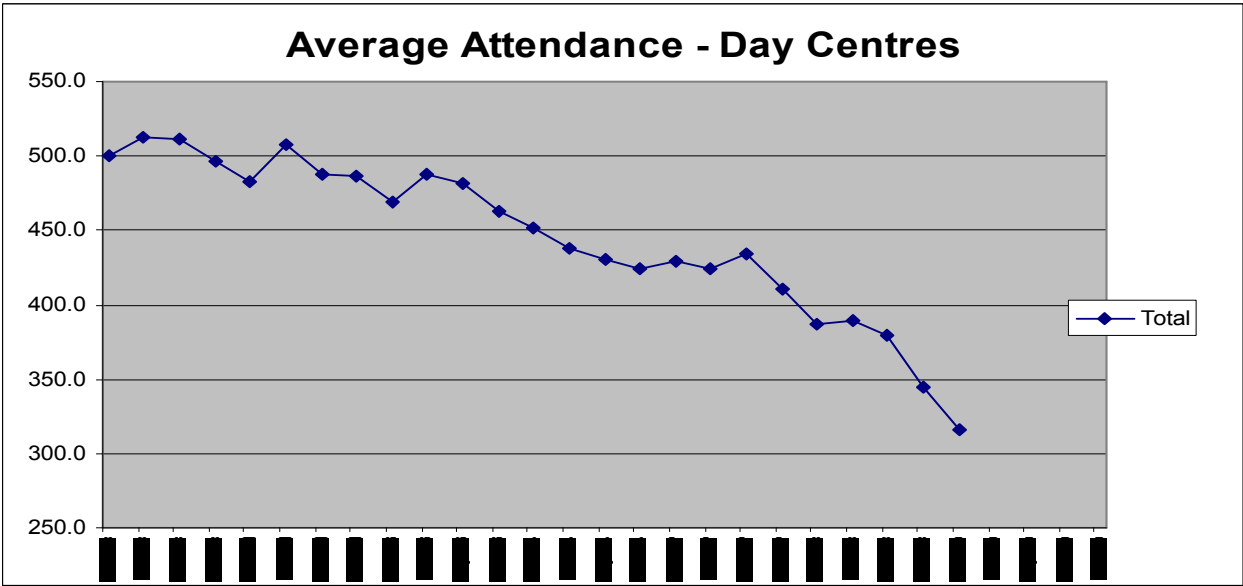
<http://www.leedsinitiative.org/lsp/>

7. Fair Access to Care Services Framework

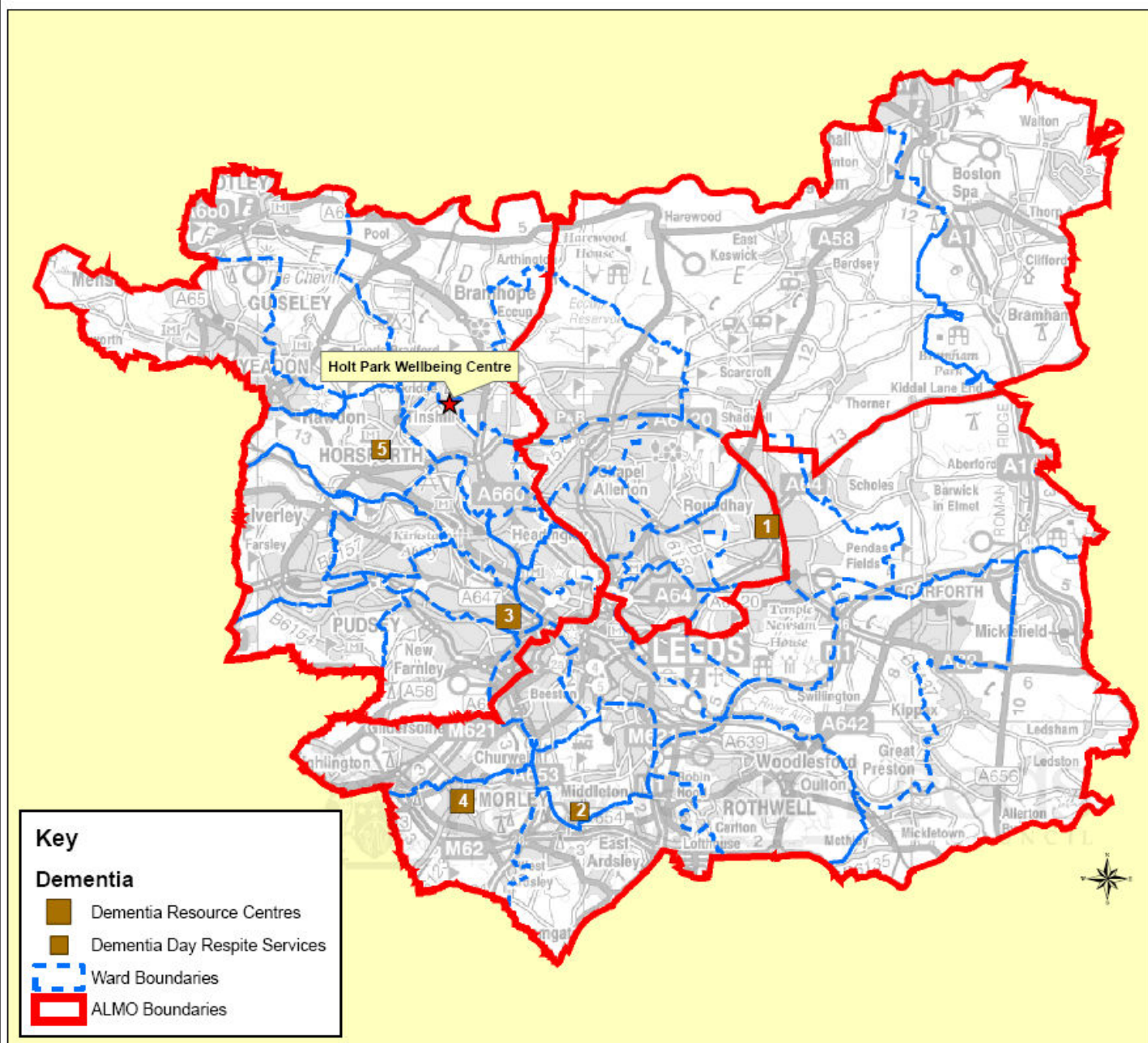
http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4009653

8. 2008 Survey of Views of Older People who are Neighbourhood Network Scheme Members

<http://www.opforum.webeden.co.uk/cgi-bin/download.cgi>



DEMENTIA RESOURCE CENTRES AND DEMENTIA DAY RESPIRE SERVICES



Key	Address	Ward
1	The Green Day Centre Seacroft Green Seacroft Leeds LS14 6JL	Killingbeck & Seacroft
2	Laurel Bank Day Centre 100 Middleton Park Avenue Middleton Leeds LS10 4HY	Middleton Park
3	Middlecross Day Centre Simpson Grove Armley Leeds LS12 10G	Armley
4	Siegen Manor Day Centre Wesley Street Morley Leeds LS27 9EE	Morley South
5	Calverlands Day Centre Church Lane Horsforth LS18 5LA	Horsforth

