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NORTH EAST (INNER) AREA COMMITTEE

Meeting to be held in Marjorie and Arnold Ziff Centre (Map attached) on
Monday, 22nd June, 2009 at 4.00 pm

MEMBERSHIP

Councillors

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

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A BRIEF EXPLANATION OF COUNCIL FUNCTIONS AND EXECUTIVE FUNCTIONS

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

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

A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p>ELECTION OF CHAIR 2009/10</p> <p>To receive and consider the attached report of the Chief Democratic Services Officer and elect a Chair for the 2009/10 Municipal Year.</p>	1 - 4
2			<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>	

Item No	Ward	Item Not Open		Page No
3			<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>	
4			<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>	
5			<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>	
6			<p>APOLOGIES</p>	

Item No	Ward	Item Not Open		Page No
7			<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>	
8			<p>MINUTES</p> <p>To confirm as a correct record the attached minutes of the meeting held on 16 March 2009</p>	5 - 12
9			<p>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES</p> <p>To receive and consider the attached report of the Chief Democratic Services Officer</p> <p>Time – 10 mins (Council Function)</p>	13 - 24
10			<p>AREA COMMITTEE ROLES</p> <p>To receive and consider the attached report of the Director of Environment and Neighbourhoods</p> <p>Time 10 mins (Executive Function)</p>	25 - 102
11			<p>NORTH EAST DIVISION COMMUNITY SAFETY PARTNERSHIP ANNUAL REPORT</p> <p>To receive and consider the attached report of the North East Dibvisional Community Safety Partnership</p> <p>Time 10 mins (Council Function)</p>	103 - 138

Item No	Ward	Item Not Open		Page No
12			<p>ANNUAL REPORT FOR PARKS AND COUNTRYSIDE SERVICE IN NORTH EAST INNER AREA COMMITTEE</p> <p>To receive and consider the attached report of the Director of City Development</p> <p>Time – 10 mins (Council Function)</p>	139 - 152
13			<p>CCTV (2008/09) ANNUAL REPORT</p> <p>To receive and consider the attached report of the Director of Environment and Neighbourhoods</p> <p>Time – 10 mins (Executive Function)</p>	153 - 166
14			<p>WELL BEING FUND UPDATE</p> <p>To receive and consider the attached report of the East North East Area Manager</p> <p>Time 10 mins (Executive Function)</p>	167 - 190
15			<p>2008/09 ADP UPDATE</p> <p>To receive and consider the attached report of the East North East Area Manager</p> <p>Time – 10 mins (Executive Function)</p>	191 - 210
16			<p>COMMUNITY ENGAGEMENT</p> <p>To receive and consider the attached report of the East North East Area Manager</p> <p>Time – 5 mins (Executive Function)</p>	211 - 224

Item No	Ward	Item Not Open		Page No
17			<p>NEIGHBOURHOOD WARDENS - RESTRUCTURE PROPOSALS</p> <p>To receive and consider the attached report of the East North East Area Manager</p> <p>Time – 5 mins (Executive Function)</p>	225 - 234
18			<p>DATES OF MEETINGS 2009/10</p> <p>Monday, 7 September 2009 Monday, 19 October 2009 Monday, 7 December 2009 Monday, 1 February 2010 Monday, 15 Mar 2010</p> <p>MAP TO TODAY'S VENUE</p> <p>Marjorie and Arnold Ziff Centre, 311 Stonegate Road, LS17 6AZ</p>	

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Originator: Andy Booth

Tel: (0113) 247 4325

Report of the Chief Democratic Services Officer

North East Inner Area Committee

Date: 22 June 2009

Subject: Election of Chair 2009/10

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 report is submitted to remind Members of the arrangements for the annual election of the Committee Chair.

The nomination(s) received will be reported at the meeting and Members will be requested to elect from amongst themselves a Committee Chair for the 2009/10 municipal year.

1.0 Purpose Of This Report

1.1 The purpose of the report is to explain the arrangements for the annual election of the Chairs of the Area Committees.

2.0 Background Information

2.1 Article 10 of the Council's Constitution sets out the composition, functions and role of Area Committees.

2.2 Paragraphs 10.7 and 10.8 of Article 10 deal with the appointment (election) of Chairs of the Area Committees. It states that the Chairs of Area Committees will be appointed (elected) by the Area Committees themselves.

3.0 Main Issues

3.1 The Area Committee Procedure Rules, also contained in the Council's Constitution, detail the process whereby Chairs' are appointed (elected). For ease of reference the provisions are reproduced below. It is important to note :-

- That, with the exception of Independent Members, all nominations have to be submitted via the respective Group Whips;
- That all nominations have to be received by the Chief Democratic Services Officer no later than one clear working day before the first meeting of the Area Committee at which the election will take place.

3.2 The nominations for Chair will be notified to Members at the meeting by the named Governance Services Officer on the front of this agenda.

4.0 RECOMMENDATIONS

Members are requested to elect from amongst themselves an Area Committee Chair for the 2009/10 municipal year.

Background Papers

Area Committee Procedure Rules

Area Committee Procedure Rules (Extract)

5.0 APPOINTMENT OF CHAIR

- 5.1 Each Area Committee will elect its own Chair, from amongst the City Councillors eligible to serve on that Committee.
- 5.2 Each Party Group with Members elected within an Area Committee area may put forward a nomination from amongst its Members on the Area Committee to Chair the Area Committee. An Independent Member may also put forward a nomination.
- 5.3 A nomination must be forwarded to the Chief Democratic Services Officer no later than 1 clear working day before the first meeting of the Area Committee (after the Annual Council meeting) each year.¹
- 5.4 The Chief Democratic Services Officer will ensure that nominations and the appointment of the position of Chair are dealt with at the Committee's first meeting of the municipal year.
- 5.5 The Chair will be appointed by overall majority of votes cast by those Members eligible to do so and present at the meeting. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration, and the vote repeated.
- 5.6 Where an overall majority of votes cannot be obtained the Council will appoint a Chair.

¹ A nomination from a Party Group must be forwarded by the Whip of that Group.

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NORTH EAST (INNER) AREA COMMITTEE

MONDAY, 16TH MARCH, 2009

PRESENT: Councillor M Lobley in the Chair

Councillors J Dowson, R Harker, V Kendall,
E Taylor and P Wadsworth

58 Declaration of Interests

Councillor Lobley declared a personal and prejudicial interest in Agenda Item, 14, Wellbeing Budget and Safer Stronger Communities Fund – Project/Activity Proposals, with regards to the request for funding for the Chapeltown Townscape Heritage Training Project and his position as Chair of Re’new. (minute No. 68 refers). He withdrew from the meeting during the discussion on this item.

59 Apologies

Apologies for absence were submitted on behalf of Councillors Harris, Lancaster and Rafique.

60 Open Forum

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

61 Minutes

RECOMMENDED – That the minutes of the meeting held on 16 February 2009, be confirmed as a correct record.

62 Area Committee Meeting Dates 2009/10

The report of the Democratic Services Officer asked Members to consider proposed dates and times for meetings of the North East Inner Area Committee for the 2009/10 Municipal Year. A copy of the Area Committee’s Forward Plan for 2009/10 was also appended to the report.

RECOMMENDED – That the North East Inner Area Committee continues to meet at 4.00 p.m. on the following dates, venues to be confirmed:

Monday, 22 June 2009

Monday, 7 September 2009

Draft minutes to be approved at the meeting
to be held on 22 June 2009

Monday, 19 October 2009
Monday, 7 December 2009
Monday, 1 February 2010
Monday, 15 March 2010

63 Policing Pledge

The report of the East North East Area Manager provided the Area Committee with information on how the new force-wide 'Policing Pledge' would be delivered and implemented across the North East Police Division. It also included information on new four-weekly Police and Communities Together (PACT) meetings and consultation on how Elected Members would like to be involved.

The Chair welcomed the following to the meeting:

- Chief Superintendent Gerry Broadbent
- Chief Inspector Chris Rowley
- Inspector Andy Briggs
- Beverley Yearwood, Community Safety Co-ordinator

In relation to performance figures, it was reported that main areas of success showed reductions in incidences of criminal damage and robbery. There was, however, a rise in domestic burglaries and this was to be a priority area and targeted by the North East Police Division in the next 12 months along with a focus on offender management, anti-social behaviour and firearm related crime. It was also reported that public satisfaction levels in North East Leeds were the highest in West Yorkshire and attention was brought to the Police and Communities Together (PACT) meetings that would be taking place every four weeks.

Members were also informed of Operation Buzzer and a burglary initiative scheme that was to take place in the Roundhay, Alwoodley and Moortown areas. Operation Buzzer was aimed at reducing the sale of alcohol to minors and the subsequent anti social behaviour; and Members were made of aware of the initiative to provide Smartwater property identifying kits which had been proven to deter burglars. Members were asked to consider providing support for these projects from Wellbeing funds.

RESOLVED –

- (1) That the introduction of the neighbourhood PACT meetings be supported.
- (2) That the monitoring of progress against agreed area priorities continues to be made through the Area Delivery Plan and six-monthly performance reports from Divisional Community Safety Partnership to Area Committee.
- (3) That £5,114 be approved from Wellbeing Funds for Operation Buzzer.

- (4) That the request for funding towards the burglary initiative be deferred to the next meeting of the Wellbeing Fund Working Group.

(Councillors Wadsworth and Harker joined the meeting during the discussion on this item at 16.30 and 16.35 respectively).

64 Well-Being Budget and Safer Stronger Communities Fund – Project/Activity Proposals

The report of the East North East Area Manager contained details of proposed projects/activities to deliver local actions relating to agreed themes and outcomes of the Area Delivery Plan. The projects had been discussed by the Wellbeing Group and their recommendations had been outlined. The latest financial position of the Wellbeing budget was also provided.

The report also provided an updated analysis of spend on the four-year Safer Stronger Communities Fund (SSCF) programme targeted at neighbourhoods in Chapeltown and Harehills and delivered through an Intensive Neighbourhood Management approach. This included a breakdown of the intended spend for 2009/10 for the Area Committee's approval.

With regards to the proposed projects/activities for which funds were sought, the Area Committee requested further information regarding the Chapeltown Townscape Heritage training Project and the capital bid for Leeds Black Elders.

RESOLVED –

- (1) That the report be noted.
- (2) That the following amounts of Wellbeing budget be approved:
 - (i) £5,690 – Festive Lights – to transfer cost from Roundhay ward revenue pot to capital (2008/09)
 - (ii) £33,049 – Festive Lights – capital (2009/10)
 - (iii) £1,980 – Festive Lights – revenue (2009/10) – with a commitment to meet future revenue costs as set out in Section 10, Appendix C
 - (iv) £1,150 – Nu-vision – revenue
 - (v) £2,956 – Allerton Croft Security Fencing – capital
 - (vi) £2,520 – BEST Education – revenue
 - (vii) £15,000 – Community Payback Scheme 2009/10 – revenue
- (3) That the following Wellbeing requests be deferred
 - (i) £5,049 – Leeds Black Elders – capital
 - (ii) £2,500 – Chapeltown Townscape Heritage Training Project
- (4) That the proposed spending programme for SSCF monies allocated to the Chapeltown and Harehills INM cluster, to be overseen by the local Impact partnership as set out in appendix D, be approved.

(Councillor Harker left the meeting at the conclusion of this item).

65 Environmental Action Teams and Streetscene

Draft minutes to be approved at the meeting
to be held on 22 June 2009

The report of the East North East Area Manager provided a response to issues raised by Members at the February Area Committee in relation to papers presented on the Environmental Action Teams and Streetscene Services.

The Chair welcomed the following to the meeting:

- Roger Foyle, Environmental Services
- Graham Wilson, Health and Environmental Action Services
- Phil Gamble, Health and Environmental Action Services

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

- The proposed use of District Local Environmental Quality Surveys (DLEQs). It was reported that these measured environmental quality issues based on different environmental factors. There would need to be a commitment of resources to carry out DLEQs as existing resources did not provide the capacity. Other methods of measuring the quality of environmental factors were perception based.
- Enforcement issues and gathering intelligence.
- How to prioritise work.
- Litter bins – how they were funded, collection of rubbish.
- The use of Ward Member meetings for engagement with Elected Members.

RECOMMENDED –

- (1) That the content of the report and responses made to questions raised at the February meeting as set out in Appendix A and B be noted.
- (2) That the reporting procedures and local targets proposed by the services be noted.

66 Tackling Fuel Poverty

The report of the Fuelsavers Team sought support from the Area Committee for actions and targets to be established at a local level to eradicate Fuel Poverty in the City in line with the Leeds Affordable Warmth Strategy 2007 to 2016.

The Chair welcomed Alan Jones, Fuelsavers Manager to the meeting.

Members attention was drawn to the Council's objectives in reducing fuel poverty and relevant national performance indicators. It was also reported that a thermal imaging flyover of the City was proposed to identify households that could benefit from extra insulation and support with fuel saving measures.

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

- Private sector rented properties – issues relating to grants and enforcement.
- The thermal imaging exercise was due to take place in October 2009.
- Links to Area Delivery Plan objectives.

RECOMMENDED -

- (1) That the report be noted.
- (2) That the request for funding towards the Thermal Imaging Flyover be deferred to a meeting of the Wellbeing Group.

67 Probation Services Achievements

The report of the East North East Area Manager provided the Committee with an assessment of the delivery of the contract with the Probation Service to provide a dedicated Community Payback service for Inner North East through a locally managed referrals system.

The report detailed main achievements of the service to date and Members were asked to feedback any ideas and comments to Area Management, particularly in relation to the identification of locations that could be targeted for clearing of snow and ice when necessary.

RESOLVED – That the report be noted.

68 Waste Strategy Report

The report of the Head of Performance and Communication (Environmental Services) requested the Area Committee to note the current status of the Residential Waste Treatment PFI project. Members of the Area Committee were requested to provide feedback on the proposed strategy for communication and community engagement for the Residual Waste Treatment PFI project.

In brief summary, the following issues were discussed:

- The proposals would be covered in community engagement events in the Inner North East area although there would be no specific community engagement targeted in the area.
- Would the proposals create employment opportunities for local people?

RECOMMENDED – That the current status of the Residual Waste PFI project be noted.

69 Area Delivery Plan (ADP) Refresh

Draft minutes to be approved at the meeting
to be held on 22 June 2009

The report of the East North East Area Manager presented a refresh of the Area Delivery Plan 2008-11. It explained the context for the plan including its links to the Leeds Strategic Plan and actions planned relating responsibilities delegated to Area Committee by the Executive Board, both around Council functions and partnership working. The report summarised the Inner North East area priorities around which the work of the Area Management Team will be focused in 2009/10 on behalf of the Area Committee.

In brief summary, issues discussed included the following:

- Accountability of partner organisations in relation to their work for and with the Council.
- Youth Service issues – it was suggested that a sub group be established to carry out a ‘task and finish’ exercise into youth provision in the Inner North East area.

RECOMMENDED –

- (1) That the annual refresh of the ADP 2008-11 be approved.
- (2) That the intention to use ward member meetings to bring forward and track any new local actions that relate to the agreed priorities be noted.
- (3) That the continued connectivity with the annual cycle of ward based engagement events be noted.
- (4) That the intention to provide a 6 month review of performance against the ADP priorities at the October/December meeting be noted.
- (5) That the proposal that a neighbourhoods charter be produced for 2009/10 as the public facing, resident friendly version of the ADP be approved.

70 Actions and Achievements

The report of the East North East Area Manager provided Members with an update on actions and achievements relating to priorities and work of the Area Committee since the Area Committee meeting in February 2009.

Highlights detailed in the report included the following:

- Oakwood Town & District Centre Scheme
- Community Engagement
- Roundhay Tree Management Project
- Community Centres
- Open Door Project
- Priority Neighbourhoods Update

It was reported that the recent ‘Take Action’ events had been well attended and Members thanked Area Management staff for their participation and arranging the events.

The Chair also asked that thanks be recorded to Jeremy Keates for his work with the Inner North East Area Management team and wished him luck with his new post.

RECOMMENDED – That the report be noted.

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Originator: Andy Booth

Tel: 0113 247 4325

Report of the Chief Democratic Services Officer

North East Inner Area Committee

Date: 22 June 2009

Subject: Local Authority Appointments to Outside Bodies

<p>Electoral Wards Affected:</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

This report outlines the procedures for Council appointments to outside bodies, and the Committee are requested to consider and appoint to those bodies listed at Appendix 2 and referred to in Paragraph 4 of the report.

1.0 Purpose of this Report

1.1 This report outlines the Area Committee's role in relation to Elected Member Appointments to Outside Bodies and asks the Committee to :

- Agree the nominations to those organisations which fall to the Committee to make an appointment to. This year, the Area Committee are requested to make appointments to Community Action for Roundhay Elderly, the East North East ALMO Area Panel and the four District/Area based Partnerships (see paragraph 4 onwards).

2.0 Background

2.1 In April 2004 Full Council agreed that in future Elected Member appointments to Outside Bodies should be undertaken by a constituted body of Elected Members and that appointments to all outside bodies should, where appropriate, be made with due regard to proportionality within the law.

- 2.2 Attached at Appendix 1 is the agreed Appointment to Outside Bodies Procedure Rules¹ that have been adopted by Full Council. The procedure addresses previous concerns raised by Elected Members relating to proportionality; introduces appointment categories; and places responsibility for appointment clearly with Elected Members both through this Committee and the Member Management Committee.
- 2.3 The **Member Management Committee** has responsibilities for Council Appointments to Outside Bodies and for exercising decision making in the following areas:
- Considering requests from all Outside Organisations seeking Elected Member representation
 - Determining the category of appointment which will govern which Committee will make the appointments
 - Making Elected Member appointments to Outside Bodies within the Strategic and Key Partnership category.
- 2.4 Full Council has agreed that due to the large number of organisations seeking Council representation, appointments within the Community and Local Engagement Category will be considered and approved by Elected Members serving on the relevant **Area Management Committee**.
- 2.5 In July 2004 the Member Management Committee met to consider allocation of appointments to each Area Committee. Attached at Appendix 2 are those that have been determined should be made by this Area Committee.
- 2.6 One of the delegated Member appointment functions which Area Committees had **previously** been asked to exercise was making Elected Member appointments to the Boards of Housing Management Arms Length Management Organisations. **However**, on the recommendation of the Executive Board, the Member Management Committee at its meeting on 22nd December 2006 resolved that in future appointments to the re-structured ALMO Boards (down from 6 to 3, with smaller numbers of Directors) would be made by the Member Management Committee itself, hence these appointments no longer appear in the schedule of appointments at Appendix 2.
- 3.0 The Appointment Procedure - Community and Local Engagement Category**
- 3.1 The Area Committee must first consider whether it is appropriate for an appointment to be of a specific office holder² either by reference, if this is available, to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Area Committee. Such appointments will then be offered on this basis.