REABLEMENT / WELLBEING SERVICES



Key	Address	Ward
1	Rosefarm Day Centre Cornwall Crescent Rothwell Leeds LS26 0RA	Rothwell
2	Burley Willows Day Centre 19 Willow Garth Burley Leeds LS4 2HE	Hyde Park & Woodhouse
3	Firthfields Day Centre Conisborough Lane Garforth Leeds LS25 2LR	Garforth & Swillington
4	Queenswood Day Centre 244 Queenswood Drive Headingley LS6 3ND	Kirkstall
5	Springfield Day Centre Cottingley Drive Beeston Leeds LS11 0JP	Beeston & Holbeck
6	Wykebeck Valley Day Centre Wykebeck Valley Road Osmondthorpe Leeds LS9 6PB	Gipton & Harehills
7	Radcliffe Lane Day Centre Radcliffe Lane Pudsey Leeds LS28 8AB	Pudsey
8	Lincoln Fields Day Centre Cromwell Street Eurmantofts Leeds LS9 7SG	Burmantofts & Richmond Hill



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Appendix 4 - Day services capacity in alternative centres.

MONDAY TO FRIDAY SERVICE

Centre	Address and Ward	No. of days service affected	Centre's daily capacity	Average daily attendance	No. of service user sessions needed for reprovision of service in full	Possible alternative centre(s)	Service user sessions available in alternative centre(s)	Comments
Bramley Lawn	Rossefield Approach, Bramley Leeds 13 Bramley & Stanningley Ward	4	30	14	56	Radcliffe Lane, Pudsey, Leeds 28	76	In the light of local needs and geography it should be considered whether there is a need for some smaller scale reprovision to serve the Bramley-Armley area. A Neighbourhood Networks partnership might be a potential provider. In 2008 Bramley Lawn took service users from Farfield.
Doreen Hamilton	Rookwood Road Leeds 9 Burmantofts & Richmond Hill Ward	5	30	16	80	Lincolnfields Cromwell St, Leeds 9 Rose Farm, Rothwell, Leeds 26	93	In 2008 Doreen Hamilton took a small number of service users from Richmond Hill.
Holbeck	Holbeck Moor Road Holbeck Leeds 11 Beeston & Holbeck Ward	4	35	13	52	Springfield, Cottingley Drive, Leeds 11	58	

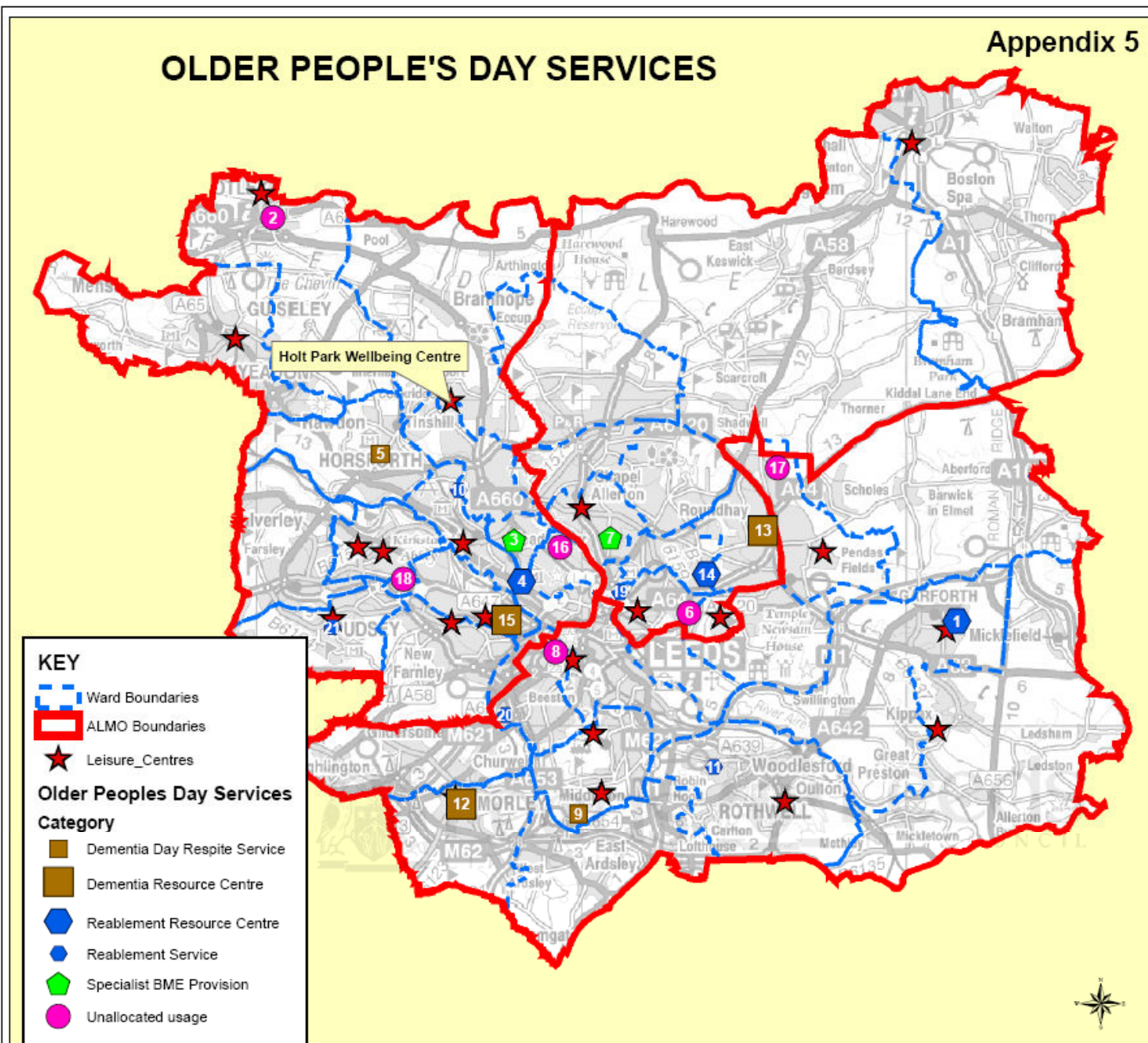
Holbeck Enablement service	Holbeck Moor Road Holbeck Leeds 11 Beeston & Holbeck Ward	1	12	10	10	Springfield, Cottingley Drive, Leeds 11	12	Enablement service will be relocated to Springfield by creating an enablement day there. This does not cause significant impact on service users as this is a short term service.
Naburn Court	Naburn Approach Whinmoor Leeds 14 Cross Gates & Whinmoor Ward	5	35	16	80	Wykebeck Valley, Gipton, Leeds 9 Firthfields, Conisborough Lane, Garforth, Leeds 25	85	Naburn Court covers a large area in outer N East and there is no other mainstream centre in that area. The possibility of limited reprovision could be explored, for example in the context of the Seacroft integrated services work.
Calverlands	Church Lane, Horsforth Leeds 18 Horsforth Ward	3	35	19	57	Queenswood Drive, West Park, Leeds 6 Burley Willows, Willow Approach, Leeds 4	75	The mainstream service at Calverlands will be consolidated to make way for relocation of the specialist dementia service from Woodhouse which currently does not provide an appropriate geographical location. Calverlands already provides 2 days dementia service. In 2008 Calverlands took service users from the Willows.