¹ This Procedure is now incorporated into the Council's Constitution

² For example it may be considered necessary or otherwise appropriate to appoint a specific Ward Member

- 3.2 Nominations will then be sought for the remaining places, having regard to trying to secure an overall allocation of places which reflects the proportion of Members from each Political Group on the Area as a whole.
- 3.3 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 3.4 Elected Members³ will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Area Committee and agreement sought as to whether the vacancy will be filled.
- 3.5 A vacancy occurring during the municipal year will normally be referred to the Area Committee for an appointment to be made, having regard to the principles as described above.
- 3.6 Area Management Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to the Member Management Committee.

4.0 Appointments 2009/10

- 4.1 This year there are seven appointments to be made – to Community Action for Roundhay Elderly, East North East ALMO Area Panel and the four Area/District Based Partnerships.

Community Action for Roundhay Elderly

Community Action for Roundhay Elderly covers the areas of Roundhay, Oakwood, Moortown (East of Harrogate Road), Brackenwood and north of Easterly Road to its junction with Shadwell Ring Road and Gledhow.

It provides a range of services to promote independent living for older people.

An annual appointment is made by the Area Committee, and Councillor Kendall was appointed in June 2008.

East/North East Homes ALMO - Area Panels

Although the appointments to the ALMO Board of Directors are now made by the Member Management Committee (see Paragraph 2.6), the Area Committee appoints to the ALMO Area Panels.

³ Section 249 Local Government Act 1972 states that Aldermen and Honorary Freemen may attend and take part in civic ceremonies but do not have the right to attend Council/committee meetings or receive any allowances or payments under a Members Allowance Scheme. This establishes the principle that such persons should not to be treated as Councillors, and therefore cannot be appointed to outside bodies in place of a Councillor if the request from an organisation is for a Councillor

The new Area Panels are now meeting on a regular basis. Covering the whole of the new organisation, the area panels include

Inner North East: Chapeltown, Chapel Allerton, Meanwood, Moortown and Roundhay

Outer North East: Wetherby and its surrounding villages and Alwoodley

Inner East: Ebor Gardens, Lincoln Green, Gipton, Harehills, Osmondthorpe, Burmantofts and Richmond Hill

Outer East: Seacroft, Crossgates and Halton Moor

The Area Panels have two main roles.

- Ensuring that the organisation is providing a good service to our customers and
- Delivering environmental and community safety schemes that benefit our customers.

By examining company performance and meeting with senior managers from East North East Homes Leeds, the Area Panels can tackle poor or underperforming areas of work or commend managers on good performance.

Each Area Panel will have a dedicated Partnership Development Officer whose role will be to support the panels and to represent the panels at the various meetings that currently exist in each of the four areas as well as developing new partnerships to reflect the needs of the neighbourhoods and the priorities of the panels.

The Partnership Development Officers will also be responsible for identifying and developing customer led environmental and community safety schemes. This includes consulting with affected residents, identifying and applying for match funding, drawing up specifications liaising with contractors and ensuring contract delivery.

The panels have a wide responsibility that is set out in their Terms of Reference including:

- Business & delivery Plans
- Tenant Inspections
- Performance
- Tenant Participation
- Tenancy Management
- Repairs & Improvements
- Lettings
- Tenant Satisfaction
- Staffing and
- Service Development

Although generally the panels will be monitoring and measuring the organisation's performance across these headings they will, in time, get involved in more detailed work such as.

- Consulting on contracts for Grounds Maintenance & Repairs

- Recommending priorities for inclusion in Business Plan
- Leading a tenant Inspection
- Developing strategies for Hard to reach Groups
- Be involved in deciding how to enforce tenancy conditions
- Participating in contract evaluation
- Making recommendations for Local Lettings Policies
- Recommending changes in service delivery
- Getting involved in induction of new staff

These are annual appointments, and the Council's current representatives, appointed last year by the Area Committee, are Councillors Kendall and Dowson.

District or Area – Based Partnerships

In November 2008, the Council's Member Management Committee agreed that Member appointments to District and area – based partnerships should be categorised under the Appointments to Outside Bodies Procedure Rules (see Appendix 1) as 'Community and Local Engagement' appointments, to be made by the relevant Area Committee. For governance and administration purposes, it has been decided to review these appointments annually, and details of this Committee's current appointments are set out later in the report.

At present, there are a number of area based partnership groups established as part of Leeds Initiative – the local strategic partnership. These are:

- Divisional Community Safety Partnerships
- Area Children's Partnerships
- Area Health & Social Care Partnerships
- Area Employment Enterprise and Training Partnerships

There are three of each of these theme based district partnership groups for the City, all broadly co-terminus with the three Area Management wedges of Leeds City Council. The exception to this is the Area Children's Partnerships, where there are to be five, corresponding to the former five Area Management wedges across the City.

These partnership groups have requested that each Area Committee in their patch nominate a local elected Member representative (or 'champion') to participate in the work of the partnership and act as the link between the partnership and the Area Committee.

Local, area - based partnerships make an important contribution in determining the local actions that can be taken to support the delivery of the strategic outcomes and improvement priorities set out in the Leeds Strategic Plan. The broad commitments and actions of these local partnerships are captured in each Area Committee's Area Delivery Plan (ADP), and they are accountable to the Area Committees for these commitments. The accountability and feedback to Area Committees will be through the regular monitoring reports on each ADP and through an annual report from the partnership group to each Area Committee. The Area Management Teams will support local Member involvement and facilitate Member representatives to raise any issues at their Area Committee as appropriate. It is further proposed that the minutes of all such partnership

meetings are available to all Area Committee Members.

There is an expectation that Area Committee representatives will share their knowledge and intelligence of the area, to help shape and determine the priorities and action plans of the partnerships, ensuring they are complimentary and supportive of the Area Committees' ADPs. Direct participation by elected Members on these local partnerships will strengthen the role of Members and their voice as 'community champions' within our partner agencies, and overcome any perceived 'democratic deficit' there may have been. Elected Members participation will also help build the links between local partnership working and the work of the Council through the Area Committees.

The Committee's current designated partnership representatives, or 'champions', are as follows :-

- Divisional Community Safety Partnership – Councillor Rafique
- Area Children's Partnership – Councillor Harker
- Area Health and Social Care Partnership – Vacant
- Area Employment, Enterprise and Training Partnership – Vacant

Members are requested to review the above appointments, and to re-appoint, or appoint a new Member, in respect of each Partnership.

5.0 RECOMMENDATIONS

The Area Committee is asked to confirm the nominees to work with the Outside Bodies identified above and in the Schedule at Appendix 2, having regard to the Appointment to Outside Bodies Procedure Rules outlined in this report and detailed at Appendix 1.

BACKGROUND PAPERS

Appointment to Outside Bodies Procedure Rules (Attached)

APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES**1.0 Scope**

- 1.1 These Procedure Rules relate to those external organisations and partnerships (referred to as *Outside Bodies*) which have requested the Council to appoint an Elected Member (or suitable nominee¹) to them
- 1.2 For the avoidance of doubt, these Procedure Rules do not apply to appointments to Joint Committees/authorities which are reserved to Council. These are listed separately in Part Three (Section 1) of the Constitution - Responsibility for Local Choice Functions.
- 1.3 Additionally it is recognised that, often at a local level, individual Elected Members may be personally approached to attend meetings of a variety of organisations in their personal capacity rather than in their capacity as a Councillor. Such instances are not covered within the scope of these Procedure Rules

2.0 Determination of Outside Bodies to which an Appointment should be Made

- 2.1 The Chief Democratic Services Officer will maintain a list of all Outside Bodies to which the Council appoints an Elected Member.
- 2.2 Each year the Member Management Committee will review the list of notified Outside Bodies and will determine whether the Council should make/continue to make an appointment to those bodies.
- 2.3 Determination will be based on one or more of the following criteria being met:
- the proposed appointment is a statutory requirement;
 - the proposed appointment would be consistent with the Council's policy or strategic objectives; and/or
 - the proposed appointment would add value to the Council's activities.
- 2.4 Requests to make an appointment received after such an annual review will be similarly referred to the Member Management Committee for determination by reference to the same criteria.

3.0 Determination of how an Appointment should be made

- 3.1 Where an organisation is deemed to have met one or more of these criteria, the Member Management Committee will allocate it into one of the following categories.
- **Strategic and Key Partnerships** – participation contributes to the Council's strategic functions, priorities and community leadership role.

¹ Which shall include an appointment of an individual, who is not an elected member, made upon the nomination of an elected member when such a nomination is a requirement of statute and/or the Trust Deed of a registered charity.

Appointments to Outside Bodies Procedure Rules

- **Community and Local Engagement** – not necessary to fulfil strategic or key partnership role but, nonetheless, beneficial in terms of leading, engaging and supporting the community from an area or ward perspective
- 3.2 Where an Outside Body has been categorised as **Strategic and Key Partnership**, appointment to it will be made by the Member Management Committee.
- 3.3 Where an Outside Body has been categorised as **Community and Local Engagement**, appointment to it will be made by the appropriate Area Committee.
- 3.4 Where it is not clear as to which particular Area Committee should make an appointment, the Member Management Committee will refer the request to the relevant Area Committee Chairs who will determine which is the appropriate Area Committee to make the appointment. This will be reported to the next meeting of the Area Committee.

4.0 The Appointment Procedure

Strategic and Key Partnerships

- 4.1 The Member Management Committee will first consider whether it is appropriate for an appointment to be of a specific office holder² either by reference to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Member Management Committee. Such appointments will then be offered on this basis.
- 4.2 Nominations will then be sought for the remaining places. The Member Management Committee should have regard to a Member's current interests prior to making any appointment. The Member Management Committee will have regard to the principle of securing an overall allocation of places which reflects the proportion of Members from each Political Group on the Council as a whole.
- 4.3 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 4.4 Elected Members³ will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Member Management Committee and agreement sought as to whether the vacancy will be filled

² For example it may be considered necessary or otherwise appropriate to appoint a specific Executive Board Member

³ Section 249 Local Government Act 1972 states that Aldermen and Honorary Freemen may attend and take part in civic ceremonies but do not have the right to attend Council/committee meetings or receive any allowances or payments under a Members Allowance Scheme. This establishes the principle that such persons should not be treated as Councillors, and therefore cannot be appointed to outside bodies in place of a Councillor if the request from an organisation is for a Councillor

- 4.5 A vacancy occurring during the municipal year will normally be referred to the Member Management Committee for an appointment to be made, having regard to the principles as described above.
- 4.6 The Assistant Chief Executive (Corporate Governance) will have Delegated authority to make an appointment in the following circumstances:
- (i) where an appointment has been agreed by the Member Management Committee as a Whips nominee and the appropriate group Whip subsequently submits a nomination;
 - (ii) where a group Whip wishes to replace a Member previously approved by the Member Management Committee with another Member of the same group; and/or
 - (iii) where an organisation requires an appointment prior to the next meeting of the Member Management Committee, subject to this appointment being agreed by all Members of the Member Management Committee.

That any instances of this delegation being used be reported to the next meeting of the Member Management Committee

Community and Local Partnerships

- 4.7 The Area Committee will first consider whether it is appropriate for an appointment to be of a specific office holder⁴ either by reference to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Area Committee. Such appointments will then be offered on this basis.
- 4.8 Nominations will then be sought for the remaining places, having regard to trying to secure an overall allocation of places which reflects the proportion of Members from each Political Group on the area as a whole.
- 4.9 Elected Members⁵ will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Area Committee and agreement sought as to whether the vacancy will be filled.
- 4.10 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 4.11 A vacancy occurring during the municipal year will normally be referred to the Area Committee for an appointment to be made, having regard to the principles as described above.

⁴ For example it may be considered necessary or otherwise appropriate to appoint a specific Ward Member

⁵ Section 249 Local Government Act 1972 states that Aldermen and Honorary Freemen may attend and take part in civic ceremonies but do not have the right to attend Council/committee meetings or receive any allowances or payments under a Members Allowance Scheme. This establishes the principle that such persons should not to be treated as Councillors, and therefore cannot be appointed to outside bodies in place of a Councillor if the request from an organisation is for a Councillor

Appointments to Outside Bodies Procedure Rules

- 4.12 Area Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to the Member Management Committee.
- 4.13 The Assistant Chief Executive (Corporate Governance) will have Delegated authority to make an appointment where an organisation requires an appointment prior to the next meeting of the relevant Area Committee, subject to all Members of that Area Committee being consulted on the proposals.
- 4.14 That any instances of this delegation being used be reported to the next meeting of the relevant Area Committee

Support for Elected Member Appointees To External Organisations

Lead officer: A lead officer will be identified by the Chief Democratic Services Officer in consultation with the relevant Director for all relevant appointments in the Strategic and Key Partnerships category .

This officer will work closely with the appointed Member(s) to provide briefings and support. Further advice will also be offered by the Chief Finance Officer and/or the Chief Officer (Legal Licensing and Registration) as appropriate.

Briefings: For organisations in the Community and Local engagement category, a lead officer will not be allocated unless the Director and/or relevant Executive Member for the service area deem that this will be beneficial. However, the representative may still seek support and briefings from Council officers.

Induction: Partner/external organisations are expected to provide an induction into their affairs for newly appointed Council representatives. In the case of Strategic and Key Partnership Category appointments it is the lead officer's responsibility to ensure that an induction is arranged.

Area Committee Appointments to Outside Bodies (North East Inner)

Outside Body	Charity /Trust	No of Places	Review Date	No of places to review	Current appointees	Cllr Y/N	Review Period	Group
Community Action For Roundhay Elderly	Yes	1	Jun-09	1	Valerie Kendall	Y	Annual	Conservative
Chapeltown CAB	Yes	1	Jun-11		Eileen Taylor	Y	3 yearly	Labour
East North East ALMO Area Panel	No	2	Jun-09	2	Valerie Kendall Jane Dowson	Y	Annual	Conservative Labour
Divisional Community Safety Partnership	No	1	Jun-09	1	Mohammed Rafique	Y	Annual	Labour
Area Children's Partnership	No	1	Jun-09	1	Richard Harker	Y	Annual	Liberal Democrat
Area Health & Wellbeing Partnership	No	1	Jun-09	1	Vacant	Y	Annual	
Area Employment, Enterprise & Training Partnership	No	1	Jun-09	1	Vacant	Y	Annual	
		8		7				

Number of places 8
 Places held pending review 7
 Places currently filled beyond June 09 1
 Number of places to fill 3

Number of Members in the Committee 9
 Area

Labour	3	33	2.67
Liberal Democrat	3	33	2.67
Conservative	3	33	2.67
Other to list	0	0	0.00
Total	9		8

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Originator: Liz Jarmin

Tel:

Report of The Director of Environment and Neighbourhoods

North East Inner Area Committee

Date: 22nd June 2009

Subject: Area Committee Roles for 2009/10

Electoral Wards Affected:

Chapel Allerton

Moortown

Roundhay

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council
Function

Delegated Executive
Function available
for Call In

x

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

EXECUTIVE SUMMARY

This report presents the Area Committee with details of their area function schedules and roles in relation to these service areas for 2009/10. The attached report and appendices were agreed by the Executive Board on 17th June 2009 and include details of further enhanced roles of Area Committee responsibilities from this year onwards.

1.0 PURPOSE OF THIS REPORT

- 1.1 To report to the Area Committee their Area Function schedules and roles for 2009/10 as agreed by the Executive Board on 17th June 2009.

2.0 MAIN POINTS

- 2.1 The Area Committee Roles for 2009/10 (Area Functions) were agreed by the Executive Board on 17th June 2009.
- 2.2 Area Committees have been receiving regular reports on the progress of devolved responsibilities in relation to the agreed delegated functions and other roles for 2008/09 over the past 12 months.
- 2.3 There are two newly defined responsibilities for the Area Committees in 2009/10 for Grounds Maintenance and Project and Programmes, these are included in appendix 2 of this report.
- 2.4 An full updated copy of the delegated functions are attached for 2009/10 at appendix 1 and with other roles for 2009/10 attached at appendix 2.

3.0 RECOMMENDATIONS

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

Background papers list:

Area Committees Terms of Reference
Council Constitution

Area Committee Roles for 2009/10

Area Functions

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

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



Area Functions Information – 2009/10

Area Well Being Budgets	Pages 3 - 6
Community Centres	Pages 7 - 11
Neighbourhood Wardens	Pages 12 - 16
CCTV	Pages 17 – 23
Neighbourhood Management Co-ordination	Pages 24 - 28

Area Functions Information – 2009 / 10

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

OUTCOMES AND PERFORMANCE INFORMATION
LINK TO LEEDS STRATEGIC PLAN OUTCOMES:
Area Delivery Plans cover local priorities for well being spend and these are linked to the Leeds Strategic Plan outcomes and improvement priorities.

GOVERNANCE
DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:
Taking of decisions and monitoring of activity relating to utilisation of well being budgets within the framework of the Council's Constitution and in accordance with Local Government Act 2000.

MANAGEMENT AND CO-ORDINATION				
PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:				
TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:				
<table border="1"> <tr> <td>Centrally Managed Service With Management Contacts for Each Area</td> <td></td> </tr> <tr> <td>Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination</td> <td>Area Management Teams provide support to enable effective administration of well being budgets in each area. Some central technical support /co-ordination particularly in relation to financial management.</td> </tr> </table>	Centrally Managed Service With Management Contacts for Each Area		Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Area Management Teams provide support to enable effective administration of well being budgets in each area. Some central technical support /co-ordination particularly in relation to financial management.
Centrally Managed Service With Management Contacts for Each Area				
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Area Management Teams provide support to enable effective administration of well being budgets in each area. Some central technical support /co-ordination particularly in relation to financial management.			
LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:				
Council Constitution Local Government Act 2000 Area Delivery Plans				

HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES		
Citywide Budget For Service / Function 09/10		
		£000s
Net Revenue Budget		3,225
Net Capital Budget (incl. unallocated spend to 31/03/09)		2,120
Key Funding Sources		
Funding Provider	£000s	%
LCC:		
Revenue Base	2,046	
Capital Base	1,000	
Unallocated Revenue carried forward from 08/09	1,179	
Unallocated Capital carried forward from 06/09	1,120	
Net Budget 2009/10	5,345	
DESCRIPTION OF WHAT THE BUDGET REPRESENTS:		
Revenue and Capital allocations to the Area Committees.		
DESCRIPTION OF THE FORMULA USED FOR APPORTIONING BUDGET ACROSS DIFFERENT AREAS:		
Continuation of previously agreed formula based on population and deprivation in each area.		
REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:		
Based on formula used previously and agreed by Executive Board.		
DETAIL OF ANY SIGNIFICANT SERVICE / BUDGET VARIATIONS ACROSS THE CITY:		
Reflects population and deprivation characteristics of different areas.		

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

		City Wide	East		North East		North West		South		West	
			Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
Net Revenue Budget	Base budget for 09/10	2,046,570	296,600	220,690	176,980	143,220	219,440	203,800	247,860	207,960	153,450	176,570
	Carry forward from 08/09	1,178,621	116,213	23,437	137,749	148,138	34,565	302,018	152,422	100,923	27,351	135,805
	Total available to allocate 09/10	3,225,191	412,813	244,127	314,729	291,358	254,005	505,818	400,282	308,883	180,801	312,375
Net Capital Budget	Base budget for 09/10	1,000,000	125,900	113,300	90,800	73,500	112,600	104,600	109,400	106,700	72,600	90,600
	Unallocated carry forward from 08/09	1,119,600	238,900	46,900	50,700	145,400	194,500	115,800	73,000	141,000	76,800	36,600
	Total available to allocate 09/10	2,119,600	364,800	160,200	141,500	218,900	307,100	220,400	182,400	247,700	149,400	127,200

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Notes:

- The revenue well being base budget allocation reflects a 2% inflationary uplift on last year's figures
- 'Carry forward from 08/09' represents the balance of what was not actually spent in 08/09. In some cases Area Committees may have already made allocations against this amount and spend will take place in 09/10.
- The 'total available to allocate' revenue figures represent the amounts for Area Committees to allocate to local priorities over the course of the year (assuming that none of the carry forward amount is already allocated). As in previous years, it is assumed that not all the allocation will be actually spent within the financial year. For budget management purposes it is assumed that £250k will be carried forward into the next financial year. This will be monitored by Officers in Environment and Neighbourhoods over the course of the year.

Area Functions Information – 2009 / 10

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

OUTCOMES AND PERFORMANCE INFORMATION
LINK TO LEEDS STRATEGIC PLAN OUTCOMES:
Harmonious Communities
IMPROVEMENT PRIORITIES:
<p>HM-1a An increased number of local people engaged in activities to meet community needs and improve the quality of life for local residents</p> <p>HM-1b An increase in the number of local people that are empowered to have a greater voice and influence over local decision making and a greater role in public service delivery</p> <p>HM-2a Enable a robust and vibrant voluntary, community and faith sector to facilitate community activity and directly deliver services</p> <p>HM-2b An increased sense of belonging and pride in local neighbourhoods that help to build cohesive communities</p>
GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:
(E.g. SOA, ward, quarterly, yearly)
<p>Annual survey – resident perception of neighbourhood and local facilities</p> <p>Data sheets for each centre updated at least annually</p>

GOVERNANCE
DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:
<p>This covers overseeing revenue budgets, operational arrangements and the use of the centres, agreeing and implementing a schedule of charges and discounts for directly managed centres and making asset management and investment proposals to ensure the portfolio is sustainable and meets local needs.</p>
PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:
<p>Ward members are involved in discussions about significant changes to particular centres. Proposals on significant issues which affect one or more centres in a Committee’s portfolio are then subject to a report to the Area Committee.</p>
HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:
(E.g. formal and informal arrangements, frequency)
<p>Mid year and year end update on portfolio and budgets.</p> <p>Reports as required on key issues affecting centres in the committee’s area.</p>

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

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

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

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

AREA COMMITTEE BREAKDOWN – Community Centres

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

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

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

Area Functions Information – 2009 / 10

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

OUTCOMES AND PERFORMANCE INFORMATION
<p>LINK TO LEEDS STRATEGIC PLAN OUTCOMES:</p> <p>SO: Environment IP: Address neighbourhood problem sites, improve cleanliness and access to and quality of green spaces NI: 195</p> <p>SO: Thriving Places IP: Create safer environments by tackling crime. NI: 24</p> <p>SO: Harmonious Communities IP: Increase the sense of belonging and pride in local neighbourhoods that help to build cohesive communities. NI: 1</p>
GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:
(E.g. SOA, ward, quarterly, yearly)
Area Management Area Quarterly

GOVERNANCE
DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:
<p>This covers overseeing revenue budgets, operational arrangements.</p> <p>PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:</p> <p>Ward members are involved in discussions about significant changes to Warden service in their areas. Proposals which affect the deployment of Wardens overall in an area are subject to a report to the Area Committee.</p>
HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:
<p>(E.g. formal and informal arrangements, frequency)</p> <p>Regular updates to Area Committees from Area Management Teams on deployment / service priorities. Half yearly update on outputs and service status.</p>

MANAGEMENT AND CO-ORDINATION	
PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:	
TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:	
Centrally Managed Service With Management Contacts for Each Area	
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Operational management, local support, development of proposals from within Area Management teams. Budget management, recruitment, training, service planning is co-ordinated centrally within the Regeneration Division.
LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:	
Staff ensure that relevant legislation and priorities set out in the Area Delivery Plan for each Area Committee are followed.	
LINKS TO OTHER CITY COUNCIL SERVICES:	
Close links with other Council services particular in multi agency crime and grime operations (Operation Champion) and Environmental Action Teams.	
LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:	
Close links with other agencies (particularly the West Yorkshire Police) about tackling hotspots of crime and anti-social behaviour and close links with a range of partners particularly in multi agency crime and grime operations (Operation Champion)	

CONTRACT / COMMISSIONING
DESCRIPTION OF ANY CONTRACT / COMMISSIONING / SERVICE LEVEL AGREEMENTS FOR SERVICE / FUNCTION:
SLAs with RSLs Information sharing protocol with West Yorkshire Police

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

NRF Transitional Grant and LPSA Reward Grant have been secured for 09/10. This funding is at a significantly reduced level to NRF Transitional Grant secured for 08/09. A full service restructure is to take place between May and September 09 to address the budget shortfall and to realign the service with the Health and Environmental Action Teams.

HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES

Citywide Budget For Service / Function 09/10

£000s

Net Revenue Budget	704
Net Capital Budget	

Key Funding Sources

Funding Provider	£000s	%
LCC	277	39.5
NRF / LPSA	397	56.5
RSLs	30	4
Net Budget	704	100

DESCRIPTION OF WHAT THE BUDGET REPRESENTS:

Staffing and equipment costs for neighbourhood wardens.

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

Pro rata per location of Neighbourhood Wardens.

REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:

Suits this type of function

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

AREA COMMITTEE BREAKDOWN – Neighbourhood Wardens

		City Wide	East		North East		North West		South		West	
			Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
Resource Availability												
No of Wardens		30	9.5	2.75	4.5	0.75	2.5	0	7	0	1	2
Net Revenue Budget	Budget for 09/10	704,110	222,968	64,543	105,617	17,603	58,676	0	164,292	0	23,470	46,941
	Mid year progress											
	Year end outcome											

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

Area Functions Information – 2009 / 10

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

HEADLINE INFORMATION:

Leedswatch provides a monitoring service for public space surveillance cameras covering open spaces across Leeds. The CCTV control room is staffed and cameras are recorded 24 hours per day, 365 days a year. The service also provides two mobile CCTV vans for deployment within communities across Leeds.

- Provide 24 hour 365 days a year monitoring of CCTV in areas of operation.
- Contribute to reducing the fear of crime by facilitating the apprehension and prosecution of offenders and assisting in preventing and aiding detection of crime committed in public areas where CCTV in areas of operation.
- Liaise with Area Management/Divisional Community Safety Partnerships and Neighbourhood Policing Teams on multi-agency operations.
- The Private Security Industry Act ensures that all CCTV staff are security vetted, trained and licensed by the Security Industry Authority (SIA)

OVERVIEW OF RESOURCES:

34 CCTV operators are employed to carry out the 24/7 operations. There are 385 Public Space CCTV cameras across the city (including Urban Traffic Control cameras) and the majority of costs are related to fixed cameras and staffing.

TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:

Leedswatch produce a weekly CCTV report which is sent out to Ward Members, Enforcement, ASBU, Area Management and West Yorkshire Police. The service is currently in a transition period of moving into new premises and upgrading to a digital recording system. It is hoped that this enhancement will be complete by March 2009. Approval has also been given to enter into a partnership with Leeds passenger Transport Executive (METRO). Negotiations are at an advanced stage for Metro to share the new CCTV control room facility.

EXECUTIVE MEMBER:

Councillor Les Carter

RESPONSIBLE OFFICERS:

DIRECTOR: Neil Evans

CHIEF OFFICER: Simon Whitehead

LEAD OFFICER FOR FUNCTION SCHEDULE: John Birkenshaw

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

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

Thriving Places

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

Harmonious Communities

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

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

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

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

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

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

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

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

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

Formal reports are provided to Area Management on a quarterly basis.

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

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

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

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

HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES**Citywide Budget For Service / Function 09/10****£000s****Net Revenue Budget****1,305****Net Capital Budget****Key Funding Sources**

Funding Provider	£000s	%
LCC	1,305	100
Neighbourhood Renewal Fund		
Net Budget	1,305	

DESCRIPTION OF WHAT THE BUDGET REPRESENTS:

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

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

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

REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:

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

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

AREA COMMITTEE BREAKDOWN – CCTV

		City Wide	East		North East		North West		South		West	
			Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
Resource Availability												
Number of cameras		129	5	2	19	4	11	0	75	7	4	2
Net Revenue Budget	Budget for 09/10	1,305,450	50,590	21,670	193,310	43,310	111,170		753,990	70,060	40,370	20,980
	Mid year progress											
	Year end outcome											

Notes:

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

Area Functions Information – 2009 / 10

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

OUTCOMES AND PERFORMANCE INFORMATION	
LINK TO LEEDS STRATEGIC PLAN OUTCOMES: Links to a range of strategic plan outcomes and improvement priorities apart from those which are explicitly related to the city as a whole.	
GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION: Quarterly progress and monitoring reports to be collated by service. Annual report to be produced for Area Committee Members.	
GOVERNANCE	
DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS: Area Committees will oversee all neighbourhood management programmes in their area. This covers a responsibility for approving areas to be included in Area Delivery Plan, approving Neighbourhood Improvement Plans, monitoring progress annually and agreeing thematic priorities for any locally available funding.	
MANAGEMENT AND CO-ORDINATION	
PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:	
TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:	
Centrally Managed Service With Management Contacts for Each Area	
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Directly through or in partnership with Area Management Teams. Centrally based team in Regeneration Service provides support, co-ordination and policy development.
LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS: Local Government White Paper Local Government Act 2000 – well being powers Sustainable Communities Five Year Plan (2005)	
LINKS TO OTHER SERVICES: Links to range of council and partner services, particularly environmental, community safety, health, youth, jobs and skills.	

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

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

HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES

Citywide Budget For Service / Function 09/10

£000s

Net Revenue Budget

751

Net Capital Budget

0

Key Funding Sources

	£000s	%
Safer and Stronger Communities Fund	751	100

DESCRIPTION OF WHAT THE BUDGET REPRESENTS:

This is the 2009/10 allocation available to Leeds for Intensive Neighbourhood Management Work.

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

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

REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:

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

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

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

AREA COMMITTEE BREAKDOWN – Neighbourhood Management Co-ordination

		City Wide	East		North East		North West		South		West	
			Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
Resource Availability												
SSCF Net Revenue Budget	Budget for 09/10	751,000	270,000		135,000		53,000		240,000		53,000	
	Mid year progress											
	Year end outcome											

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

Area Committee Roles for 2009/10

Other Roles

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

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



Other Area Committee Roles – 2009/10

Community Engagement	Pages 3 - 5
Community Greenspace	Pages 6 - 9
PCSOs, Neighbourhood Policing Teams and Multi Agency Crime and Grime Operations	Pages 10 - 13
Environmental Action Teams	Pages 14 – 16
Street Cleansing	Pages 17 – 20
Highways Maintenance	Pages 21 – 23
Local Children and Young People Plans	Pages 24 - 29
Health and Wellbeing (Including Adult Social Care)	Pages 30 – 33
Conservation Area Reviews	Pages 34 – 38
Area Based Regeneration Schemes and Town and District Centre Projects	Page 38 - 42
Grounds Maintenance	Page 43 - 46
Advertising on Lampposts	Page 47

Area Committee Roles – 2009 / 10

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

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

Harmonious Communities

IMPROVEMENT PRIORITIES:

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

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

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

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

Annual report to Area Committees.

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

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

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

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

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

Area Committees to agree plan and consider annual report.

Ward Members directly involved in ward/neighbourhood based activities.

HOW / WHEN WOULD THE FUNCTION REPORT TO AREA COMMITTEES:

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

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

Other specific reports/updates as required during the year.

MANAGEMENT AND CO-ORDINATION

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Area Management teams lead on range of community engagement work in partnership with other services and local partners. Area Management teams and central team provides support to other consultation and engagement activities undertaken by the Council and partners.
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LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

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

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

BUDGET / RESOURCES INFORMATION

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

Area Committee Roles – 2009 / 10

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

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

GOVERNANCE

DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

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

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

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

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

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

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

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:

Operational management of day to day issues (user liaison, horticultural work, event management, and general maintenance, etc.) is provided by area based teams in Parks and Countryside.

Area based teams are supported by the professional services of a central workshop, countryside and access team, forestry team, training section and quality assurance unit (amongst others).

The service maintains a flexible approach to enable resources and expertise from an area to be brought across to another area when required to ensure the successful completion of projects.

Development of proposals and consultation is undertaken by staff in each of the area management teams, with support in the form of co-ordination, technical support and budget management being provided by a central team in Parks and Countryside.

A report that provides an overview of the service and sets out some of the challenges faced along with key performance management initiatives has been prepared and will go to the June 2009 round of Area Committees. The report seeks to provide a positive 'way forward' for delivering the extended role of the Area Committee ensuring that the benefits of the revised roles are secured. In particular it sets out at an area level progress made in attaining Leeds Quality Park standard for community parks. It also sets out investment need for playing pitches and fixed play along with progress made in this regard.

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Police
Primary Care Trusts

CONTRACT / COMMISSIONING

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

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

Area Committee Roles – 2009 / 10

FUNCTION:	PCSOs, Neighbourhood Policing Teams and Multi Agency Crime and Grime Operations
DESCRIPTION	
HEADLINE INFORMATION:	
<ul style="list-style-type: none">• Co-ordination of Neighbourhood Policing Teams linked to political wards each with an NPT Inspector and PCSOs.• The aim is to contribute to the reduction of Crime and Disorder (including ASB) by providing a visible presence on the street.• PCSO's provide reassurance to communities through high visibility patrols and improved public contact.• Crime and grime issues are tackled through local tasking arrangements where partnership activity is co-ordinated.	
OVERVIEW OF RESOURCES:	
<ul style="list-style-type: none">• Dedicated NPT Inspectors• Dedicated 5 PCSOs per ward with an additional 3 in the Richmond Hill and Burmantofts Ward and an additional 2 in the Gipton and Harehills Ward.• Resources across partner agencies linked to neighbourhood management tasking arrangements.• The provision of a range of services, via uniformed patrols of PCSOs to reassure, reduce anti social behaviour and the fear of crime• Pre planned days of action to tackle crime and grime in targeted areas based on need as determined by Police based National Intelligence Model, co-ordinated locally by Area Community Safety Co-ordinators and relevant NPT Inspector.• Operations are supported financially through the normal day to day operational resources of those taking part with some additional funding available through Safer Leeds to provide promotional and publicity material plus some help with skips and venue hire, where required.	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:	
<ul style="list-style-type: none">• Quarterly report prepared in each police division on PCSOs.• Annual themed Community Safety Area Committee Report.• Information on activity undertaken is available through the Area Community Safety Co-ordinators at area management level.	
EXECUTIVE MEMBER:	
Les Carter	
RESPONSIBLE OFFICERS:	
DIRECTOR: Neil Evans	
CHIEF OFFICER: Stephen Boyle / Simon Whitehead	
LEAD OFFICER FOR FUNCTION SCHEDULE: Paula Gardner / Rory Barke	

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

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

Thriving Places

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

Harmonious Communities

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

IMPROVEMENT PRIORITIES:**Environment**

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

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

Thriving Places

Create safer environments by tackling crime.

Reduce offending by managing offending behaviour better.

Improve lives by reducing the harm caused by substance misuse.

Reduced bullying and harassment.

Harmonious Communities

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

Increase the sense of belonging and pride in local neighbourhoods that help to build cohesive communities.

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

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

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

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

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

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

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

Annual themed Community Safety Area Committee Report

MANAGEMENT AND CO-ORDINATION**PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:****TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

PCSOs routinely link with street wardens and environment teams. Participation is variable depending on the nature of the target areas and the problems therein.

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Crime and Disorder Reduction Partnership

GOYH – Home Office

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

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

Organisations, Youth Offending Teams, Enforcement Area Action Teams, Youth Services, Anti Social Behaviour Unit

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

The deployment of match funded PCSOs is subject to an agreed Contract between Leeds City Council and West Yorkshire Police effective until 31st March 2010.

Area Committee Roles – 2009 / 10

FUNCTION:	Environmental Action Teams
DESCRIPTION	
HEADLINE INFORMATION:	
<p>The EATs are responsible for a range of neighbourhood related enforcement activities including noise nuisance, waste in gardens, overgrown vegetation, littering, placards, A-boards, graffiti, waste from domestic and commercial bins, drainage, pest control etc. The teams carry out the enforcement and preventative work, rather than the litter picking, waste collection etc role. The teams are based in 3 locations, co-terminus with area management areas.</p>	
OVERVIEW OF RESOURCES:	
<p>Each team comprises approximately 20 staff and will deal with reactive and proactive work within each area. Close links with Neighbourhood wardens and NPTs are maintained.</p>	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:	
<p>Area Committees have received a paper discussing proposals on how interaction between the Committees and the teams can take place. Each Area Committee has agreed a set of actions to facilitate this. An Area Champion has been chosen for each Area management Area to relay information between HEAS and Area Committees.</p>	
EXECUTIVE MEMBER:	
<p>Councillor Steve Smith</p>	
RESPONSIBLE OFFICERS:	
<p>DIRECTOR: Neil Evans CHIEF OFFICER: Andrew Mason LEAD OFFICER FOR FUNCTION SCHEDULE: Graham Wilson</p>	
OUTCOMES AND PERFORMANCE INFORMATION	
LINK TO LEEDS STRATEGIC PLAN OUTCOMES:	
<p>The work contributes to many of the SOCs, but the key ones affected are: Cleaner, greener and more attractive. Health & Wellbeing – healthy life choices and protecting against risks Reduced fear of crime</p>	
IMPROVEMENT PRIORITIES:	
<p>Business improvement priorities will focus on using good quality information to deliver better outcomes.</p>	
GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:	
<p>The teams are aligned with area management areas. Quarterly performance reviews will be conducted by the service.</p>	

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

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

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

Each Area Committee has now determined the best way to link with the EATs.