Woodhouse and Calverlands dementia services	Woodhouse Moor Leeds 6 Hyde Park & Woodhouse Ward	9	15	14	126	Calverlands	140	The Woodhouse dementia service will transfer to Calverlands which will become a full time 7 day, 20 place dementia service.
Otley	Otley Civic Centre, Otley, Leeds 21 Otley and Yeadon Ward	1	35	16				This is the one remaining part of what was the Peripatetic Unit. This arrangement does not cater for older people with complex needs because of the limited facilities. It is proposed that alternative arrangements will be worked out with service users making use of Self Directed Support arrangements on an individual or group basis.
Totals					461		539	

Notes

1. This schedule shows how the available capacity in alternative centres can be matched to the level of service currently provided in the centres identified as surplus. In reality the way the capacity will be used may not follow this pattern. The emphasis will be on making the most appropriate arrangement for the individual service user.
2. Figures are from Adult Day Care Resources Report – January - March '09 Quarter
3. Mainstream services (i.e. not dementia or enablement services) are the focus of the consolidation and services listed are mainstream unless otherwise stated.
4. 'Service user sessions': the figure is calculated by multiplying 'No. of days service affected' by 'Average daily attendance'.

OLDER PEOPLE'S DAY SERVICES



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Appendix 6 – Consultation Plan

To ensure a positive approach and outcome for changing day services, the following plan will be followed when consulting key groups of people and ensuring that their views are heard and responded to.

Elected Members (July onwards)

Elected members across the city will be involved in the proposed consultations. It is important to recognize that consultations do not only include Councillors on whose ward the day centre is based. People travel some distance to attend a day centre and Councillors in neighbouring wards may be equally interested in proposed changes, for example:

- A centre in their ward is likely to receive a number of people transferred from another centre.
- People living in their ward are travelling to a day centre in another ward that is affected by the changes.

Proposed method of consultation

- Members Workshop
- Day Services “hotline” telephone number.
- Briefing note for all members on the aims and objectives and outcomes of the changes at each centre.

Service Users

Service users may have attended a day services centre for a considerable length of time. Some may have moved already after a previous centre closure. Service users may have strong friendship and be fearful of the impact of the proposed changes on their lives. Some may not be able to make their own decisions, or may need 1:1 help in understanding the proposed changes.

Proposed consultation methods:

- Each service user attending a day centre and who, under the proposed changes will need to move will have a named outreach worker in the care management team.
- Each service user will have 1:1 meetings to establish their preferred choices and options for change.
- Service users who are not under Mental Capacity Act, able to make their own decisions, will have an advocate offered to assist and support them in their decision making.
- Service users or their advocates will discuss key people in their lives (family / friends / personal assistants) when they would wish to be included in helping them to their change plans.
- Service Users will be encouraged to make change plans with their friends.
- Service users and their carers will be given every opportunity to attend different centres and activities for taster sessions to assist them in their decision making.

- Service users to have a dedicated telephone helpline.
- Service users will have a written change plan in place before any changes are made to their service. Any changes will be confirmed and planned with the service users.

Staff (9th July Onwards)

With service configuration, there is a risk of staff at the centres on which change is developing to be disadvantaged compared to their colleagues in services whose role or function was not under review. To be equitable, it is proposed that once service users have settled into their new activity programmes, that a full staffing restructure is undertaken with all day services staff.

- Early discussions with the unions will be undertaken to outline and agree a structure, process and job descriptions.
- Meeting with the managers of day services to agree interim management of the service during the transition phase.
- Ensuring staff are fully involved in the consultation arrangements and they are freed up for them to attend meetings.
- Ensuring HR support is available to assist and advise staff who may need guidance on mapping out and understanding how the proposed changes may impact on their individual working arrangements.

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Originator: Jane Pattison
Gerry Burnham

Tel: 3952831

Report of: The Director of Environment and Neighbourhoods

Meeting: Outer North West Leeds Area Committee

Date: 28th September 2009

Subject: Well-being Budget Report

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

Executive Summary

This report provides the Area Committee with a current position statement on the well-being budget, details of proposed projects and small grant applications received to date.

1.0 Purpose of this report

1.1 The purpose of this report is to provide Members with an update on the current amount of capital and revenue funding committed and available via the Area Committee Well-being budget for wards in the Outer North West area. It seeks approval for new projects and provides details of small grant applications received since the last Area Committee.

2.0 Background

2.1 At the June 2009 meeting Members were informed of the Well-being allocations of £203,800 (£50,950 per ward) revenue funding for 2009/10 financial year and £104,601 capital funding (£26,150 per ward) for the period April 2009 to 31st March 2010.

3.0 2008/09 allocation

3.1 At the June meeting Members agreed in respect of small grants that a budget of £12,000 be allocated (£3,000 per ward) from the total 2009/10 revenue allocation with

the amount per ward to be increased as required. Approval was given to increase the small grant limit for single organisations to £1,000.

- 3.2 Members also agreed a budget of £4,000 to be allocated to providing community skips. To date **£2476.00** has been spent on providing 20 skips and there is **£1524.00** remaining.
- 3.3 Following projects agreed at the last meeting in June a total of £244,776 remains available for supporting revenue priorities in this year's Area Delivery Plan.
- 3.4 The following table includes details per ward of the total available revenue for 2009/10, the total revenue spent and the balance remaining:

Revenue

Ward	2009/10 allocation + carry forward	Total revenue spent 09/10	Balance Remaining
Adel & Wharfedale	£105,953	£9,126	£96,827
Guiseley & Rawdon	£50,880	£17,447	£33,433
Horsforth	£73,802	£19,848	£53,954
Otley & Yeadon	£71,828	£11,266	£60,562

- 3.5 Following projects agreed at the last meeting a total £148,394 remains available for supporting capital priorities in this year's ADP.
- 3.6 The following table details the total available capital for 2009/10, the total capital spent and the balance remaining:

Capital

Ward	2009/10 allocation + carry forward	Total capital spent	Balance Remaining
Adel & Wharfedale	£42,509	£10,000	£32,509
Guiseley & Rawdon	£60,750	Nil	£60,750
Horsforth	£27,350	£5,000	£22,350
Otley & Yeadon	£32,785	Nil	£32,785

- 3.7 At the September 2006 meeting the Area Committee agreed to allocate £11,500 Well-being funding for alterations to Horsforth Library. This project underspent by £1,200 therefore this money is still available to spend and is reflected in the table above.

4.0 Well-Being Projects

- 4.1 Details of new expressions of interest requesting funding from the well-being budget are outlined here. The Area Committee is asked to consider each project.

- 4.2 **Name of Project:** Guiseley in Bloom
Ward Affected: Guiseley and Rawdon
Name of delivery organisation: Guiseley in Bloom
Amount Requested: £1,600 revenue

This is an ongoing project to pay for the watering of floral displays in the local area. Guiseley in Bloom have spent much time ensuring the planting for the summer through to autumn of 2009 is of excellent quality and displayed well. In order to keep Guiseley looking attractive the group require a grant to pay for the watering of the displays.

- 4.3 **Name of Project:** Horsforth Design Statement
Ward Affected: Horsforth
Name of delivery organisation: WNW Area Management
Amount requested: £2,000 revenue

This funding is to contribute towards the cost of developing and printing a Horsforth Design Statement. This work has been ongoing since 2006/07 when a sum of £5,000 was agreed by the Area Committee for the project. The Area Management Team has worked with the Steering Group which is made up of representatives from local groups and organisations as well as interested members of the community. A consultant was also appointed to guide and advise the group. In order to complete the project, further funds are needed to: advertise the supplementary planning document, print and launch the completed document and pay any additional consultants fees. The end result will be a supplementary planning document for the Horsforth area, which is likely to be completed by the end of 2009.

- 4.4 **Name of Project:** Green Check Energy Savers Project
Ward Affected: All Outer Wards
Name of delivery organisation: Groundwork Leeds
Amount requested: £9,500 revenue (£950 A&W, £2850 G & R, £3,800 Horsforth, £1,900 O & Y).

This project will pay for Groundwork Leeds to provide schools with management guidance as well as direct workshops and assemblies about saving energy at school and at home. A strong focus will be placed on accurate monitoring and each school will receive these interventions continuously over two years so that an accurate picture of change in energy use through different seasons can be acquired. Schools contribute 15% of carbon emissions from public sector buildings nationally and in Leeds make up almost 60% of the Council's energy bills. Therefore targeting schools to help them implement more energy efficient behaviours and better energy monitoring can have a massive impact on the amount of carbon emitted by council buildings.

- 4.5 **Name of Project:** Capture Cars
Ward Affected: All Outer Wards
Name of delivery organisation: West Yorkshire Police
Amount requested: £5,000 revenue (£1,250 per Ward)

This project aims to reduce vehicle crime by targeting the criminal. The intention is to equip a car with an asset such as a laptop or satellite navigation system. A tracking device will be placed within the asset, along with cameras or smart water in the vehicle. The car is then parked in a vehicle hotspot. If the car is broken into an alert will be sent to the Police. The asset is tracked using a laptop and an Officer will then track the asset, recording where and how long the asset stops for, this will help gather intelligence about where items are being sold. The asset will then be traced to the final destination and the criminal arrested.

4.6 **Name of Project:** Speed Indicator Device (SID)

Ward Affected: All Outer Wards

Name of delivery organisation: West Yorkshire Police

Amount requested: £3,500 revenue (£875 per ward)

The project is to purchase a Speed Indication Device (SID) for use in the Outer North West area shared equitably amongst the 4 Outer North West wards. The intention is to deploy the SID twice per week in each ward. The SID will be used in streets identified by members of the public through the Police Pact meetings, Neighbourhood Watch Schemes, ward forums and other groups. The intention is that PCSOs will use the SID in these streets. Evidence from Police Pact meetings and forums shows that speeding is a concern to many communities in Outer North West Leeds. The SID is a good way to have vehicles reduce their speed and any streets of concern will be passed to Enforcement for additional attention.

4.7 **Name of Project:** Police Off- Road Motorcycles

Ward Affected: All Outer Wards

Name of delivery organisation: West Yorkshire Police

Amount requested: £1,497 revenue (£374.25 per ward, with a further £1,497 for 2010/11 and £1,497 for 2011/12)

This project will contribute to the leasing of two motor cycles to be deployed across West North West Leeds. Each Area Committee is being asked to contribute £1,500 per year to cover the ongoing leasing and running costs of the bikes. The full 3 year lease costs for each Area Committee are £4492 over 3 years. The Off-road Police motorbikes provide patrols to greenspaces in the West North West area. The bikes also provide operational support where required, for example to tackle drug dealing where bikes are used or to search for suspects in an open expanse such as Otley Chevin. The bikes are an effective resource in dealing with anti-social behaviour and nuisance associated with public greenspaces, such as off-road bikes / quad bikes being driven in parks or to provide reassurance to families and members of the public using public greenspace or remote areas for recreational activity. In addition, the Police have developed a public hotline to report nuisance off-road and quad bikes. This information will assist in ensuring patrols are targeted to hotspot areas as identified by members of the public.

4.8 **Name of Project:** Test Purchasing Scheme

Ward Affected: All Outer Wards

Name of delivery organisation: West Yorkshire Police

Amount requested: £10,000 revenue (£2,500 per ward)

This project is to tackle the problems caused by young people in parks and other public places whilst under the influence of alcohol. A pilot test purchase operation with 'Off Licences' in the area has shown that alcohol is freely available to minors. Funding will be used on an intelligence led basis to direct additional resources to hot spot areas whilst conducting further test purchase operations. The funding will also be used to support an education programme for young people.

4.9 Name of Project: Otley Cycle Club fence

Ward Affected: Otley & Yeadon

Name of delivery organisation: Otley Cycle Club

Amount requested: £3,495 capital

The project is to remove the existing fence and erect a more suitable one as required by Planning. Otley Cycle Club has been subjected to repeated acts of vandalism over the past two years. The police have been informed on each occasion that the problem occurs, but unfortunately have not been successful in their pursuit of the people involved. They did suggest however that the construction of a boundary fence would be the best deterrent to alleviate the problem. The club however did not consult with Planning prior to the erection of the fence. The club house lies on the boundary of the Conservation Area, and the type of fence erected does not comply with what Planning expects in such a location. A formal request has now been received by the club to remove the fence and to replace it with one of a more suitable aesthetic design no later than 31 January 2010. The replacement fence will continue to alleviate anti social behaviour, thus ensure the future of the club and also help the wellbeing of the immediate neighbourhood.

4.10 Name of Project: Park Roadway Resurfacing

Ward Affected: Horsforth

Name of delivery organisation: Horsforth Hall Park Cricket Club

Amount requested: £ 5,900 capital

This project is to resurface the road leading to Horsforth Hall Park Cricket Club from within Hall Park. The Cricket Club rents the cricket pitches from Leeds City Council. The road to be resurfaced provides access to the nearby skate park as well as the cricket fields. The existing path has a number of pot holes and becomes water logged during inclement weather. This is the final footpath within Hall Park which requires resurfacing.

4.11 Name of Project: Driveway & Entrance Porch

Ward Affected: Adel & Wharfedale

Name of delivery organisation: Adel and Ireland Wood Community Association

Amount requested: £3,500 capital

This Community Centre is located within the grounds of the Adel Friends Meeting House with whom this is a joint project. Adel Friends are extending the car park and having it resurfaced. Adel and Ireland Wood Community Association's responsibility is the pathway leading to the Community Centre building which is being resurfaced and the drainage improved. The project will also include refurbishment of the entrance lobby to include new entrance doors, new fire exit doors and windows to comply with DDA standards.