MANAGEMENT AND CO-ORDINATION**PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:****TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

Area Committee Roles – 2009 / 10

FUNCTION:	Street Cleansing
DESCRIPTION	
HEADLINE INFORMATION:	
Mechanical sweeping of adopted carriageways and footpaths, manual litter picking and litter bin emptying.	
OVERVIEW OF RESOURCES:	
Current resources across the city are	
<ul style="list-style-type: none">• 17 compact suction pavement sweepers• 10 medium carriageway suction sweepers• 2 large carriageway suction sweepers• 51 manual de-littering staff• 10 Litter patrol teams (litter bin emptying +shop front sweeping + supporting de-littering staff)	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:	
Guideline schedule of street cleaning. NI 195 measure of environmental cleanliness. (From April 2008 replaces BV199). Please note that the NI 195 information is done citywide and not at an area level. The citywide information can be reported at area committees which is why we are trying to introduce DLEQS Environmental Protection Act Code of Practice - zoning information and responsibilities. Service Plan – Service plans have not been presented at Local Levels as they are service specific and not localised. However, work has been carried out to reflect in the Area Delivery Plan, NIPs etc, what services Streetscene can offer at a local level.	
EXECUTIVE MEMBER:	
Councillor Steve Smith	
RESPONSIBLE OFFICERS:	
DIRECTOR: Neil Evans	
CHIEF OFFICER: Andrew Mason	
LEAD OFFICER FOR FUNCTION SCHEDULE: Stephen Smith	

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

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

IMPROVEMENT PRIORITIES:

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

Subject to funding availability it is proposed to carry out DLEQS surveys at the medium SOA level to provide a measure of environmental quality and identify problem areas. This information will be used to achieve the most efficient allocation of resources. NI195 reports every 4 months with an annual report every 12 months. The worst 3% SOA currently have specific DLEQS surveys done as part of the INM programme funded through NRF

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

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

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

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

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

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

- NI 195 results collated every 4 months and reported annually in a formal report.
- DLEQS surveys have been carried out annually in the worst 3% SOAs and the information reported annually as part of the INM programme
- Service Delivery Issues – reported as and when required both formally and informally

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

CONTRACT / COMMISSIONING

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

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

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

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

Area Committee Roles – 2009 / 10

FUNCTION:	Highways Maintenance
DESCRIPTION	
HEADLINE INFORMATION:	
<p>Responsibility for keeping highway safe for all users and carrying out planned maintenance. Providing modern and reliable street lighting, traffic management systems for safe travel and managing road space to avoid congestion and disruption.</p>	
OVERVIEW OF RESOURCES:	
<p>Resources to deliver highways maintenance programme</p>	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:	
<p>Consultation with Ward members on planned maintenance programme and traffic management schemes.</p>	
EXECUTIVE MEMBER:	
<p>Cllr. Andrew Carter</p>	
RESPONSIBLE OFFICERS:	
<p>DIRECTOR: Jean Dent CHIEF OFFICER: Gary Bartlett LEAD OFFICER FOR FUNCTION SCHEDULE: Helen Franklin</p>	
OUTCOMES AND PERFORMANCE INFORMATION	
LINK TO LEEDS STRATEGIC PLAN OUTCOMES:	
<p>Primarily:- TR1 – Increased accessibility and connectivity through investment in a high quality transport system and through influencing others and changing behaviours.</p>	
<p>Also:-</p>	
<p>TP-1 (reduce crime through changed behaviours – link to improved street lighting)</p>	
<p>ENV-1 (respond to climate change – link to management of highway drainage and green space)</p>	
<p>HW-1 (promoting healthy life styles – link to provision of walking and cycling networks)</p>	
<p>EE-1 (supporting business – link to ensuring road network managed to facilitate the transport needs of business)</p>	

IMPROVEMENT PRIORITIES:

Primarily TR-1c, Improve the condition of the streets and transport infrastructure by carrying out a major programme of maintenance and improvements.

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

Annual survey on Streetscene/Streetscape.

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

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

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

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

- Service comes under the Chief Officer, Highways and Transportation, of City Development
- Executive member involvement in sensitive and contentious issues including maintenance programme.
- Highway Policy and Plan approved by Executive Board

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

Reporting / consultation primarily via Ward Members as per current arrangements

MANAGEMENT AND CO-ORDINATION**PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:****TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

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

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

Area Committee Roles – 2009 / 10

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

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

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

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

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

IMPROVEMENT PRIORITIES:

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

Resident perception annual survey.

Participation events / feedback.

Extended Services Cluster plans

GOVERNANCE

DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

The Children and Young People's Plan and ADP outlines the key priorities for the five wedge based Children Leeds Partnerships which are part of the Leeds children's trust arrangements.

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

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

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

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

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

Local members, within their designated corporate roles would act as champions for children's services and act to influence where appropriate. Each area committee has nominated a 'children's champion' who will be a strong link to the area committee and the Children Leeds Partnership.

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

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

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

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

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:

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

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

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

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

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

Further discussion will be required in 2009 / 10 with Area Committees to take consideration of legislative changes through the apprenticeships, skills, children and learning bill.
Emerging post 14 requirements – area implications.
The Leeds Inclusive Learning Strategy – area implications

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

Our immediate priorities		Priority for children	Priority for parents	Priority for services	Priority for inspectors	National priority	Leeds Strategic Plan priority	Narrowing the gap
Improving outcomes								
1	Improving outcomes for Looked After Children			✓		✓	✓	✓
2	Improving attendance and reducing persistent absence from school				✓	✓	✓	✓
3	Improving early learning and primary outcomes in deprived areas		✓		✓	✓	✓	✓
4	Providing places to go and things to do	✓	✓	✓		✓		
5	Raising the proportion of young people in education or work	✓	✓		✓	✓	✓	
6	Reducing child poverty	✓	✓	✓		✓	✓	✓
7	Reducing teenage conception		✓		✓	✓	✓	✓
8	Reducing the need for children to be in care			✓	✓		✓	✓
Working together better								
9	Strengthening safeguarding		✓	✓	✓	✓	✓	✓
10	Enabling integrated working		✓	✓	✓	✓		✓

Our long term ambitions.		Priority for children	Priority for parents	Priority for services	Priority for inspectors	National priority	Leeds Strategic Plan priority	Narrowing the gap
All Children and Young People:								
1	Are safe and secure	✓	✓	✓	✓	✓	✓	✓
2	Are safe and supported in stronger communities	✓	✓				✓	✓
3	Are helped to narrow the gap			✓			✓	✓
4	Are thriving in learning		✓		✓	✓	✓	✓
5	Are safe and supported in stronger families	✓	✓	✓	✓	✓	✓	✓
6	Enjoy life and have places to go and things to do	✓	✓			✓		✓
7	Make the right choices	✓	✓			✓		✓
8	Make a good start		✓		✓	✓	✓	✓
9	Are supported by excellent, integrated working.		✓	✓	✓	✓		✓

Area Committee Roles – 2009 / 10

FUNCTION:	Health and Wellbeing
DESCRIPTION	
HEADLINE INFORMATION:	
<p>Health and well-being: the Council is required to play a key role in improving health and tackling health inequalities for the people of Leeds including the delivery of high quality social care services. The Director of Adult Social Services holds accountability for these actions, by ensuring coordinated and focused activity across Council services and with key partners such as NHS Leeds. (especially the neighbourhood public health team) Practice Based Commissioners and the new “arms length” NHS Leeds Community Care services. The new Health and Wellbeing Partnership Plan (2009-12) emphasises the need for action to be visible and effective at the local level. Area Committees will play a key role in influencing local priorities and action, and monitoring the health and well-being related targets linked to the Leeds Strategic Plan. The Healthy Leeds Partnership, working through Leeds initiative, has already organised workshops in each of the three administrative areas to lay the ground for local health and wellbeing partnerships.</p> <p>Adult Social Care will support Area Committees and the developing local partnerships in this work by appointing three locality health improvement managers (jointly funded by NHS Leeds) to take up post during the summer. Adult Social Care will also liaise both directly and indirectly (through Healthy Leeds) with key partners and services to present regular reports on the outcomes being achieved at the local level and seeking member’s views on priorities and action plans.</p>	
OVERVIEW OF RESOURCES:	
Resources to deliver Health and Wellbeing improvement priorities within the Leeds Strategic Plan	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:	
(E.g. service plan, development plan, service standards, action plan, local priorities Service Plans Health and Wellbeing Partnership Plan 2009-2012 NHS Leeds Local Delivery Plan and World Class Commissioning Programmes (e.g. Partnerships, Health Inequalities, Infant Mortality)	
EXECUTIVE MEMBER: Councillor Peter Harrand	
RESPONSIBLE OFFICERS:	
DIRECTOR: Sandie Keene	
CHIEF OFFICER: John England	
LEAD OFFICER FOR FUNCTION SCHEDULE: John England	

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

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

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

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

IMPROVEMENT PRIORITIES:

1. Reduce premature mortality in the most deprived areas
2. Reduction in the number of people who smoke
3. Reduce alcohol related harm
4. Reduce rate of increase in obesity and raise physical activity for all
5. Reduce teenage conception and improve sexual health.
6. Improve the assessment and care management of children, families and vulnerable adults.
7. Improve psychological, mental health, and learning disability services for those who need it
8. Increase the number of vulnerable people helped to live at home
9. Increase the proportion of people in receipt of community services enjoying choice and control over their daily lives
10. Improve safeguarding arrangements for vulnerable children and adults through better information, recognition and response to risk

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

The City Council and NHS Leeds are working on a joint performance management system for these priorities

SOA level – citywide

Quarterly and annually

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

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

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

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

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

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

We are seeking to agree with NHS Leeds on joint reporting mechanism for the health and well-being theme. How this will happen will depend in part on how the local health and wellbeing partnerships developed but it is likely that there will be reports to each Area Committee on at least an annual basis, and more frequently, as required, for those area committees covering SOA's with greatest health inequality indices.

MANAGEMENT AND CO-ORDINATION**PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:**

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

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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

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

Health and Well Being Strategy (under development)

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

Area Committee Roles – 2009 / 10

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

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

Please see SDU Service Plan 2009-10

IMPROVEMENT PRIORITIES:

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

Quarterly reporting

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

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

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

Quarterly written report

MANAGEMENT AND CO-ORDINATION**PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:****TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

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

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

Opportunity for Area Committees to fund a continuation of programme beyond 31 March 2009 to review remaining designated conservation areas and to consider new ones. Currently funding has been agreed for the review/designation of 14 conservation areas.

Of the 16 agreed conservation area reviews for the 2008/9 financial year, four were carried over into the 2009/10 financial year;

- Rothwell as it was to be reviewed in conjunction with Oulton
- Morley as it was to be reviewed with Morley: Dartmouth Park
- Wetherby as it was to be produced in line with a Shop-front design guidance.
- Boston Spa as it is to be subdivided into Boston Spa and Thorp Arch and longer was required for the consultation process.

These reviews are all currently underway and are on track to be completed during the 2009/10 financial year. The extension of these review was agreed with the relevant Area Committee Officer.

HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES

Citywide Budget For Service / Function 09/10

£000s	
Net Revenue Budget	115.5
Net Capital Budget	Nil

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

DESCRIPTION OF WHAT THE BUDGET REPRESENTS:

Revenue funding for salaries, on-costs and supplies.

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

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

REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:

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

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

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

AREA COMMITTEE BREAKDOWN – Conservation Area Reviews

(Please complete as relevant for service/function)

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

Area Committee Roles – 2009 / 10

FUNCTION:	Regeneration Projects & Programmes
DESCRIPTION	
HEADLINE INFORMATION:	
<p>The Projects and Programmes' teams primary function is to respond to the Council's Narrowing the Gap agenda through the development and implementation of major physical regeneration programmes across Leeds. This includes maximising major opportunities for growth and prosperity that all citizens of Leeds can share.</p> <p>Area based programmes include EASEL and Aire Valley in the East, West Leeds Gateway, South Leeds, Chapeltown Corridor, Leeds and Bradford Corridor and the Town and District Centre schemes operating across 17 neighbourhoods. Other projects include PFI housing schemes in Beeston Hill and Holbeck and Little London and the Lifetime Neighbourhoods for Leeds Extra Care scheme and the Chapeltown and Kirkstall JSC schemes funded under LIFT.</p>	
OVERVIEW OF RESOURCES:	
<p>The service is resourced through mainstream staffing and revenue budgets of the Council (and Bradford MDC in relation to the Leeds Bradford Corridor), private sector investment and in some areas with additional match funding secured TD&C schemes) through the ALMO's and Town Councils in some cases and the Heritage Lottery (Armley and Chapeltown only).</p> <p>Procurement of the PFI schemes, including staffing costs, land assembly, feasibility and specialist advisor input is funded through the Council. PFI Credits are provided by central government to attract private sector investment in works and services over a 20-30 year period.</p>	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:	
<p>Reports and briefings will be provided to engage, consult and inform Members at key stages of project and programme development and delivery i.e. start up, initiation, delivery, closure and evaluation.</p>	
EXECUTIVE MEMBER:	
<p>Councillor Andrew Carter (Development) Councillor Les Carter (Neighbourhoods and Housing)</p>	
RESPONSIBLE OFFICERS:	
<p>DIRECTOR: Neil Evans CHIEF OFFICER: Stephen Boyle LEAD OFFICER FOR FUNCTION SCHEDULE: Christine Addison, Head of City Projects</p>	

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

Thriving Places: Improved quality of life through mixed neighbourhoods offering good housing options and better access to services and activities/

Harmonious Communities: More inclusive, varied and vibrant communities through empowering people to contribute to decision making and delivering local services.

IMPROVEMENT PRIORITIES:

Thriving Places: Increase the number of 'decent homes', increase the number of affordable homes; develop extended services, using sites across the city to improve support to children, families and communities.

Harmonious Communities: Increase the sense of belonging and pride in local neighbourhoods that help to build cohesive communities.

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

Projects and Programmes operate on a city-wide basis in priority regeneration areas.

Local performance information will be provided to Area Committees at key points in the life cycle of the projects, where this takes place within and/or impacts on the Committees' areas i.e. start up, delivery, closure, evaluation. The timing of this will vary between individual projects and programmes.

GOVERNANCE

DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

Each programme will have its own approved governance structure. Area functions will operate within that structure in order to influence key actions and decisions.

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

Responsibilities to include;

Influencing:

- programme development and delivery arrangements

Assisting:

- consultation on project proposals
- monitoring of key milestones (via Area Management re TD&C)
- equality impact assessments
- risk management (to resolve issues and offer guidance)
- project evaluations (to assess local impact and realisation of benefits)

Endorsing:

- scope of project and business plans
- locally based communication plans
- project closures prior to Programme Board sign off.

Practical arrangements to ensure Area Committees are able to fulfil the responsibilities will be dealt by way of regular reports, briefings/presentations and consultation.

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

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

Through approved governance structures and as part of regular (as part of normal cycle of Board meetings).

If appropriate, Area Committees may consider setting up a time limited sub-group in order to effectively take forward specific projects or areas of work relating to local major regeneration programmes. This group would then report back to the Area Committee at agreed intervals.

Where appropriate or requested, additional briefings or reporting will take place as part of the Area Committee planned cycle of meetings.

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:

The Director of Environment & Neighbourhoods is responsible for the strategic management and leadership of Environment & Neighbourhoods incorporating Regeneration Services. Operational management for Regeneration Service is led by the Chief Regeneration Officer (CRO).

Arrangements for 2009/10 will be via Area Management who will act as the 'client' and led by the Area Managers who report to the CRO.

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

Centrally Managed Service With Management Contacts for Each Area	Undertaken by Chief Officer and Head of City Office on behalf of the Director of Environment & Neighbourhoods.
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Head of City Projects, Head of East Office and Area Managers (T&DC) on behalf of Chief Officer.

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

Leeds Housing Strategy 2005/06 to 2009/10.
Regional Spatial Strategy 2004 – 2016
Local Development Framework and Core Strategy
Cohesion and Integration priorities and delivery plan 2008-2011.
Regional Economic Strategy 2006-2015
Leeds Renaissance Framework
Leeds Strategic Plan 2008 - 2011
Area Delivery Plans

LINKS TO OTHER CITY COUNCIL SERVICES:

Planning & Development; Highways; Democratic & Legal; Asset Management; Economic Services, Design Services, Culture & Leisure, Housing Strategic Landlord, Procurement.

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Arms Length Management Organisations (ALMO's)
NHS Primary Care Trust
Environment Agency
HCA
Yorkshire Forward

CONTRACT / COMMISSIONING

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

Commissioning of SDA re design work including highway designs (T&DC); asset management (surveying work).

Area Committee Roles – 2009 / 10

FUNCTION:	Grounds Maintenance
DESCRIPTION	
HEADLINE INFORMATION: To provide a range of grounds maintenance services to all identified Highways Services and ALMO land across the authority. The services include grass cutting, shrub and rose bed maintenance and hedge maintenance.	
OVERVIEW OF RESOURCES: The above services are currently delivered on behalf of the Council by two grounds maintenance contractors.	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL: <ul style="list-style-type: none">• Service delivery specification i.e. how the service will be delivered on a day to day basis and the outcome expected.• Contractors annual Service Improvement Plan	
EXECUTIVE MEMBER: Councillor James Monaghan	
RESPONSIBLE OFFICERS: DIRECTOR: Neil Evans CHIEF OFFICER: Andrew Mason LEAD OFFICER FOR FUNCTION SCHEDULE: Stephen Smith	

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

Environment: To create a clean, green and attractive city through effective environmental management and changed behaviour.

IMPROVEMENT PRIORITIES:

- To improve cleanliness and access to and the quality of green spaces

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

No local performance information available. Highways grassed areas and shrub beds are monitored after each service on a random sample basis, city wide. ALMO assets are monitored by the individual ALMOs.

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

Environmental Services currently has the contract administration function for these contracts which it carries out on behalf of the three ALMOs and Highways Services. The grounds maintenance services include grass cutting, shrub and rose bed maintenance and hedge maintenance.

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

- Regular client/contractor meetings take place to address both operational and financial issues relating to the delivery of the contracts. Members will be advised of the schedule of these meetings and through Environmental Services Officers, will have the opportunity to raise issues about the delivery of the grounds maintenance contracts.
- The current contracts for grounds maintenance will end in 2011. Where appropriate Members will be given the opportunity to comment on the development of new specifications and contract packaging.

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

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

- Environmental Services could report to Area Committees on an agreed frequency to include contractor performance against the contract specification.
- Unmapped grassed areas identified through Environmental Services for variation into/out of the contract by agreement with the appropriate client

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:

Environmental Services currently has the contract administration function for this contract which it carries out to all identified Highways Services and ALMO land across the authority.. The services include grass cutting, shrub and rose bed maintenance and hedge maintenance.

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

Centrally Managed Service With Management Contacts for Each Area	Environmental Services is responsible for the overall contract administration for the city wide delivery of grounds maintenance services. Service provision for each area is defined within a fixed contract.
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	

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

- Vision for Leeds to create a cleaner, greener and safer city and contribute towards closing the gap
- Environmental Protection Act – Code of Practice on street litter and refuse

LINKS TO OTHER CITY COUNCIL SERVICES:

- Streetscene Services –grounds maintenance services delivered in accordance with the tender specification will ensure that pavements are kept clear of grass cuttings and litter on grass verges and shrub beds is removed before servicing.
- Highways Services – responsible for ensuring that all adopted highways are maintained in a safe condition and look clean and tidy

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Three ALMOs that currently manage the Council's housing stock

CONTRACT / COMMISSIONING

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

There are currently two contractors in place to provide grounds maintenance services across the authority on behalf of the Council:

- Glendale Grounds Management LTD – amenity/enhanced grass cutting, shrub/rose bed maintenance and hedge maintenance.
- ATM – rough cut/sight line grass, motorway junctions and ‘In Bloom’ judging routes grass verges

Contract duration

- Glendale – contract awarded March 2005 initially for three years and now extended by a further three years until February 2011
- ATM – contract awarded February 2008 for one year and now extended by a further year until February 2010 with an option to extend by a further year until February 2011

Advertising on Lampposts

The council had agreed a 15 year contract for the installation of advertising on lampposts. A 20% share of the income generated from this contract, was due to come back to Area Committees to support local priorities. However, in February of this year the company awarded the contract went in to administration. The council have since been advised by a company called Redbus that they have concluded a transaction to effectively buy the StreetBroadcast business out of administration. The effect of this on the street lighting advertising contract for Leeds still needs to be determined.