The aim is to provide safer access to the building for all users, especially people with disabilities. This should increase user satisfaction and also increase usage of the community centre hall.

4.12 **Name of Project:** Yeadon Westfield Infant School Community Garden

Ward Affected: Guiseley & Rawdon

Name of delivery organisation: Yeadon Westfield Infant School Parent Staff Association

Amount requested: £7,500 capital

This project is to build and develop a community garden where a range of produce can be grown and consumed by the local community. The aim of the project is to encourage communities to become more involved in accessing community facilities, promote health and well-being and improve community cohesion. People from the local area will have the opportunity to engage in a community project and work with parents, carers, staff and children from the school to grow local produce. The project will raise awareness of organic gardening methods, engage the local community in positive activities contributing to a healthy lifestyle and also build team spirit and cooperation skills for participants.

4.13 **Name of Project:** Tarmac Path and Fencing

Ward Affected: Horsforth

Name of delivery organisation: Rawdon St Peter's C of E Primary School

Amount requested: £10,000 capital

The full project is to create an Early Years base where all users and Early Years children can share facilities and work together. This includes an outdoor area and shared kitchen so that fully integrated care can be provided. In addition this project includes a community room with cooking facilities for use by the community and the school. Funding is requested to provide a path and fencing around the outside of the school from the gate to the classroom doors. The total cost of the Early Years Base and community room is £210,000, the majority of which is being provided by 'Quality in Access'. However this does not cover the provision of a new path around the school to the new Early Years Base or the security fencing required to ensure all pupils are safe. This project will enhance access to services for all groups in the local area.

Small Grants

5.1 The following table details the small grants allocations per ward, the total spend on small grants to date and the balance remaining.

Ward	Allocation	Details of spend	Balance remaining
Adel & Wharfedale	£3,000	Nil	£3,000
Guiseley & Rawdon	£3,000	£1,000	£2,000
Horsforth	£3,000	Nil	£3,000
Otley & Yeadon	£3,000	£300	£2,700

5.2 The following small grant applications are not included in the above table and are presented for information:

- Billing View Community Group - £500.00 (G&R)
- Yeadon Carnival - £500 (O&Y)
- Youth Service - £500 (O&Y)
- Irish Arts Foundation - £500 (O&Y)
- Horsforth & ESNW Clusters (Extended Services) - £500 (£250A&W & £250H)

6.0 **Well being Monitoring**

6.1 The Area Committee has commissioned projects to provide agreed outcomes in line with the Area Delivery Plan and all organisations are asked to deliver their scheme in line with an agreed Project Statement. The monitoring process assists the performance management of the Area Delivery plan and the accountability of projects to the Outer North West Area committee.

6.2 Well being project monitoring information for Quarter 1, 09/10 is detailed at Appendix 1.

7.0 **Recommendations**

7.1 Members of the Outer North West Area Committee are requested to:

- Note the current position of the well-being budget as set out at 2.0 and 3.0
- Consider and agree the projects as outlined at 4.0
- Note the small grants detailed at 5.2
- Note the project monitoring information as detailed at 6.0

Background papers

None

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QUARTER 1 2009/10 WELL-BEING PROJECTS UPDATES

No.	Project Title	Lead Organisation	Outcomes/Comments	Budget (£)		
				Allocated	Claimed	Spent
2009/10 REVENUE						
1	Aireborough Summer Activities	Aireborough Summer Activities Scheme	<p>Easter play scheme was carried out on 8th and 9th April at Green Meadow School. 40 children and young people with disabilities attended and enjoyed trips and activities supported by 38 leaders and volunteers. Many children required 1 to 1 support and some required 2 to 1 in order for them to access the program of activities.</p> <p>There were 3 new children participate in the scheme and 2 new young volunteers. All participants enjoyed the experience and are looking forward to attending again in the summer. Parents of participating children were very impressed with the level of care and range of activities available to the children. A detailed programme and report of the Easter play scheme can be obtained from WNW Area Management.</p> <p>Preparations for the summer has started, including recruiting new team leaders and volunteers, receiving referrals for more new children to attend, home visits being carried out by leaders to these children, a planning meeting of the leaders organised to discuss the course of action for the summer scheme, a programme suitable for the children and young people who will be attending drafted. The draft programme can be obtained from WNW Area Management</p>	17,777	Nil	6,338.76
2	2009/10 Youth Mobile	Youth Service	The bus has been active and successful during the first quarter of 2009/10 although it was off the road for a couple of weeks for repairs in April. As expected, numbers are slightly lower than average (428 vs target of 500). Attendance usually increases through the summer and autumn. The work continues to be high-visibility and to be popular with	8,400	Nil	2,100

			<p>young people.</p> <p>In particular, in Horsforth, the bus was used to support annual local events, such as Horsforth Sports Day and Horsforth Gala. It can also be found every Thursday between 3.30- 5.30pm in Horsforth Hall Park. Youth service is also looking at having two sessions in the Park over the summer period as a request from the Multi agency team. In Adel and Wharfedale, successful projects have been running in Bramhope and Holt Park area (Ralph Thoresby High School) as part of the Youth Enquiry Service. In the future, Youth Service intends to use the bus to further develop provision for young people on Friday night and weekends. In Guiseley & Rawdon and Otley & Yeadon, the bus has been out every Wednesday and Friday, focussing on local parks and hotspots. In Otley, the bus has worked in neighbourhoods such as Weston Lane and the Henshaws.</p>			
3	Horsforth Cup-and-Ring Restoration	Leeds Museums and Galleries	Project not yet started. Project expected to start in August 2009.	3,000	Nil	Nil
4	2009/10 Horsforth PCSO's	Horsforth Town Council & West Yorkshire Police	During the first quarter of 0910, police presence on the streets and other areas of Horsforth including wooded and park areas has increased and in particular Police have been on the lookout for increased anti social behaviour at key times in Town Street, Broadgate Lane & Brownberrie Lane. These activities with other PCSO patrols on the streets of Horsforth are going some way to achieving a reduction of resident's fear of crime. Police activities were also carried out in various areas of Horsforth to establish which properties were left insecure and remind occupants of safety measures. Police also had a stand at Horsforth Gala to provide information on police initiatives in the area.	8,100	Nil	2,025
5	Additional staff - Wharfe Meadows Park	Parks and Countryside	Project not yet started in quarter 1 0910. Project confirmed to start in July and will run for 3 months from July to September.	4,410	Nil	Nil
2009/10 CAPITAL						
6	Toilet Re-development and Improvement	Woodside Methodist Church	Project not yet started. Five tenders were received and a contract has been made via the appointed architect for a building contractor quoting the lowest cost to carry out the necessary work for £27, 495 (+ VAT).	5,000	Nil	Nil

			Building work is due to start on 3 rd August and is scheduled to be complete by the end of the first week in September.			
7	Old Modernians Association Roof	Old Modernians Association (OMA)	Project not yet started. During this quarter, continuing efforts have been made by members of the Association to raise funds for the project. Work is expected to start in September to avoid problems with the weather and minimise economic disruption for the Association.	10,000	Nil	Nil

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Originator: Jane Pattison/Steve Crocker
Tel: 395 2832/0966

Report of the Director of Environment and Neighbourhoods

To: Outer North West Area Committee

Date: 28 September 2009

Subject: Area Managers Report

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

Executive Summary

The purpose of this report is to inform members of progress on a number of projects in Outer North West Leeds as determined by the Area Delivery Plan 2008-11, which is in turn governed by the Area Committees functions and roles as agreed by Executive Board in July 2008.