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Report of the East North East Divisional Community Safety Partnership

Inner North East Area Committee

Date: 22nd June 2009

Subject: North East Divisional Community Safety Partnership Annual Report

Electoral Wards Affected:

Roundhay
Moortown
Chapel Allerton

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council
Function

Delegated
Executive Function
available for Call In

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

Executive Summary

This report provides Members of the Area Committee with an overview of the performance of the North East Divisional Community Safety Partnership and ward based Neighbourhood Policing Teams. It will also include details of the initiatives that have been delivered in local communities to reduce crime and disorder. The report focuses upon the period 1st April 2008 to 31st March 2009

1. **The purpose of this report is to:**

- Update Members on progress and outputs of the Neighbourhood Management Tasking Arrangements
- Report on Thematic Sub Groups and activities
- Report on the Performance of the NE Police Division and partnership
- Summary of ward crime statistics, public confidence and user satisfaction
- Report on multi agency 'Operation Champions'
- Report on agreed community initiatives funded via Proceeds of Crime Act confiscations (POCA).

Update on the structure of the North East Police Divisional Community Safety Partnership (DCSP) and Neighbourhood Management Tasking Arrangements

2. The Divisional Community Safety Partnership (DCSP) Strategic Plan has now been updated to include the Safer Leeds Priorities for 09/10. The document will be the framework upon which the DCSP will develop activity and manage performance against strategic outcomes of the city, Safer Leeds Strategy 2008-11 and the Area Delivery Plan. The updated DCSP Strategic Plan for 2009/10 is attached in Appendix C.
3. Also attached is a summary of final divisional targets (2009/10) based on actual outturns (see Appendix D).
4. A full review was undertaken in quarter three of all eleven neighbourhood management tasking teams. The aim of the review was to investigate the development and effectiveness of the 11 neighbourhood management tasking teams across the North East Police Division to identify good practice that can be shared and areas of weaknesses where improvements can be made.
5. A questionnaire was devised covering the key aspects of the tasking process to achieve the best range of relevant information from the co-chairs. In order to complete the questionnaires and take into consideration the views of the Neighbourhood Policing Team Inspectors and Co-Chairs, face to face interviews were carried out.
6. In total 14 out of a total of 16 co-chairs were interviewed. In addition they have all completed tasking matrix's since the implementation of a new recording system which have been analysed.
7. A bi-annual meeting of the tasking chairs has now been introduced, the first meeting took place in January 2009. The tasking intelligence package has been reviewed in relation to data protection and new procedures implemented to ensure full compliance to legislation.

Performance Framework / Tasking Teams

8. The co-chairs have responsibility for monitoring performance and local delivery which is overseen by the Area Community Safety Co-ordinator. The introduction of

the action template has proved valuable in recording evidence of supporting locality focussed working and the effectiveness of solving problems. A summary of local actions from each tasking team is now included in the quarterly Divisional Community Safety Highlight report (Quarter 2 onwards).

Proceeds of Crime Act Monies (POCA)

9. This is an innovative approach being taken in the area to better use proceeds of crime to directly support community led projects and empower staff working on the ground in their relationships with local groups/organisations.
10. The North East Police Division allocated the DCSP £24K of funding that had been confiscated from criminals through the Proceeds of Crime Act. The funding is to be awarded to support local groups with community projects/activities which help deliver local priorities and actions against strategic outcomes. A panel was set up to act on behalf of the DCSP to develop a methodology and rationale for use of POCA funds within the steer of the DCSP. The working group consists of a representative from Area Management, North East Police Division, East North East Homes and one of the Area Committee Champions (Elected Member). Each NPT has been allocated £2.4k, with £4.8k top sliced as a DCSP strategic pot.
11. The criteria for use of the NPT area based pots are:
 - A very localised activity solely delivered within that NPT area
 - Delivered by a registered community or residents group/organisation / local agency or school
 - Promotes the area in a positive light
 - Is not using the money to carry on an existing activity
 - Ideally can raise match funding through use of the POCA Funds
 - Will agree to publicity and promotion of the activity as benefiting from the proceeds of crime
 - Is not a religious or political activity
12. The neighbourhood management tasking groups (including ward members) have been submitting ideas for use of the money through knowledge and relationships with local groups and assisting with applications. A full summary of projects agreed and rejected to date are highlighted in Appendix E. It is anticipated that further Proceeds of Crime Act funding will be transferred to the DCSP in June 2009.
13. The scheme is being administered and financially managed by East North East Area Management Team on behalf of the DCSP, using some of the principles and practices of the successful Area Committee Small Grants schemes.

Public Confidence and Satisfaction

14. Operation Confidence commenced in February 2009, the overall objective of the initiative was to increase public confidence in neighbourhood policing and partnership work.
15. The North East Police Division is now producing 11 newsletters highlighting partnership activity undertaken by the neighbourhood management tasking and the neighbourhood policing teams.

16. The leaflets (128,000 in total) will be hand delivered over a 4-6 week period every quarter. Delivery will be undertaken by the Police Community Safety Officers (PCSO's) who will engage face to face with tenants and residents.
17. The newsletters are been produced and co-ordinated by the police division's excel unit, however the tasking co-chairs and agencies have input into the content via the tasking framework, in addition to promoting Operation Champion.
18. The second phase of the leaflets are now been distributed, on average PCSO's are engaging face to face with 1 in 4 households. Funding has been secured from Safer Leeds, North East Police Division, Aire Valley Homes and East North East Homes to continue this initiative until April 2010.

Key Achievements 2008/09 – Neighbourhood Management Tasking Teams

19. Roundhay/Moortown Ward

- Following execution of a warrant under Misuse of Drugs Act and arrest of occupants ENELH and ASBU working with police to seek possession of property on Lincombe Mount which has been a focal point of ASB on Lincombes and Brackenwood estate.
- Positive work by Leeds and Yorkshire Housing Association, Youth Services and PCSO's has resulted in a quiet summer of reported ASB on the Elemete estate.
- Woodlea smartwatering initiative has been ongoing.
- October - Champion one day in each ward. Smartwater in golf course estates, trembler alarms, exhibition road shows, plus execution of warrants (6 arrests drugs, burglary)
- October 13th - Day of action in Cranmer Bank (Three arrests).(info only relates to Alwoodley
- October 8th - Day of action in Lingfields(info only relates to Alwoodley) (5 arrests including the detection of a large amount of burglary garages which is a problem in RAM).
- 24/10 Licensing op test purchase with trading standards, 5/12 further op, and 30/12 further op. We have issued fixed penalties for supplying under age to four local shops, action is being taken against Stainburn News who have failed twice.
- 22/11 test purchase knife operation in RAM. Homebase at Moor Allerton sold knife. Manager given warning and educational input for staff. Other sellers passed test.
- 5/12 knife arch operation at true Britton with co-operation of management. No weapons seized or arrests
- Three champion days of action in Alderton Heights (info only Alwoodley) Brackenwood and Lincombes and environmental clean ups
- Smartwater and trembler alarms continue to be distributed to victims of burglary on visits - Funding bid made to area committees for further smartwater kits and trembler alarms
- Significant arrests of amber nominals via offender management
- Crime and Grime work which included fencing in the Allerton Grange Croft and Lidget Towers areas
- Funding secured (5K) from ward members for fencing to Stonegate Allotments to address ASB issues, site visits and consultation with allotments holders ongoing

- Launch of Police and community together (PACT) meetings

20. **Chapel Allerton**

- 3 clean ups held (Cowper Street in August, Button Hill & Reginalds in September, Scotthall Drive & Avenue in September)
- Additional street scene brought in to de-litter after August Bank holiday carnival.
- Joint action between WYP and Environmental Enforcement at Shoulder of Mutton Pub.
- 4 incidents of flytipping referred and actioned through tasking.
- Environmental Audit of Spencer Place undertaken
- Targeted work in Meanwood with Off Road Motorcycle Unit - number of arrests and stolen bikes seized.
- Mobile phones marked at Chapel Allerton park event (preventing use of stolen mobiles)
- Targeted police action in Sholebroke area as identified hot spot
- Clean up undertaken at Spencer Place 9 October
- Clean up undertaken at Louis Street, Francis Street & Hamilton's on 13 November.
- Environmental Enforcement Action taken at 3 sites referred through tasking
- Targeted work has been done in the Meanwood area with the Off Road Motorcycle Unit. Several arrests, stolen motors been caught.
- VCRAT re-introduced for hot spot areas of vehicle crime.
- Joint visits to retailers who are suspected of selling alcohol to underage customers - WYP, licensing and ASBU
- £400 of crime reduction equipment purchased (Councillors MICE money and IMPaCT Safer, Stronger Communities Funding) to give out to public.
- 10 extremely overgrown hedges cut back on Spencer Place in December improving look & feel of street scene.
- 10 dusk til dawn lights fitted by Care & Repair in the IMPaCT area
- Successful reached agreement to bring forward the new street lights for Spencer Place in Spring 2009.
- Replacement street lighting for Spencer Place is being brought forward following joint paper from tasking co chairs to LCC street lighting and active support from local councillors
- Mini cleanup on Spencer Place, 10 overgrown hedges have been cut back and 3 new communal rubbish bins have been purchased and installed
- Mexbrough place garages, alleygating completed - Jointly funded by Safer Leeds and SSCF
- Targetted ASB action on Beckhill Estate (3rd March) - 14 addresses visited
- Crime Reduction work and links made with Students going to Sub Dub.

Thematic Sub Groups and Activities

21. The following are some examples of work co-ordinated via the problem solving groups.
22. In January 2009 the Vehicle crime, Burglary and Drugs and Robbery sub group were merged into the ' Serious Acquisitive Crime Group' . The group meets regularly on a six weekly cycle. Membership of the group was reviewed and

agreed, new intelligence package content now agreed with all partners and been produced by Divisional Intelligence Unit.

23. Offender Management Inspector is now attending meetings, working with ASBU and Housing regarding partnership intervention on red nominals and amber nominals charged with drug and burglary offences.

NE Divisonal Property Marketing Initiative

24. Initiative planned to commence April 2009 as part of a project "Too Hot To Handle". £18k secured from the 4 area committees covering the Division and contribution from Safer Leeds (£3k). The overall objective is to mark all property across the police division.

Trembler Alarms

25. Continuing to distribute Trember Alarms throughout target areas in Gipton, Seacroft, Halton and Meanwood. In June one alarm was activated in the Meanwood area when a window was smashed which deterred the offender from carrying out a full burglary. This was recorded as an attempt.
26. Systems are now in place to notify Police Division of new tenants across East North East homes for crime prevention visit.
27. Anonymous Resident Survey from group used in Meanwood Operation Champion and distributed to 1000 addresses. Information obtained back relating to possible drug dealers on the estate.
28. Taxi Robberies: taxi companies visited by Police and advised of potential for robberies in the Chapeltown area following a recent trend in this.
29. Street Robberies: Day of action completed in December for students leaving the Sub Dub music event in Chapeltown where Police operated to prevent street robbery. Very successful. Used bluetooth technology to inform people through their mobile phones to be vigilant in the area.
30. ENEHL receiving information about drug dealers and these have been visited by Housing Staff and where possible tenancy action is being taken.

Alleygating

31. **Miles Hill Ginnel, Meanwood** - Several site visits took place. Gates had been illegally locked and they have now been opened and secured. Process commenced for alleygating order, consultation with the community commenced.
32. **Mexborough Place Snicket, Chapeltown** - To address drug related and ASB issues, consultation has been undertaken with the community, funding approved by ward members and Safer Leeds to install fencing and gates, planning application submitted and alleygating order gained. Contractors now on site fitting 7 gates in total.

Hate Crime Sub Group

33. The North East Hate Crime Sub Group continues to case study victims and perpetrators of hate crime. The group has been identified as good practice and has now been replicated across Leeds.
34. Concerns from agencies and feedback from victims of hate crime regarding re-housing of victims and frequent delays resulted in a meeting with strategic landlord regarding management lets for victims of hate crime /similar principle to procedures for Domestic Violence MARACS. This has now been ratified by the strategic landlord.

Domestic Violence Sub Group

35. The Domestic Violence Sub Group has been restructured to incorporate objectives from the governments Every Child Matters agenda. Children's Services East and North East Partnerships are working closely with the DCSP. The membership of the group has been reviewed and extended which will give greater capacity to delivery locally. Some of the delivery will be cross cutting service boundaries but ultimately this will strengthen partnership work . The group held its first merged meeting June.
36. Domestic violence posters have now been sent to all children's centres to raise public awareness.
37. The sub group co-ordinated multi-agency action during the 16 Days of Action as follows:
 - 3 Days of Action – similar to Operation Behave, targeting domestic violence offenders run by police division. Numerous arrests were made and outstanding cases built.
 - Road show focussing on domestic violence awareness held at ASDA Killingbeck – domestic violence promotion boards displayed in St James' A & E department.
 - Women's health matters alongside volunteers from support group distributed information to approx 400 households.
 - Domestic violence page (Safer Leeds) now developed and linked to each NPT website.

Domestic Violence MARAC

38. The North East Divisional MARAC continues to meet monthly to develop multi-agency interventions to support victims of domestic violence.

Total ASBO's in North East Division

39. 37 ASBO's have been secured across Leeds in 2008/09

Current asbos gained by ward: 2008/09:

Roundhay - Nil

Moortown – 1

Chapel Allerton - Nil

ASBO warnings have been served:

Rounday - 1

Moortown - 0

Chapel Allerton – 6

Injunction data

Analysis of a data supplied by the Anti social behaviour unit:

Roundhay – Nil

Moortown - 1

Chapel Allerton – 3

ABC's

A total of 21 ABC's were agreed during 08/09 (by Police Division)

(These figures are not inclusive of those undertaken by the Arms Length Management Organisation)

Performance of North East Police Division and ward crime statistics

40. A performance matrix for 2008/09 is provided in appendix A.
41. Overall violent crime has seen a significant reduction with 269 fewer offences compared against the previous year. However domestic burglary has increased by 11.2% across the division, a total of 375 more offences. Burglary reduction is currently a key priority for the partnership during 09/10.

Year on year crime & ASB Comparison and Public Confidence/Satisfaction

42. Appendix B provides statistics to show crime and anti-social behaviour from 1st October 2007 to 31st March 2008 compared to the same dates the previous year for the Roundhay, Alwoodley & Moortown and Chapel Allerton NPT/Wards.
43. All the crimes and ASB incidents counted were selected based on their grid reference. As such, all PSA1 crimes and ASB incidents recorded anywhere within the NPT's boundaries between the above-mentioned dates have been included in this analysis.

Report on the multi agency Operation Champions

44. An Operation Champion review meeting was held with Safer Leeds and partners across Leeds with regard to the delivery of Operation Champion during 09/10. The DCSP consulted with all Neighbourhood Policing Inspectors and co-chairs of tasking. It was agreed that rather than have 3 days of action in each month targeting specific wards, which meant that some areas would only see Operation Champion once or twice a year that each of the 8 NPT's would have one day of action every 6 weeks which links to the 6 weekly tasking framework and intelligence packages on target areas. This would mean increasing the number of days from 36 days to 71 days (January to December 2009). A review has been scheduled for mid July 2009.
45. Operation Champion has been delivered in Inner North East on the following days:
 - Chapel Allerton – 28th 29th 30th April
 - Roundhay- 21st 22nd 23rd May
 - Roundhay, Moortown and Alwoodley 30th Sept/ 1st 2nd Oct
 - Meanwood – 1st- 3rd December 08
 - Alderton heights/Moortown - 28th Jan 2009
 - Brackenwoods/Lincombes - Roundhay - 27th Feb 2009

CCTV Van Deployment

46. A separate report on CCTV is provided to the Area Committee by Leeds Watch.

Implications for Council Policy and Governance

47. There are no implications for the Council policy and governance.

Legal and Resource Implications

48. There are no legal implications.
49. There are no resource implications. However, the Area Committee has used its Wellbeing budget to support some activities highlighted within this report.

Recommendations

50. The Area Committee is asked to note and comment on the contents of this annual report on the performance and activities of the North East Divisional Community Safety Partnership.
51. The Area Committee is also asked to note the rising trend for burglaries and to support the prioritisation of actions to tackle this through partnership working at DCSP and neighbourhood level.

North East Leeds DCSP - Operational Performance Matrix 2008/09					
Safer Leeds <i>tackling drugs and crime</i>					
Indicators	08/09 Target		RAG	Year End	Performance Comments April-March
Creating safer environments by tackling crime					
Reduce the level of serious acquisitive crime	7293	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7829	Up 4.2 against previous year (314 more offences)
Reduce the level of domestic burglaries	3161	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3733	Up 11.2% against previous year (375 more offences)
Reduce the level of theft of motor vehicle	1018	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1031	Up 0.6% against previous year (6 more offences)
Reduce the level of theft from motor vehicle	2398	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2456	Up 1.8% against previous year (43 more offences)
Reduce the level of robbery	714	<input type="checkbox"/>	<input checked="" type="checkbox"/>	609	Down 15.3% against previous year (110 fewer offences)
Reduce the level of assault with injury	2036	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1954	Down 6.4% against previous year (134 fewer offences)
Reduce the level of serious violent crimes	227	<input type="checkbox"/>	<input checked="" type="checkbox"/>	197	Down 15.1% against previous year (35 fewer offences)
Improving community confidence and public satisfaction					
Increase the proportion of residents who agree that their local area is a place where people from different communities get on well together	62.0%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	62.8%	+0.8% variation from target
Reduce the proportion of residents who believe that anti-social behaviour increased in their local area	35.7%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15.2%	-20.5% variation from target
Improving lives by reducing the harm caused by substance misuse					
Ensure that 98% of appropriate arrestees are	98.0%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	97.7%	-0.3% variation from target

tested for drugs					
Supporting victims and reducing the risk of victimisation					
*Increase the number of reported incidents of domestic violence	5539		□	3700	Up 1.9% against previous year (68 more offences)
*Reduce repeat victimisation as a proportion of domestic violence incidents	43.0%		□	45.5%	Compared with 48.6% against previous year
Reducing and managing offending behaviour					
Reduce the re-offending of priority offenders	15.0%	N/A		N/A	Not available from WYP performance review.

(A) Crime & ASB Comparison: 2007/2008 to 2008/09

CRIME	MOORTOWN WARD			
	2007/8	2008/9	Difference	% Inc / Dec
AGGRAVATED TWOC	2	4	2	100.00
ARSON	5	6	1	20.00
ASSAULT	111	106	-5	-4.50
BURGLARY DWELLING	311	301	-10	-3.22
BURGLARY OTHER	107	128	21	19.63
CRIMINAL DAMAGE - BUILDING NON DWELLING	35	43	8	22.86
CRIMINAL DAMAGE - DWELLING	75	70	-5	-6.67
CRIMINAL DAMAGE - MOTOR VEHICLE	140	103	-37	-26.43
CRIMINAL DAMAGE - NON SPECIFIC	32	24	-8	-25.00
ROBBERY	48	30	-18	-37.50
THEFT FROM PERSON	14	11	-3	-21.43
THEFT FROM VEHICLE	364	325	-39	-10.71
THEFT OF VEHICLE	56	22	-34	-60.71
TWOC	4	23	19	475.00
Grand Total	1304	1196	-108	-8.28
ANTISOCIAL BEHAVIOUR CALLS	739	707	-32	-4.33

CRIME	ROUNDHAY WARD			
	2007/8	2008/9	Difference	% Inc / Dec
AGGRAVATED TWOC	3	2	-1	-33.33
ARSON	25	15	-10	-40.00
ASSAULT	206	183	-23	-11.17
BURGLARY DWELLING	338	356	18	5.33
BURGLARY OTHER	124	181	57	45.97
CRIMINAL DAMAGE - BUILDING NON DWELLING	56	45	-11	-19.64
CRIMINAL DAMAGE - DWELLING	127	73	-54	-42.52
CRIMINAL DAMAGE - MOTOR VEHICLE	201	175	-26	-12.94
CRIMINAL DAMAGE - NON SPECIFIC	55	30	-25	-45.45
ROBBERY	74	91	17	22.97
THEFT FROM PERSON	30	33	3	10.00
THEFT FROM VEHICLE	239	245	6	2.51
THEFT OF VEHICLE	46	34	-12	-26.09
TWOC	9	35	26	288.89
Grand Total	1533	1498	-35	-2.28
ANTISOCIAL BEHAVIOUR CALLS	912	780	-132	-14.47

CRIME	CHAPEL ALLERTON WARD			
	2007/8	2008/9	Difference	% Inc / Dec
AGGRAVATED TWOC	12	13	1	8.33
ARSON	31	15	-16	-51.61
ASSAULT	429	321	-108	-25.17
BURGLARY DWELLING	325	300	-25	-7.69
BURGLARY OTHER	162	113	-49	-30.25
CRIMINAL DAMAGE - BUILDING NON DWELLING	42	41	-1	-2.38
CRIMINAL DAMAGE - DWELLING	268	241	-27	-10.07
CRIMINAL DAMAGE - MOTOR VEHICLE	261	245	-16	-6.13
CRIMINAL DAMAGE - NON SPECIFIC	46	58	12	26.09
ROBBERY	134	118	-16	-11.94
THEFT FROM PERSON	65	49	-16	-24.62
THEFT FROM VEHICLE	269	235	-34	-12.64
THEFT OF VEHICLE	88	45	-43	-48.86
TWOC	15	32	17	113.33
Grand Total	2147	1826	-321	-14.95

ANTISOCIAL BEHAVIOUR CALLS	1637	1487	-150	-9.16
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(B) NPT Public Confidence and User Satisfaction in the Police

PUBLIC CONFIDENCE	ROUNDHAY/ALWOODLEY/MOORTOWN NPT		
	March 2008	March 2009	% Increase
Confidence in local policing	52.4%	54.8%	2.45
NPT ASB			% Decrease
% of residents who think ASB has increased	25.3%	8.2%	17.1%
NPT Awareness			% Increase
% of residents aware of their NPT	23.8%	36.1%	12.3%
User Satisfaction	March 2008	March 2009	% Change
Overall satisfaction	80.0%	88.7%	+8.7%
Ease of contact	92.5%	89.4%	-2.7%
NPT Actions taken	76.4%	81.8%	+5.4%
NPT Progress	66.7%	69.9%	+3.2%
NPT Treatment	90.2%	95.1%	+4.9%

PUBLIC CONFIDENCE	CHAPEL ALLERTON NPT		
	March 2008	March 2009	% Increase
Confidence in local policing	53.5%	57.1%	3.6%
NPT ASB			% Decrease

% of residents who think ASB has increased	21.1%	10.2%	11.0%
NPT Awareness			% Increase
% of residents aware of their NPT	27.4%	42.2%	14.8%
User Satisfaction	March 2008	March 2009	% Change
Overall satisfaction	84.7%	73.8%	+10.9%
Ease of contact	85.7%	88.9%	+3.2%
NPT Actions Taken	78.8%	74.2%	-4.6%
NPT Progress	58.5%	57.4%	-1.1%
NPT Treatment	90.7%	85.7%	-5.0%

Updated 14th April 2009 / Awaiting ratification of performance targets for Safer Leeds (Divisional performance matrix)

North East Divisional Community Safety Partnership Performance Framework/Strategic Outcomes

2008-2011

Our Mission - what we want to achieve

The overall mission of North East Divisional Community Safety Partnership is :

'To secure sustainable reductions in crime and disorder and address the fear of crime in North East Leeds '.

Our Strategic Outcomes

OVERALL VISION AND STRATEGIC CONTEXT

The Leeds Initiative (the **Local Strategic Partnership**) guides the work of all partnerships in the city towards achieving the long term ambition of the **Vision for Leeds (2004-2020)** of ‘making sure everyone has a better quality of life now and for generations to come’ The Vision commits Leeds Initiative and its partnerships to make sure they: ***‘tackle crime and community safety in every one of the Vision’s programmes of work’***

The **Leeds Strategic Plan (2008-2011)** will set out how partners across the city will deliver measurable outcomes agreed with Government Office. The LSP has a number of themes. Within each theme are Strategic Outcomes which have a set of Improvement Priorities. These priorities will have a varying degree of relevance and local priority to different areas of the city.

Area Committees will be responsible for developing, agreeing and monitoring a local interpretation of the LSP through **Area Delivery Plans** (ADPs). Key partnership priorities, including those of the DCSP, are included in the ADP and listed on page 4 of this document. There is opportunity however to use this local delivery/service planning and public accountability framework for the work of the DCSP.

The North East Divisional Community Safety Partnership is an operational arm of the Safer Leeds Partnership (CDRP) which supports the delivery and co-ordination of activity at a local level.

To ensure consistency of approach across the DCSPs of the city, each will place equal emphasis on delivering these Strategic Outcomes:

- 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**

The above 5 Safer Leeds outcomes translate across into the Leeds Strategic Plan mainly under the “Thriving Neighbourhoods” theme under the Strategic Outcome (and associated Local Improvement Priorities) of:

- Reduced crime and fear of crime through prevention, detection, offender management and changed behaviours (Local Improvement Priorities: reduce crime and fear of crime, reduce offending, reduce the harm from drugs and alcohol to individuals and society, reduce anti-social behaviour)**

There are further cross-cutting LSP outcomes that the DCSP will contribute towards but not have the lead role:

- Improved quality of life through mixed neighbourhoods offering good housing options and better access to services and activities (Thriving Neighbourhoods)**
- More inclusive, varied and vibrant neighbourhoods through empowering people to contribute to decision making and delivering local services (Stronger Communities)**
- Improved community cohesion and integration through meaningful involvement and valuing equality and diversity (Stronger Communities)**
- The Divisional Community Safety Partnership will contribute towards delivery of the ‘Every Child Matters’**

government agenda through this plan

- The East and North East Children Leeds wedge leadership teams will be responsible for developing an integrated children's services response to delivering personalised services for children and young people across the five outcomes of Every Child Matters. The DCSP and the Wedge Leadership Teams will work closely together and seek to reduce duplication of effort and maximise joint service responses to cross cutting issues

1. Creating safer environments by tackling crime

The public have the right to be safe and feel safe in their own home, on the streets and the places they go. Tackling serious crime and diffusing tensions in our communities is vital to peoples' quality of life.

Operational Performance targets

09/10

- Reduce the level of serious acquisitive crime
- Reduce the level of domestic burglaries
- Reduce the level of theft of motor vehicle
- Reduce the level of theft from motor vehicle
- Reduce the level of robbery
- Reduce the level of assault with injury
- Reduce the level of serious violent crimes

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Priorities

Our Delivery Activities & Accountability (09/10)

Reducing serious acquisitive crime:

(Burglary, robbery, theft of and theft from motor vehicle)

Serious Acquisitive Crime Group

- Deliver a range of targeted campaigns to increase potential victims' awareness, prompt action and prevent opportunities for acquisitive crime to take place.
 - Identify and deploy suitable situational crime prevention measures in key locations using a targeted approach.
 - Maximise the use of available technology, e.g CCTV, ANPR, Smartwater etc to deter and detect crime and prioritise deployment of partnership resources
-
- **Neighbourhood Management Tasking X 12**
 - Identify and target offenders committing acquisitive crime.

Reducing violent crime:
(Assaults & wounding and alcohol fuelled violence)

Neighbourhood Management Tasking x 12

- Deliver activities that focus on alcohol related crime locally/ Target Activities around licensed premises and working in partnership with Licensed Public Houses
- Development of over 21 scheme with local shops

Prevent, identify and respond to community tensions.

Drugs and Robbery Sub Group

- Deliver activities that focus on reducing the incidence of weapon enabled crime, including the possession of knives and firearms

YOS E+ NE

- Deliver weapons awareness programmes to all active yos cases known to carry weapons

- **DCSP** - Consider Designated Public Place Orders(DPPO'S) where appropriate

Neighbourhood Management Tasking x 12 /Neighbourhood Wardens

- Continue to develop and implement the intelligence assessment and response to community tensions, ensuring partners work closer with and within the communities where the greatest risks have been identified.
- Sharing of local intelligence

Hate crime sub Group

- Follow up local tension issues across NE by multi-agency approach

- **Prevent Community Officer /Community Engagement Field Officer**

- To support the potholders in identifying individuals in East and North East who may be vulnerable to recruitment by violent extremists.
- To ensure support is provided through existing partnership meetings and community frameworks

2. Improving lives by reducing the harm caused by substance misuse

Substance misuse affects the well being of individuals, families and neighbourhoods; it damages the health of individuals and undermines family life as well as having huge social and economic costs to the city. Reducing drug and alcohol related crime is vital to making people safer and improving lives.

Operational Performance targets

09/10

Priorities

Our Delivery Activities & Accountability (09/10)

Addressing alcohol misuse through a combination of prevention, control and treatment.

Operation Champion

- Develop with partners, effective communication and public information mechanisms to carry key prevention messages to promote a culture of responsible drinking.

Neighbourhood Management Tasking

- Work with licensed premises to ensure that the sale of alcohol and its consumption are managed in a responsible manner.
- Evaluate success of Operation Buzzer and identify funding for hot spot areas

YOS E + NE

- All young people screened for substance misuse and specialist intervention provided by substance misuse worker
- Deliver a session on alcohol awareness to young people known to the service

NE and East Children's Leeds Leadership Team

- Develop and implement local solutions to address increasing teenage conceptions by providing joint service responses to underage drinking and other substance misuse that can lead to unsafe sexual behaviour.

3. Supporting victims and reducing the risk of victimisation

Victims have the right to expect that crimes they have reported are investigated and to receive information about what happens, the chance to explain how the crime or incident has affected them and for their interest to be taken into account. All victims should be treated with respect and sensitivity and be offered emotional and practical support.

Operational Performance Targets

09/10

Increase the number of reported incidents of domestic violence

Reduce repeat victimisation as a proportion of domestic violence incidents

Priorities

Our Delivery Activities & Accountability (09/10)

Supporting victims and reducing the risk of victimisation:

Domestic violence

Domestic Violence Sub Group

- Develop and deliver activities to support the refreshed city wide Domestic Violence Strategy including, raising public awareness, improving services to women, improving services to children, continued development of community support, supporting effective civil and criminal justice responses, developing preventative and educational work with children and young people, supporting the sustainability of domestic violence services and developing effective offender management interventions.
- Improve capacity for delivering Domestic violence initiatives by merging the Domestic Violence sub group with the Domestic violence children and young people's forum. Co-ordinate good partnership work that cuts across two service areas

NE MARAC

- Identification of and early intervention with victims and perpetrators of domestic violence to prevent escalation.,
- Provide support for victims of DV via case study approach and multi-agency intervention

Hate crime

Hate crime sub group /Gipton Cohesion group

- Develop and deliver activities to support the refreshed city wide Hate Crime Strategy including, increasing victims' confidence in the reporting of hate crime incidents, improving service responses to victims of hate incidents, improving service responses to deal with perpetrators of hate crime, continue to develop preventative and educational activity to address hate incidents and implementation of actions to tackle hate crime in response to local assessment of need.
- Work with local communities in identifying community solutions to addressing hate crime and develop good

-
- Children and young people
- practise
 - Develop joint agency service standards in dealing with hate crime
 - Supporting the North East and East Leadership team and their partnerships in delivering the 'stay safe theme' ensuring the views and concerns of young people, their parents and carers are taken into account when identifying and developing community safety responses. Utilising safer schools partnerships to build relationships between young people and services as well as an avenue to support learning about safety in the home, streets and neighbourhoods and delivering targeted early year's preventative schemes and targeted diversionary programmes.
 - Strengthen relations between the Police Youth liaison officers and extended cluster services coordinators to support the delivery of the stay safe element of the cluster plans .

4. Reducing offending and managing offending behaviour

The community has a specific right to expect public agencies to work with known offenders. By placing increasing emphasis on managing or modifying the behaviours of offenders who create most harm in our communities, this will reduce the risk of them offending again and also reduce crime.

Operational performance targets

08/09

Reduce the re –offending of priority offenders

15%

Priorities

Our Delivery Activities & Accountability (08/09)

Reducing offending behaviour by addressing risks and harms.

Neighbourhood Management Tasking x 12

- Sharing local intelligence and multi agency problem solving around prolific offenders
- Referrals to specialist agencies, e.g Signpost

YOS E +NE

- Individually tailored programmes based on assessed risks and needs delivered to all sentenced young people and parents by a multi agency team

Community Pay Back Team – Probation services

- Maximise use of community payback scheme and consult with communities on identifying issues to be addressed

NE and East Children’s Services Leadership Team

- North East and East Children’s leadership team and their local partnerships to understand local need and personalise our collective service response to the most socially excluded young people and particularly those at risk of entering the criminal justice system .

North East Division Offender Management Team

- Work with partner agencies to ensure that all partners support the delivery of integrated Offender Management Model (IOM)
- Ensure prisoners have proper release plans with pathways to appropriate support agencies
- Maximise use of intelligence sharing across partner agencies

5. Improving community confidence and public satisfaction

Communities expect public agencies to tackle anti-social behaviour in their localities in a responsive and effective manner. Communicating, engaging and involving local people in those issues of most importance to them is a vital component to providing public reassurance and reducing the fear of crime.

Operational Performance Targets 09/10

Increase the proportion of residents who agree that their local areas is a place where people from different communities get on well together
Reduce the proportion of residents who believe that anti social behaviour increased in their local area

Priorities

Our Delivery Activities & Accountability (08/09)

Tackling anti-social behaviour and damage through a combination of prevention, diversion and enforcement activities.

ASB Panel & Neighbourhood management Tasking

Continue to utilise effectively a range of tools for tackling ASB and damage (e.g. ASBOs, ABC, dispersal powers, parenting classes or orders, crack house closures as well as powers in the Clean Neighbourhoods and Environment Act 2005) as part of a package of responses to local issues.

Signpost East

- Continue to support the implementation of the Family Support and Parenting Strategy and programmes to support parents whose children are involved in or at risk of being involved in ASB activity, in particular targeted diversionary programmes.

North East and East Childrens Services Leadership Team

- Work closely with Extended Services and cluster co-ordinators(18) to strengthen communication with local schools , children's centres and youth provision.
- Maximise opportunities to deliver initiatives in schools via PSCHE

Leeds Watch and North East Division CCTV Officer

Work closely with the City Council on their on action to improve the security of homes, public buildings and public spaces.

- Maximise usage of CCTV footage in order to take enforcement action

Operation Champion /Neighbourhood Management Tasking x 12

- Co-ordinate single days of multi agency action
- Continue with the targeted rolling programme of neighbourhood crime and grime initiatives such as Operation Champion.

Improve public

ASB Problem Solving Group

reassurance and the fear of crime by actively communicating, engaging and involving local people.

- Develop partnership mechanisms for measuring how satisfied victims of ASB are with the service the police and city council provide.

Thematic Problem Solving Groups/Neighbourhood Management Tasking

- Continue to actively promote community safety messages and increase awareness of crime prevention and community safety services.