1.0 Purpose of This Report

1.1 This report informs Members of the progress against Area Committee functions and roles as agreed by Executive Board in July 2008.

2.0 Background Information

2.1 The Area Management Review agreed by Executive Board in November 2007 proposed to further develop the responsibilities of the Area Committees during 2008/9. To this end, Area Committee functions and enhanced roles were agreed in July 2008.

3.0 Main Issues

Thriving Communities

3.1 Town and District Centre Regeneration – In 2006, funding was allocated to two schemes in Outer North West – Otley Market Place and Yeadon High Street. A further three projects – the restoration of the Brook Crompton clock in Guiseley, the

refurbishment of the former Horsforth library and the refurbishment of Otley Civic Centre were then added. Work on all schemes has been progressed in consultation with local ward members.

- 3.2 The scheme to enhance the market place in Otley is now complete. There are however a number of issues that have arisen since the installation of the street furniture that need resolving with market traders and the Markets Service.
- 3.3 The scheme to improve and enhance the High Street in Yeadon commenced work on April 27th. The contractors for the work are North Midland. At the time of writing the programme of works is currently 9 days behind schedule but the contractors are trying to make this time up. Some additional works are having to be undertaken as part of the contract including the relaying of some of the Virgin Media cabling under the High Street and the purchase and installation of additional bollards for around the parking bays. Since work has been completed on one side of the street, it has become apparent that drivers who park in the parking bays, manoeuvre their cars on the new paving and subsequently mark it with their tyres. The installation of additional bollards will help to alleviate this problem.
- 3.4 Planning approval for the Guiseley clock was granted in August by Planning Services. Tender documents were prepared and sent out in early August. Four tenders were returned out of six enquiries and returned tenders are currently being appraised. Smith of Derby, the original manufacturers of the clock, are to be the appointed contractors for the work to the clock mechanism and face. Work is expected to start next month with a completion date before Christmas.
- 3.5 Work on the design for the new youth centre for Horsforth and the new Area Management offices is complete and a planning application was submitted to Planning Services for a change of use to the building. Approval for this has now been granted. As part of this consent, 10 car parking spaces had to be found for use by staff in the building. Officers have been able to secure these places on land at the Adult Training Centre on Church Lane. A scheme to develop this as a car park is currently being worked up. A tender is out with Property Maintenance to price the contract for the library with a return date of 7th October. Start on site will be in November with a completion date of 30 April 2010. This scheme will be part funded by the Town and District Centre Regeneration scheme.
- 3.6 Community Safety - an Operation Champion took place in Horsforth during August. The results of the operation are currently being collated and will be distributed shortly.
- 3.7 Recent partnership activity has included a test purchasing scheme undertaken by the Police focusing primarily on knives but also including underage alcohol sales.
- 3.8 A Neighbourhood Improvement Plan for Horsforth is to be developed in conjunction with West Yorkshire Police based on the reassurance mapping undertaken by the Police.
- 3.9 Tackling Drugs week in June saw a range of projects and initiatives aimed at members of the public. It included the showcasing of expensive vehicles seized by the Police from drug dealers.

- 3.10 Community Engagement - Members will be aware of the Your Communities, Your Priorities events that took place in February, March and April of this year across the West and North West Area. In the Outer North West the area management team held 3 events which were attended by a total of 104 residents.
- 3.11 The aim of the events was to engage the public in the process of setting local priorities to inform the development of the 2009-2010 area delivery plans for the four Area Committee Areas. Evaluations of the events have highlighted some areas for improvement in relation to future community engagement work.
- 3.12 Across WNW only 412 residents attended the 12 events. As a proportion of total population for the WNW area this is very low and unrepresentative in terms of community profile. Given this experience, the WNW area management team is seeking to review the existing community engagement strategy which was agreed in December 2008 with a view to enhancing the way in which we support strong and inclusive communities. The committee is clear that it wants to strengthen, develop and sustain opportunities for local people and groups to influence what happens in their communities. The committee has also stated that it wants to provide opportunities for communities to shape and influence the development and delivery of services that reflect local needs and priorities. Critically the area management team needs to manage and co-ordinate engagement activities to ensure partner participation and consistency so that we provide opportunities for participation for all sections of the community.
- 3.13 In order to make both the committees and its partners community engagement work more meaningful, over the next few months the AMT will be developing:
- a)** a dedicated area committee website to promote and communicate the work of the area committee more effectively along with a web based community engagement survey platform with a menu linking all partner initiatives, latest news, and a means to undertake and evaluate web-based surveys on local matters. This will either be linked to the Councils 'talking-point' portal or operate as a stand-alone survey tool.
 - b)** an area committee citizens panel - currently the city-wide panel has 2000 residents across the whole city. Alongside existing community engagement structures the area committee citizens panel will provide a representative view of public opinion and will be useful when considering the impact and effect of changes to public services. It will also be an on-going sounding board and will be more likely to provide useful results than the recent engagement events and traditional ward forum structures.
 - c)** a leaflet promoting the area committee's main achievements over the last couple of years and its priority themes and projects for the next couple of years. The leaflet will also include information on how local people can get more involved in the work of the area committee and its partners in the Outer North West and,
 - d)** more thematic and issue-based consultation using outreach as a model for gauging the views of communities of interest - our experience has been that where residents and stakeholders really care about an issue and can relate to outcomes eg, a DPPO or a high street improvement scheme, or a neighbourhood planning exercise we tend to get more people getting involved and participating. The AMT will be looking to

develop a programme of such consultation with partners through existing ward forum and community structures.

- 3.14 A full community engagement strategy report will be presented to the committee at one of its future meetings for approval.
- 3.15 Year of Volunteering- Councillor Richard Brett is driving forward a plan to designate 2010 as the Leeds Year of Volunteering. Area Teams have been asked to participate in a programme to increase the number of volunteers and improve access to a wide range of volunteering opportunities. The leaders of the main political parties have given their broad support to this. It will be steered and approved by a Political Steering Group that Councillor Brett will Chair.
- 3.16 It is being suggested that each Area Committee could fund and promote two Volunteer Promotion or Celebration events in their area during the year - specifically aiming to increase volunteering opportunities and volunteer activity by individuals. One of these events could be to run a Volunteer of the Year Awards scheme for their area - with area winners going forward to a City Wide Celebration Event and Award Ceremony at the end of 2010. Further details will be brought back to a future Area Committee with a possible request for funding to support this work in 2010/11.
- 3.17 The Area Management Team continues to support the work of the Weston Estate Neighbourhood meeting. The Holt Park Neighbourhood Improvement Plan was recently revisited with a meeting of residents and officers from a number of agencies. In both cases the action plans have been reviewed with further meetings planned in the autumn to make further progress. A more detailed report on both will be reported on at a future Area Committee meeting.

Enterprise and Economy

- 3.18 There are few green shoots apparent in Outer North West during the current recession however unemployment remains low by City standards. 1254 people were claiming benefits in July 2009 compared with 1248 in April 2009 representing 2.49% of the local workforce. (source: Leeds Economy Bulletin July 2009)
- 3.19 The number of investment enquiries coming to the Council has continued to fall in Outer North West over the last six quarters from 94 industrial enquiries to 31, from 53 office enquiries to 28, from 60 retail enquiries to 28 and 41 land enquiries to 27.
- 3.20 In July, planning approval was given to Leeds Bradford Airport for a £24m extension to the airport terminal. Road and bus service improvements will be introduced as part of the conditions of approval.

Transport

- 3.21 Following the presentation by Metro at the last Area Committee meeting, a recommendation was made to establish a steering group with representation from local ward members, Metro, transport planning and Area Management to oversee the work of the Local Accessibility Planning Pilot for Outer North West Leeds. The first meeting which took place on the 27th May, concentrated on the development of the

questionnaire that is to be circulated to known groups and individuals in the area in an attempt to determine local public transport needs.

3.22 Questionnaires have now been circulated to community organisations, sheltered housing schemes, the older people's networks and parish and town councils in the area. The Youth Service have also been contacted separately to help facilitate consultation with young people.

3.23 The outcome of the survey will be reported on at a future Area Committee meeting.

4.0 Implications for Council Policy and Governance

4.1 The Area Delivery Plan for Outer North West is administered through the West North West Leeds area management team.

4.2 Well being projects develop from Outer 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.

5.0 Legal and Resource Implications

5.1 In order to meet the Area Committee's functions, funding is supplied via Well Being budgets and the Community Centres Budget.

5.2 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.

6.0 Conclusions

6.1 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.

7.0 Recommendations

7.1 Outer North 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: Emma Nguyen/
Jane Pattison
Tel: 395 2824/ 395 2832

Report of the Director of Environment and Neighbourhoods

Outer North West Area Committee

Date: 28th September 2009

Subject: Key Messages from Area Committee Sub Groups and Forums

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

Executive Summary

The purpose of this report is to provide 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.

1.0 Background

- .1 The Area Committee has four sub groups looking at service provision within the delegated functions of Community Safety, Children & Young People, Streetscene and Health & Well-being. All members receive the full minutes for each of the subgroups.
- .2 Under proposals agreed at the Area Committee in June 2008 it was agreed that a new sub group for business and employment would be formed. This sub group will help to develop links with major businesses and employing organisations to see how business can be encouraged to support local groups and to support the development of skills and employment in the area. The Business and Transport subgroup held its

initial meeting in July 2 with Councillors Anderson, Bale, Cleasby and Downes as the ward representatives.

- .3 There are currently two ward forums in the outer area for Guiseley & Rawdon and Yeadon. The forums meet on a regular basis approximately four or five times a year.

2.0 Environment and Streetscene Sub Group

There has been one meeting of the sub group since the last Area Committee meeting on the 27th July. Key points raised were:

- 2.1 Groundwork Leeds provided further information on the Green Check Energy Savers Project. They are seeking £9,500 Well-being revenue funding to provide schools with management guidance as well as direct workshops and assemblies about saving energy at school and at home. A strong focus will be placed on accurate monitoring and each school will receive these interventions continuously so that an accurate picture of change in energy use through different seasons can be acquired.
- 2.2 BTCV (British Trust Conservation Volunteers) gave a presentation on the work they do. Details were circulated with the minutes and copies are available upon request.
- 2.3 Streetscene Services presented a report on 'The Relationship and Reporting between Streetscene Services and Area Committees'. This report was presented to the February Area Committee. The report was to outline the services offered by Streetscene and discuss ways the relationship between Streetscene and Area Committees can be improved. The sub group agreed to consider:
- the use of District Level Environmental Quality Survey (DLEQS) at a local level. This will have surveying resource implications that need to be identified and agreed;
 - assistance to Streetscene Services with customer/community engagement;
 - arranging individual ward member meetings with Streetscene officers;
 - the use of the 'probability/impact' approach to service prioritisation. It was proposed that this information will be provided to the February Area Committee cycle.
- 2.4 Streetscene Services are requested to prepare a report for the 28th September Area Committee outlining details of the above proposals.

3.0 Health and Well-Being Sub Group

There have been two meetings of the Health and Well being sub group since the last Area Committee. Key points raised were:

- 3.1 Discussions were had around the commissioning process for the Older People's Neighborhood Networks (OPNN). This issue was put on hold until further information was given on the process. Some of the OPNN groups are investigating the potential of moving their status from a charity to a charity limited by guarantee. This would have some financial implications both positively and negatively so advice is being taken to if this would be the most productive route to follow for the groups.

- 3.2 West North West Homes Leeds gave a presentation on the current provision for sheltered housing accommodation in the Outer North West area. Details included the current levels of support given to the tenants and also some of the challenges being faced in the current economic climate. The result of the presentation was some potential ideas for joint working and links to be strengthened with the likes of the OPNN's.
- 3.3 West Yorkshire Fire Service presented some for the current initiatives that the service are promoting to the people of West Yorkshire. These included the face-to-face working being done to try and engage with older persons, reduction in chip pan fires and the offer of free home safety check being available to all. For this service please call 0800 5874536.
- 3.4 A group discussion was had with residents of Hawarth Court (WNWHL Sheltered Housing scheme) around access to services in the Yeadon area. Topics included access to hospital care, local road crossings and the future of Sheltered Wardens. This method of engagement was successful and could be replicated in the future.
- 3.5 Extended Services gave a talk about the way that they work in the area and some ideas were developed to create a range of intergenerational projects. Work will hopefully continue to develop outside of the meeting, to link school children with the Older Peoples Networks to share knowledge.

4.0 Children and Young People Sub Group

There has been one meeting of the sub group since the last Area Committee meeting on the 22nd July 2009. Key points raised were:

- 4.1 Discussions were made around the new developments in Extended Services especially in such areas as cluster staffing, the Extended Services Partnership Board, cluster funding, the core offer, cluster activities grants (formally called subsidy grant), cluster quality and improvement strategy and summer provision. Details will be circulated with the minutes and copies are available upon request.
- 4.2 Action plans for Aireborough Community Access Cluster, Horsforth Cluster and ES North West Cluster were presented. All clusters now have to have a transparent form of governance to receive their funding. They also have to develop a shared action plan to address issues which need to be dealt with jointly by partnership working, e.g. attendance. Copies of clusters' action plans are available upon request.
- 4.3 Discussions were also made on the initiative to have a police officer in every high school to support the schools in relation to safety, crime and anti-social behaviour in and around schools both in school hours and afterwards. After a three-month free trial having a school-based part-time police officer, from April 09 six high schools in ONW were asked to contribute half of the cost (approximately £7,000) to have a permanent school-based officer. Raph Thoresby High School agreed to contribute one quarter of the total cost. Negotiations will continue between the police and the five other schools.
- 4.4 The subgroup agreed to continue to support the funding of the Youth Mobile for 2009/10.