DCSP

- Develop good news stories/Develop effective Media strategy
- Operation Confidence - Develop an annual programme of quarterly newsletters from NPT's and neighbourhood management tasking teams

Neighbourhood Management Tasking Teams x 12

- Ensure agencies respond effectively to local need by integrating neighbourhood policing practice with area management delivery programmes.
- Communicate with local people through 'Face the People' events.
- Co-ordinate feedback to local communities via neighbourhood wardens and police community support officers.
- Deliver crime prevention messages and good news stories in agency newsletters
- **Proceeds of Crime Working Group**
- Develop the Proceeds of Crime Act community award scheme
- Divisional press officer and partnership to collectively promote the work carried out in the community by maximising press releases, success stories

Divisional Targets Brief – Final targets based on actual outturns

Appendix D

KPI	Policing Plan Key Performance Indicators	2009/10 Force Target	Data Source	North West Leeds			North East Leeds			City and Holbeck		
				Outturn 2008/9	Target 2009/10	% change	Outturn 2008/9	Target 2009/10	% change	Outturn 2008/9	Target 2009/10	% change
1	Increase the proportion of residents who agree that the police and local council are dealing with the anti-social behaviour and crime issues that matter in their area	49%	Police Authority Public Perception Survey	40.8%	45.8%	5%	45.0%	50.0%	5%	40.9%	45.9%	5%
2	Increase the proportion of residents who believe that the police do an excellent or good job in their local area	42.8%	Police Authority Public Perception Survey	45.8%	47.3%	1.5%	49.6%	50.8%	1.2%	45.3%	46.8%	1.5%
3	Increase the overall satisfaction of service users	84.3%	WYP Victim Surveys (telephone surveys undertaken by swift research)	84.1%	85.4%	1.3%	83.3%	84.4%	1.1%	85.2%	86.5%	1.3%
4	Reduce the satisfaction gap between White and BME Victims	6.1%	WYP Victim Surveys (telephone surveys undertaken by swift research)	4.6%	6.1%	1.5%	8.5%	6.1%	-2.4%	13.0%	6.1%	-6.9%
5	Reduce the level of acquisitive crime (house burglary, robbery and vehicle crime)	50,709	NICHE	8326	8026	-3.6%	7829	7547	-3.6%	5007	4827	-3.6%
6	Reduce the re-offending of priority offenders	tbc	PNC Convictions	tbc			tbc			tbc		
7	Reduce the number of assaults resulting in injury	16,261	NICHE	1828	1791	-2%	1956	1917	-2%	1923	1885	-2%
8	Reduce the proportion of residents who believe that anti-social behaviour has increased in their local area	17.8%	Police Authority Public Perception Survey	17.5%	16.2%	-1.3%	15.2%	14.2%	-1.0%	20.0%	18.7%	-1.4%
9	Increase the proportion of residents who agree that their local area is a place where people from different communities get on well together	57.5%	Police Authority Public Perception Survey	60.1%	61.6%	1.5%	62.8%	64.0%	1.2%	55.9%	57.4%	1.5%
KPI	Policing Plan Key Performance Indicators	2009/10 Force Target	Data Source	North West Leeds			North East Leeds			City and Holbeck		

				Outturn 2008/9	Target 2009/10	% change	Outturn 2008/9	Target 2009/10	% change	Outturn 2008/9	Target 2009/10	% change
10	Reduce the number of serious violent crimes	1,504	NICHE	175	172	-2%	197	193	-2%	207	203	-2%
11	Increase the proportion of sanction detections for domestic violence	53.0%	NICHE	52.9%	53.0%	0.1%	56.5%	56.5%	0.0%	51.7%	53.0%	1.3%
12a	Increase the volume of confiscation orders	172 £5.164m	Economic Crime Unit (Joint Asset Recovery Database (JARD))	35	20	-15	23	20	-3	30	20	-10
12b	Increase the value of confiscation orders (£000's)	172 £5.164m	Economic Crime Unit (Joint Asset Recovery Database (JARD))	751k	213k	-605k	41k	213k	168k	208k	213k	137k
13	Maintain or increase the number of the workforce in public facing roles	≥5,863	NSPIS HR	606	>606	-	572	>572	-	558	>558	-
14	Reduce the proportion of working hours lost to sickness	3.7%	NSPIS HR	4.2%	3.7%	-0.5%	4.1%	3.7%	-0.4%	3.5%	3.7%	0.2%

POCA Grant Applications 2009/10 ENE AREA DIVISION

Ref No	Date Original Idea Rec'd	Project	Organisation	NPT AREA	Local officer contact	Current position	Requested	POCA Panel Decision	Date Application Received	Total Approved
POCA 01	13/12/2008	No specific project submitted – simply a request to support the organisation as they provide a valuable link for the Police with older people. Recommendation is for approval subject to the development of a specific local project/event by NET with support from PCSO Taylor.	Neighbourhood Elders Team (NET)	5	PCSO Shaun Taylor / Chris Jones	Email sent to asking for a specific project to be submitted	£500			
POCA 02	15/12/2008	Following the overwhelming success of Year 1 of the Project, using the BAD MUMMY programme, they propose to continue to provide an educational theatre programme to engage, support and enable schools and young people's projects to address domestic violence and child protection issues. The new programme "losing it" will also address issues around community division and cohesion. The bid is subject to finding match funding.	Theatre in Education	4	Martin Hackett	REJECTED	£500	REJECTED - ongoing project not very localised or specific		£0.00
POCA 03	03/03/2009	Helen Martin of All Saints school runs an out of school club called "The Green Gym". This is purely voluntary & environmental friendly. Helen is desperate for funding to continue & develop the project which enables children from the school to learn about the environment. They grow their own produce which is then cooked by the school & the eaten by the children. She has won an environmental award for the project. At the moment she can not grow the produce throughout the winter months. She would like to bid for a Poly tunnel (approx cost £300 -£400) & some plant pots & seeds etc.	All Saints Primary School	2	Ins Jackie Hawke	Awaiting completed application form	£500			£500.00

Ref No	Date Original Idea Rec'd	Project	Organisation	NPT AREA	Local officer contact	Current position	Requested	POCA Panel Decision	Date Application Received	Total Approved
POCA 04	03/03/2009	We at East Leeds are a clubmarked club which meets with all the relevant governing body legislation set down. In the 30 years we have been running we have produced no more than 65 professional players as i explained last week we would like to strengthen our commuinity ties in working with the police and youth services in the ls9 area. We feel that the benefits to the area by our involvement would be safer streets, giving a focus to youths in the area by somewhere to go to be come fitter, healthier and being part of a team. The club plans to run this scheme over twenty weeks in the summer on three nights with qualified rugby coaches who all have up to date CRB checks to supervise these youths. We discussed last week about hopefully this becoming a yearly event in the ls9 area, i would like to give you a promise of the club being in for the long haul, as i feel this could benefit the whole commuinity. I hope this will support our bid for £2,500 yours in sport.	East Leeds Amateur Rugby League Club	2	Ins Jackie Hawkes & Cllr Brett	£2k contribution awarded by Inner East Area Committee - so £500 balance needed. Awaiting confirmation this is the case from Anna Turner and Jim Croft	£2,500			£500.00
POCA 05		Money for set up costs for the Kitchen enterprise at Mandela Centre - User group.	Mandela Centre User Group	3	Chapel Allerton	REJECTED	£500	REJECTED - too vague		£0.00
POCA 06		Sponsorship of proposed new Festive Lights for Chapel Allerton shopping centre/streets.	Chapel Allerton Traders	3	Cllr Dowson	REJECTED	£500	REJECTED - difficult precedent to set - ongoing costs		£0.00
POCA 07		To devise and implement a scheme to reward the positive behaviour and contributions of young people in the area of Chapeltown. The Police in partnership with other agencies and bodies operating in the Chapeltown area to identify young people who do something positive for their community. The scheme may include the signposting of youths, currently not engaging and at risk of causing ASB or involvement in crime, into programmes and groups where they can make a more positive contribution. Rewards will be administered by Youth services and PCSO's with the opportunity to be allocated opportunities for access to sporting and leisure services within the area. Other rewards may take the form of sports clothing or equipment.	Youth Services/Police	1	Ins Reed/Pat Brooke – applying for STRATEGIC POT to support Gang Strategy work.	No app form received	£2,500			£2,500.00
Ref No	Date Original Idea Rec'd	Project	Organisation	NPT AREA	Local officer contact	Current position	Requested	POCA Panel Decision	Date Application Received	Total Approved

POCA 08		Restoring the swings at The Bumps. Involve paint striping, sanding, painting and installing new chains and seats. Also the flooring would essentially need cleaning could be done with the Probation service for a few hundred quid.	Probation Service – Community Payback Team	9	Cllr Lobley	Awating completed application form	£500			
POCA 09		The club is run at Collingham Primary School at a weekend and is entirely funded by donations from parents to pay for kit and time of coaches to train and divert into constructive activities young people of primary school age in the village. A bid of £400 is submitted to pay for new nets, balls and related kit to help it carry on into next year	Collingham Junior Football Team	7	Ins Marcus Griffiths	PAID	£400	Approved	26.03.09	£400.00
POCA 10		To create internal storage space to enable development of partnership working with Youth Services – through ReFresh project currently involving 35 children aged 7-12. Total cost £2k so agreement would be subject to match be found.	Stainbeck Church	3	Chapel Allerton	REJECTED	£1,000	REJECTED - not a definable project as such - ongoing cost		£0.00
POCA 11		To pay for extra sessions of the motor cycle course helping divert young people into positive local activity. Match may be found from Area Committee through local Member support/pot.	Prince Phillip Centre – BUMPY Project	3	Cllr Dowson	REJECTED	£500	REJECTED - ongoing project		£0.00
POCA 12	25.03.09	Contribution towards purchase of £2k bike stands for primary school children. Letter received from school council making request.	Our Lady's Primary School, Seacroft	8	Bev Yearwood	PAID	£500	Approved	26.03.09	£500.00
POCA 13	03/03/2009	£500 towards kit, equipment, training costs	Amaranth JFC	4	Martin Hackett	PAID	£500	Approved	24.03.09	£500.00
POCA 14	03/03/2009	Burmantofts Boxing Club require some new gym mats and benches for the club - not doing this. Instead, Shower Refurbishment Improvement	Burmantofts Boxing Club	2	Ins. Jackie Hawkes	Processing payment	£500	Approved	22.04.09	£645.00
POCA 15	26.03.09	Football team under 11s who's first season together in any team or structure are doing well. Also there is 35 of the young people training in this team 3 times a week. £500 requested to buy a new away kit.	Chapelton Football Youth Development Centre	3	Ins Tony Reed	PAID	£500	Approved	26.03.09	£500.00
POCA 16	25/03/2009	Stainbeck Church and Hall - to fit a secure locking mechanism which will be controlled via the intercom system but allow emergency exit. Facilities used by the Childrens Centre, Youth Club and parents.	Stainbeck Community Outreach and Development Enterprise	3	Peter Craske	PAID	£565	Approved	07.04.09	£565.00
Ref No	Date Original Idea Rec'd	Project	Organisation	NPT AREA	Local officer contact	Current position	Requested	POCA Panel Decision	Date Application Received	Total Approved

POCA 17		Bramham Ark Pram Service. Held at Bramham Village hall - with 10 x under 5s attending. Want help buying toddler chairs, cups, changing mats, religious toys and general items. Designed to promote/increase attendance at church.	All Saints Church Parochial Parish Council	7	PC Byfield		not specified	REJECTED - unable to fund religious activity		£0.00
POCA 18		Bramham Junior Football Club - football kit and football nets	Bramham Football Club	7	PC Byfield	Processing payment	£500	Approved	24.04.09	£500.00
POCA 19	25.03.09	Swarcliffe Good Neighbours have recently spent time decorating public areas within the community centre. As part of the work they would like to improve the outside seating and gardening area including putting up hanging baskets and planting to improve the outside space and make it accessible for the older people attending their sessions.	Swarcliffe Good Neighbours St Gregory's Youth & Adult Care Centre	4	Samantha Lowe/ Ken Hill	PAID	£200	Approved	03.04.09	£200.00
POCA 20	25.03.09	Whinmoor Wanderers is a voluntary group providing social activities and support to older people from the local neighbourhood. The group is based at Fieldhead Community Centre. If successful the funding will be used to enable the older people to access the outside space at the centre during spring and summer.	Whinmoor Wanders	4	Samantha Lowe/ Janice Linley	PAID	£266	Approved	22.04.09	£266.00
POCA 21	25/03/2009	The funding is requested to buy new equipment for a music and movement group (Jabadao) for pre-school children in the Chapeltown and Harehills area.	Leeds NHS - 7 Day Response	6	Sylvia Shatwell/Insp Reed	PAID	£300	Approved	07.04.09	£315.00
POCA 22	25.03.09	Police Playday - Easter Play Scheme Proposal for Tuesday 14 th April 2009 to involve NPT and Education Workers at the urban farm.	Meanwood Valley Urban Farm/NPT	3	Robert Plant (MVUF)/PC Gilchrist	Processing order	£500	Approved	15.05.09	£500.00
POCA 23	25.03.09	Potternewton Adult Learning Centre - group of adults with learning disabilities. The purpose is to help them understand other peoples needs & give them an insight into some of there issues other less fortunate people have.	Potternewton Centre Amenity Fund	3	Insp Reed	PAID	£200	Approved	27.04.09	£200.00
POCA 24	27.03.09	Boys group - Personal development with boys and young men aged 13 – 17 years living in the Seacroft and Killingbeck Ward area. Group work sessions for a programme of 10 weeks starting 3/4/09.	Seacroft Youth Programmes	8	Claire Billingham	App received	£510	Approved - subject to application		

Ref No	Date Original Idea Rec'd	Project	Organisation	NPT AREA	Local officer contact	Current position	Requested	POCA Panel Decision	Date Application Received	Total Approved
POCA 25	26.03.09	Scheme called the St Richards Holiday Club & based at St Richards Church, Ramshead Hill, this group caters for Easter & summer holiday time for local children aged 5-11 years. The main activities are arts, crafts & design-based which encourages young children to come & spend their time constructively within a supervised group & which therefore prevents them from being drawn into hanging around on the streets & so running the risk of being drawn into ASB & similar.	St Richards Church - Holiday Club	8	Insp Ed Chester	Email request received - check with John	£500	REJECTED - ongoing activity/ scheme		£0.00
POCA 26		Ex-Tradex building - contribution toward new facilities for young people	?	6	Ins Adams	REJECTED	£5,000	REJECTED - too much. Happy to consider smaller application for specific item		£0.00
POCA 27		Healthy Lifestyle Programme - Alwoodley. 12 week accredited programme based at Open House and Northcall	Youth Services/ Cranmer & Lincoln Youth Project	7	Pat Watson/ Ann Falkingham	Awaiting completed application form	£850	£500 contrib approved subject to form		£500.00
POCA 28		Replacement of central heating system at Seacroft Village Hall	Seacroft Village Hall Management Committee	8	Cllr Selby	REJECTED -	£3,000	REJECTED - not a stand a lone project which is ready to go - refer to Area Cttee		£0.00
POCA 29	06.04.09	To replace some books & toys that the children like to play with - 20 children aged between 2 and 5.	Clifford Pre School	7	PC Mark Byfield	Brief proposal received	not specified	Approved subject to form been completed		£250.00

Ref No	Date Original Idea Rec'd	Project	Organisation	NPT AREA	Local officer contact	Current position	Requested	POCA Panel Decision	Date Application Received	Total Approved
POCA 30	30.04.09	Queenview is a sheltered housing block of flats in Seacroft with mostly elderly residents. We would like to set up a cinema club mainly for the weekends as this time can be quite lonely. This would be done in our community rooms. We would possibly put a small charge for residents towards the cost of videos. Initially we would be looking for a TV & Video equipment to set up the project. Don't have definite costs but would think about £300-£400 would be needed.	Queensview Residents Association	8	Bev Yearwood	Brief proposal received	£300			
POCA 31	29.04.09	Anna has allocated £1,000 for the gala but we have just about used this and still need a DJ and publicity. The aims of the gala this year (4th July) is to replace the forum with a celebratory event, information and education on organisations and services such as NPT, Arson Task Force, Enforcement, Environmental Services, Employment, Children's Services etc. Also to have a fun and entertainment aspect with music, dancing, activities, singing, fun fair, food and free to use inflatables (which we have had to reduce from 4 to 2 due to lack of funds) With the use of free inflatables and activities we have found that families have stayed for the full gala and have then benefit from the information and advice available. Any funding would be muchly appreciated by the committee and would be managed by the gala committee who are constituted and have a bank account.	Killingbeck & Seacroft Gala Committee	8	John Woolmer	Brief proposal received	£200-300	Approved subject to form been completed		
POCA 32	21.04.09	Improvements at the ground - paint dressing rooms & all internal walls, funding to pay for materials for paint all outside railings & spectators stands.	Yorkshire Amateurs	3	PCSO Rob Kennerley	Application received 13.05.09	£500	Approved subject to form been completed		

Ref No	Date Original Idea Rec'd	Project	Organisation	NPT AREA	Local officer contact	Current position	Requested	POCA Panel Decision	Date Application Received	Total Approved
POCA 33		Aberford Albion Junior Football Club is a new project which was developed in April 2009, the club has established a management committee and has its own bank account. The club was developed as a result of a group of parents with children interested in playing football, coming together, and with no youth related activities within the village. The club is based at the Aberford Albion Football group; the club is affiliated to the FA, with policies and procedures in place, qualified level 3 coaches. The club has had a number of local games and will be playing in a local league from September. The club's trials have taken place and a team has been selected. The team trains one evening per week and play matches on Sunday's. Aberford Albion Football Club has agreed to support the Junior Club with use of their facilities and pitches.	Aberford Albion Junior Football Club	7	John Woolmer	Proposal circulated to panel for comments	250 max	awaiting by 22.05.09		
TOTAL							£24,291			£9,341.00



Originator: Sean Flesher
Tel: 3957451

Report of The Director of City Development Directorate

Meeting: North East Inner Area Committee

Date:

Subject: Annual Report – for Parks and Countryside Service in North East Inner Area Committee

<p>Electoral Wards Affected: Chapel Allerton Moortown Roundhay</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>
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Council Function	<input checked="" type="checkbox"/>	Delegated Executive Function available for Call In	<input type="checkbox"/>	Delegated Executive Function not available for Call In Details set out in the report	<input type="checkbox"/>
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Executive Summary

Write a brief summary of this report:

This report examines the opportunities to develop the relationship between the Parks and Countryside service and the North East Inner Area Committee. It demonstrates how the service contributes to outcomes in the Leeds Strategic Plan.

It provides an area profile of key assets and sets out at an area level progress made in attaining Leeds Quality Park standard for community parks. It provides analysis for the area from the 2006 residents survey. It also sets out improvements needed for playing pitches and fixed play along with progress made in this regard.

It provides a perspective on actions contained in the area delivery plan as well as planned community engagement activities.

It sets out a programme of activities in 2009 including strategic developments, performance reporting, service planning and the forthcoming residents survey.

1.0 Purpose of this Report

- 1.1. This report examines the opportunities to develop the relationship between the Parks and Countryside service and the North East Inner Area Committee arising from the Area Committee Roles for 2008/09 report agreed at the July 2008 Executive Board.
- 1.2. It provides an overview of the service and sets out some of the challenges faced along with key performance management initiatives. In addition it seeks to provide a positive 'way forward' for delivering the extended role of the Area Committee ensuring that the benefits of the revised roles are secured.
- 1.3. In particular it provides an area profile of key assets and sets out at an area level progress made in attaining Leeds Quality Park standard for community parks. It also sets out improvements needed for playing pitches and fixed play along with progress made in this regard.

2.0 Background Information

Service Description

- 2.1. Leeds City Council has one of the largest fully inclusive local authority Parks and Countryside services, managing almost 4,000 hectares of parks and green space.
- 2.2. This includes seven major parks, 167 community parks and recreation grounds, 383 acres of local green space, which include 144 playgrounds and 500 sports facilities ranging from skateboard parks to golf courses, and which play host to 600 events annually. We also manage a nursery which produces over 4 million bedding plants each year, 96 allotment sites, almost 800km of PROW, and 156 nature conservation sites, as well as 22 cemeteries and 3 crematoria.

Description of Delegated Function/Enhanced role

- 2.3. The Executive Board report in July highlighted "a new proposed enhanced role for Area Committees in relation to ... community green space ... where they will have increased influencing, developmental and consultative responsibilities." The report defined community green space as follows:

This covers 73 community parks vested with the Parks and Countryside Service. These include a wide variety of recreation facilities, sports pitches, play areas, formal and informal horticultural features. Area Committees will influence the development and use of community parks and be consulted about proposals for the development and use of them, for example proposals for refurbishment and installation of new play equipment.

Role and Responsibilities of the Area Committee

- 2.4. The appendix to the Executive Board report set out the practical arrangements for how the enhanced role for Area Committees would be fulfilled, and can be summarised as follows:

- Area Committees would receive reports on significant issues affecting one or more community parks and continue to be updated on progress
 - Area Committee involvement sought where matters impacting on community parks are of a more strategic nature
- 2.5. Where developments are less significant and only impact on a single site, then Ward Members and community groups will continue to be consulted on the proposals. It is important to note that briefings and meetings with 1 or often more ward members takes place on a routine basis to discuss individual schemes as well as issues in that ward. For example, if a facility is proposed on a site, consultation takes place with residents, community groups, members and other stakeholders about the detail of the proposal. There are no plans to replace these activities, indeed there may be scope to develop them further.