- 4.5 Future meetings of this subgroup will continue to be arranged on the same day and prior to Outer North West Area Committee meetings. There are still four Ward Members officially nominated for this subgroup as previously, but formal invitations will be extended to all twelve members of the Outer NW Area Committee.

5.0 Community Safety Sub Group

There has been one meeting of the sub group since the last Area Committee meeting on 22st July 2009. Key points raised were:

- 5.1 CASAC have low numbers of referrals for Adel & Wharfedale and Horsforth wards but corrective actions have been taken to address this.
- 5.2 The following projects were asked to be put drawn up in more detail and be presented to the 28 September Area Committee: Capture Car; Test Purchasing Scheme (Alcohol Fuelled Anti-social Behaviour); Off Road Motorcycles and Speed Indication Device.

6.0 Business and Transport Sub group

A meeting regarding transport issues was held on 27th May 09. It focused on the current consultation that Metro is carrying out in relation to Local Accessibility Planning. The consultations are being done as follows:

- 6.1 *“Metro, your local Councillors and Leeds City Council are currently working together to develop a pilot Local Accessibility Action Plan for the Outer North West Leeds Area. During 2009 we will be asking people in the area (Arthington, Bramhope, Guiseley, Holt Park, Horsforth, Otley, Pool, Rawdon, Yeadon etc) whether there are any places or services that they struggle to access because they have no transport available (no public transport, no access to a car etc) or face a difficult journey to get there. Where appropriate we will use mapping software to investigate problems further. It is hoped that inputs from local people will help Metro, Leeds City Council and other partners identify the priorities for improving access to facilities and services in the Outer NW Leeds Area.”*
- 6.2 The above paragraph forms part of the letter that has gone out to groups in the area to give a wide area of consultation with targeted work with specific user groups to make sure that the process provides useful information to influence future service delivery.
- 6.3 The next meeting of the subgroup has not been set but will allow a consolidation of the works carried out and identification of any gaps in the consultations.

7.0 Guiseley and Rawdon Forum

There has been one meeting of the Guiseley and Rawdon forum on 1st July. The agenda covered:

- 7.1 Multiflight training school – The flight training manager from Multiflight informed the forum about their schedules and routes for training flights and how they fit in with the airport’s operations and legislation.

- 7.2 Neighbourhood Policing Team – Inspector Coldwell updated the forum on current police priorities and initiatives in the area.
- 7.3 Disabled Parking – A representative from the disability support group DREAM raised the issue of inconsiderate parking on dropped kerbs and pavements that cause problems for people with mobility issues. Inspector Coldwell responded from the police’s perspective and promised a day of action to raise the profile of this problem.
- 7.4 Morrison’s Car Park – Gillian Macloud from LCC Highways Development updated the forum on the current negotiations over the proposed time limits for Morrison’s car park in Guiseley.

8.0 Yeadon Forum

- 8.1 There has been no meeting of the forum since the last Area Committee meeting. The next meeting will be held on 22nd September 2009.

9.0 Recommendations

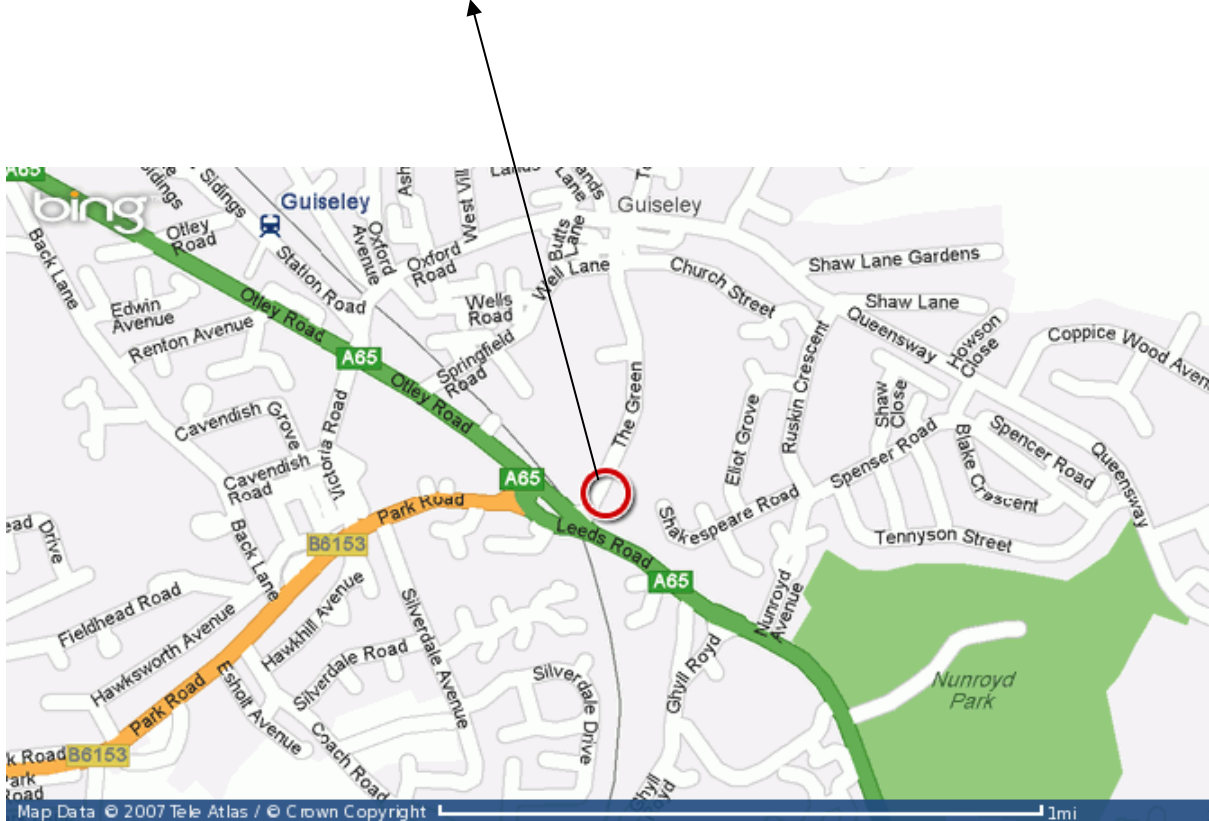
- 9.1 The Area Committee is asked to note the contents of the report.

List of background documents:

None

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Aireborough Leisure Centre, The Green, Guiseley, LS20 9BT



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