Contributing to Delivery of the Leeds Strategic Plan Targets and Outcomes

- 2.6. The Parks and Countryside service contributes to many of the strategic outcomes. These are set out below along with the contribution made (in italics).
- **Culture** - Increased participation in cultural opportunities through engaging with all our communities:
 - *providing Local parks as venues for local events and sporting activities*
 - **Culture** - Enhanced cultural opportunities through encouraging investment and development of high quality facilities of national and international significance:
 - *Community Park improvements through Parks Renaissance*
 - *achieving and retaining 6 Green Flag awards*
 - *seeking to investigate the feasibility of developing a city centre park*
 - *entry to the RHS Chelsea Flower Show*
 - **Enterprise and the Economy** - Increased entrepreneurship and innovation through effective support to achieve the full potential of people, business and the economy. Increased international competitiveness through marketing and investment in high quality infrastructure and physical assets, particularly in the city centre.
 - *good quality green spaces can make an important contribution to regeneration and enhance the image of a neighbourhood*
 - *good quality green spaces help to raise property values and build business and community confidence*
 - *providing parks as major visitor attractions*
 - **Learning** - Enhance skills of the current and future workforce through fulfilling individual and economic potential and investing in learning facilities.
 - *RHS Chelsea Flower Show*
 - *Careerships for staff: enabling staff to climb the horticultural career ladder*

- *Career changers programme: giving mature horticultural college students the opportunity to join the organisation on sandwich courses, part-time or summer work*
- *Kinaesthetic Learning Programme (KLP): enabling school children a less academic and more practical route to education (now part of the national Vocational Learning Programme)*
- *Apprentice Programme – enabling (predominantly) young people to learn a craft e.g. foresters*
- *Providing operational training: to IIP and national technical standards*
- **Learning** - ...investing in learning facilities - Improve participation and early learning outcomes for children from the most deprived areas.
 - *'The Magical Gardens Project' has led to open spaces outside children's centres being transformed into 'wild worlds' for children to explore*
 - *Parks and green spaces can provide outdoor classrooms and thus a valuable resource for education, covering many subjects for all ages and abilities*
- **Transport** - Increased accessibility and connectivity through investment in a high quality transport system and through influencing others and changing behaviours.
 - *Green gateways (e.g. Wykebeck Valley Way, The Limes, Kippax, Transpennine Trail, and Harland Way and development of the West Leeds Country Park)*
 - *Public Rights of Way (PROW) network (and links with cycling routes)*
- **Environment** - Reduced ecological footprint through responding to environmental and climate change and influencing others.
 - *The role of Parks and green spaces in adapting to Climate Change by reducing temperature in dense urban environments and reducing surface runoff of rain water*
 - *Minimising impact on the environment by green waste recycling*
 - *Promoting biodiversity by active management of local sites in line with national performance targets*
- **Health and Wellbeing** - Reduced health inequalities through the promotion of healthy life choices and improved access to services. Improved quality of life through maximising the potential of vulnerable people by promoting independence, dignity and respect.
 - *General benefits of parks and green spaces to health, fitness and wellbeing*
 - *Health walks*
 - *Ranger led activities*
 - *Outdoor recreation opportunities including fixed play, playing pitches, bowling greens and golf courses*
 - *Allotment provision*
- **Thriving Places** - Improved quality of life through mixed neighbourhoods offering good housing options and better access to services and activities.
 - *In the Leeds Annual Survey 2007, respondents ranked parks and open spaces as the 5th most important factor in making somewhere a good place to live*

- **Thriving Places** - Reduced crime and fear of crime through prevention, detection, offender management and changed behaviours.
 - *Providing diversionary activities (BMX, skateparks, MUGAs, teenzones, etc.) for young people*
 - *ParksWatch team with the aim of providing a safe parks and green space environment for the community to enjoy*
- **Harmonious Communities** - More inclusive, varied and vibrant communities through empowering people to contribute to decision making and delivering local services.
 - *Consultation through residents' surveys, multi-agency meetings, community forums, attendance at Area Committee meetings,*
 - *Consultation on specific projects and schemes (e.g. the Parks Renaissance Programme, Positive Activities for Young People, Water Safety, etc.)*
 - *involving volunteers and Friends of groups on the design for and physical implementation of a wide range of site improvements.*
- **Harmonious Communities** - Improved community cohesion and integration through meaningful involvement and valuing equality and diversity.
 - *Support for 'In Bloom' groups*
 - *Work with Friends of / tree wardens / other volunteers / etc*
 - *Promoting community cohesion through activities and events*

3.0 The Service at Area Committee Level

Area Profile of the Service

- 3.1. The following table summarises community green space assets managed by Parks and Countryside in the North East Inner Area Committee:

Asset	Quantity
Community park	3
Playing Pitches:	
Cricket	5
Football	23
Gaelic Football	1
Rugby League	1
Bowling greens	6
Playgrounds	11
Multi-use games areas	3
Skateparks	3

Area based Service Priorities and contributions to the Area Committee's Area Delivery Plan

Context

- 3.2. The 2006 Parks and Countryside survey showed that the service attracts almost 60 million visits each year from Leeds' residents alone, and that approximately 90% of these are regular park users. These range from anybody using a park for informal recreation (e.g. walking, observing nature) to people who take part in formal activities (e.g. football clubs, conservation

volunteers or to attend events). The user surveys also evidenced that 8m visits are made to our green space by Young People (12-19) compared to 3.5m by Children (5-11), however, the majority of the 'play' facilities were provided for younger age groups. The Council is now seeking to address the imbalance between children's and youth facilities by investing in BMX tracks and skateparks.

- 3.3. The use of this information has been a key contributor to many successful funding bids, for example the service has made significant progress in implementing the Parks Urban Renaissance programme utilising £3.7m for improvements to 21 community parks during 2005/09. There are several outdoor recreation projects (mainly playing pitches) that are in development which have either secured the total amount of funding required for the delivery of the project or bids have been submitted or are being prepared to secure the match funding. £7.8 million has been secured, with £3.2 million which although not formally secured subject to the technical assessment of the bids submitted/under preparation have the potential to be successful. During the period 2004 – 2008, the service was successful in securing £2.6 million funding for fixed play improvements, and from 2009 – 2010, £1.6 million has been secured, including £800k through the Big Lottery Fund.

Community Parks

- 3.4. Analysis from the 2006 resident survey has been carried out relevant to community parks in the area (listed later in paragraph 3.12).

Gender	%
Male	34
Female	66

Age Profile	%
20-39	44
40-59	39
60+	17

Ethnicity	%
White	90
BME	10

- 3.5. The gender profile is in line with results for the whole of the city and generally consistent with previous surveys that show a greater number of female visitors. There is a higher proportion of people in the sample from black and minority ethnic communities. It is particularly noteworthy that over 31% of visitors to Potternewton Park were from the Black Caribbean, Black African and Pakistani communities.
- 3.6. The total number of visits to community parks in the area is 2.48 million each year from residents, and 86% either walk or cycle to the park. The average across the city is 60%, so this represents a higher proportion who adopt healthy means to get to the park. The top 5 reasons for visiting are as follows:
- Get some fresh air (55%)

- For a walk (50%)
 - Enjoy the beauty of the surroundings (33%)
 - Enjoy flowers / trees (31%)
 - See birds and wildlife (26%)
- 3.7. Respondents were also given opportunity to give their views on the overall impression of the park. 75% were 'very satisfied' or 'satisfied', with 7% dissatisfied. Issues will be addressed through implementation of the Parks and Green Space Strategy.
- 3.8. The residents survey is being repeated in 2009, and more detailed analysis for the area will be presented when available.
- 3.9. The Parks and Green Space Strategy was approved at Executive Board in February 2009 and sets out the vision and priorities to 2020. One of the key proposals contained in the strategy is the aspiration for all community parks to meet the Green Flag standard for field based assessment by 2020. The Green Flag Award Scheme represents the national standard for parks and green spaces. It has been developed around eight key criteria as follows:
- **A welcoming place** - how to create a sense that people are positively welcomed in the park
 - **Healthy, safe & secure** - how best to ensure that the park is a safe & healthy environment for all users
 - **Clean & well maintained** - what people can expect in terms of cleanliness, facilities & maintenance
 - **Sustainability** - how a park can be managed in environmentally sensitive ways
 - **Conservation & heritage** - the value of conservation & care of historical heritage
 - **Community involvement** - ways of encouraging community participation and acknowledging the community's role in a park's success
 - **Marketing** - methods of promoting a park successfully
 - **Management** - how to reflect all of the above in a coherent & accessible management plan or strategy and ensure it is implemented
- 3.10. A local key indicator has been included in the Leeds Local Area Agreement in order to 'improve the quality and sustainability of the built and natural environment', namely the percentage of Parks and Countryside sites assessed that meet the Green Flag Standard. This is a key measure of progress for the Parks and Green Space Strategy. Progress for this indicator is set out in more detail in section 4.0.
- 3.11. This indicator includes an assessment of each community park which is of particular relevance to engaging more effectively with Area Committees. The assessments are undertaken by officers who have received training in the Green Flag Award from the scheme managers the Civic Trust. In Leeds we have developed this process as the 'Leeds Quality Parks' scheme.

3.12. The following table provides a summary of community parks assessed in the North East Inner Area Committee:

		Welcoming Place	Healthy, Safe, Secure	Clean, Well Maintained	Sustainability	Conservation / Heritage	Community Involvement	Marketing	Meets Standard?
Site	Year Assessed								
Chapel Allerton Park	2007	■	■	■	■	■	■	■	No
Meanwood Park	2005	■	■	■	■	■	■	■	Yes
Potternewton Park	2007	■	■	■	■	■	■	■	Yes

Notes

Key:

Meets Leeds Quality Park Standard on average for this key criteria	■
Below Leeds Quality Park Standard on average for this key criteria	■

3.13. From this table, there are 2 parks identified that meet the Leeds Quality Park Standard in the area. There is 1 park that therefore does not meet the standard. The table also indicates the 'year assessed', which in one case was 2005. It is therefore worth noting the improvements to community parks during the intervening period as follows:

- Tennis court refurbishment, signage improvements, installation of gates and seats; and a programme of tree planting have all been undertaken at Chapel Allerton Park
- Meanwood Park has seen drainage improvements, footpath improvements, signage installation and the de-silting of the goit
- Drainage improvements scheme has been designed to be implemented in 2009 at Potternewton Park

Playing Pitches

- 3.14. The resident survey in 2006 allowed respondents to rate sport facilities in parks. The results show that 37% rate facilities as either 'very good', or 'good', with 5% rating them as 'very poor'.
- 3.15. In terms of playing pitches, work has been undertaken to set out aspirations within the area that support the outcomes of the Playing Pitch Strategy as follows:

Site	Current position	Timescale	Comments
Roundhay Park	13 grass football pitches, 3 cricket wickets and 2 sets of changing rooms	2010-13	The changing rooms need reconstruction to meet Sport England guidelines. Pitch drainage.
Potternewton Playing Fields	4 grass football pitches, 1 rugby league pitch, changing room	2010-13	Pitches require drainage, changing rooms need extension and refurbishment.
King Alfred's Fields, Stonegate Road	2 grass football pitches and changing rooms	2010-13	Pitch drainage and car parking improvements required.
Carr Manor Rec.	1 grass 5 a side football pitch	2013 +	
Norma Hutchinson park	1 grass football pitch	2013 +	Pitch drainage.

- 3.16. In addition, a bid with a project value of around £650k is under development at the Prince Phillips Centre for the drainage and regrading of the existing 2 football pitches and creation of 2 junior pitches.

Fixed Play

- 3.17. The resident survey in 2006 allowed respondents to rate facilities for children and their parents. The results show that 42% rate facilities as either 'very good', or 'good', with 4% rating them as 'very poor'.
- 3.18. In terms of fixed play, work has been undertaken to set out refurbishment requirements over a 10 year rolling programme in support of the outcomes of the Fixed Play Strategy. The average cost of a new playground is currently about £120k; Multi-use games areas and skateparks are slightly cheaper on average at about £90k each.

Links to Area Delivery Plan

3.19. The following table summarises actions identified in the Area Delivery Plan and a commentary from a service perspective.

Ref.	Action 2008 - 2011	Comments
A1	Set aside £10,000 WBF to commission sport & cultural activities.	
A5	Support Parks & Countryside to develop Meanwood Park to its full potential.	Meanwood Park does not meet the agreed protocol for submission to the Green Flag award however the current approach to using the award criteria manage the provision at the park has been discussed with Area Management officers.
D1	Support initiatives to promote cycling networks in inner north east.	The service has developed a Rights of Way Improvement Plan that will shortly be considered by Executive Board. The plan sets out the future development plan for this important resource that includes routes accessible to cyclists
E3	Support the provision of allotments across inner north east.	A number of schemes have been progressed for example Fencing at Gledhow Valley, planning consent achieved for extension at Roundhay, pathway and drainage improvements at Lidgett Lane
F6	Support improvements to sports facilities across inner north east, especially King Alfred's Fields.	A scheme of improvements has been developed for this site as detailed at paragraph 3.8
H1	Encourage 'in bloom' activities to increase in communities.	The service continues to provide dedicated officer support to local in bloom groups

Customer and community engagement

- 3.20. Close liaison with community and ward members is already in existence, utilising a variety of mechanisms, e.g. consultation through residents' surveys, multi-agency meetings, community forums, attendance at Area Committee meetings, consultation on specific projects and schemes (e.g. the Parks Renaissance Programme, Positive Activities for Young People, Water Safety, etc.), as well as involving volunteers and Friends of groups on the design for and physical implementation of a wide range of site improvements.
- 3.21. There is also a residents survey planned for Spring 2009 using a national methodology to 35,000 households, including adults, children and young people. The results of this will be reported at area committees.

4.0 Performance Management and Reporting

Baseline Position and key targets for the Service

- 4.1. The following table highlights key performance indicators relevant to the service.

PI Code	Description	2007/08 Actual	2008/09 Target	2009/10 Target	2010/11 Target
LKI-GFI / CP-PC50 / EM38	The percentage of parks and countryside sites assessed internally that meet the Green Flag criteria (amended for 2007-08)	17%	19%	21%	23%
LKI-PCP 22	Overall user satisfaction with Parks and Countryside (from the user survey)	N/A	N/A	7	
NI 197	Improved local biodiversity – active management of local sites	N/A – <i>new indicator</i>	N/A – <i>new indicator</i>	N/A – <i>new indicator</i>	N/A – <i>new indicator</i>

5.0 Programme of Activities for 2009

5.1. This section sets out planned activities during 2009 for which the Area Committee is proposed to be included.

Description	Inform	Consult	Influence	Timescale
Parks and Green Space Strategy: There are issues arising from implementing the strategy and undertaking actions identified.	✓	✓	✓	Quarter 1 2009
Fixed play review: an assessment of refurbishment costs over a 10 year basis has recently been undertaken and Area Committees will help to establish priorities for location and investment.	✓		✓	Quarter 2 2009
Outdoor Bowls Strategy: a 'towards an outdoor bowls strategy' document has been drafted that seeks to address the following: <ul style="list-style-type: none"> • Analysis of supply and demand • Management arrangements • Financially sustainable provision • Promoting access 		✓	✓	Consultation process to commence early in 2009.
Service plan: this will be published in March 2009 and provides important links to addressing strategic outcomes. There is opportunity for Area Committees to be involved in helping address key issues and challenges identified	✓		✓	Quarter 1 2009
Performance reporting: principally relating to Leeds Quality Parks and the results from the 2008 assessments. These can be reported relevant to each Area Committee, and there is opportunity to help prioritise investment action in community parks to achieve the standard.	✓		✓	Quarter 1 2009
Residents survey: this will be conducted in 2009 to 35,000 households including adults, young people and children. Analysis of the results can be presented at an area level and inform discussion at Area Committee.	✓			Quarter 3 2009
Playing Pitch Strategy review: there is currently a £19 million programme in development to improve playing pitches and facilities.	✓		✓	Quarter 2 2009
Rights of way improvement plan: this is relevant in that the rights of way network provides important links to community green space and promotion of outdoor recreation activities.	✓			

6.0 Equality Considerations

- 6.1. The Parks and Countryside service has recently been assessed as meeting level 4 of the Equality Standard. Equality Impact Assessments are undertaken as part of the service planning portfolio adopted by the service.

7.0 Implications for Council Policy and Governance

- 7.1. The proposals set out how the Executive Board requirements can be met by taking a more proactive approach to involve and engage Area Committees in matters relating to community parks

8.0 Legal and Resource Implications

- 8.1. The body of the report identifies resource implications with particular reference to community parks, playing pitches and fixed play facilities in the area.

9.0 Conclusions

- 9.1. Community green space contributes in many ways to the delivery of the Leeds Strategy Plan. They provide places for relaxation, escape, exercise and recreation. They bring communities together and make a positive contribution to the local economy, education, improve public health and well-being, and generally make a better place to live, work and visit.
- 9.2. Improvements to community parks, fixed play and playing pitches remain a priority, and there already has been investment made to deliver improvements along with further schemes identified. Issues are being addressed through the Parks and Green Space Strategy along with implementation of the Fixed Play Strategy and Playing Pitch Strategy.
- 9.3. Community engagement remains a key activity for the service with regular correspondence, attendance at meetings and briefings, along with more formal consultation principally through the residents survey to 35,000 households to take place again in 2009.
- 9.4. A programme of activities is planned for which updates and reports can be provided to the area committee to help inform, consult and influence community green space management.

10.0 Recommendations

- 10.1. That the Area Committee communicate their priorities for community green space improvements.

Background Reports

Report Title	Date
Area Committee Roles for 2008/09	Executive Board, July 2008
Leeds Strategic Plan 2008-11	Full Council, July 2008
Leeds Annual Survey 2007	
Parks and Greenspace Strategy	Executive Board, February 2009
Fixed Play Strategy	Executive Board, September 2002
Local Area Agreement	Full Council, July 2008
Playing Pitch Strategy	Executive Board, October 2003



Originator: Derek Whitehouse

Tel: 395 0806

Report of The Director of Environment and Neighbourhoods Directorate

Meeting: Inner North East Area Committee

Date: 28th April 2009

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

<p>Electoral Wards Affected:</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 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 Inner North East Committee areas there are currently 8 public space surveillance CCTV cameras:

Camera Location	Ward
Newton Rd	Chapel Allerton
Harehills Ave	Chapel Allerton
Cowper St	Chapel Allerton
Francis Street	Chapel Allerton
Saville Mount	Chapel Allerton
Mandela Centre	Chapel Allerton
Francis St / Nasau Place	Chapel Allerton
Bankside	Chapel Allerton

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'.

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 on 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.

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12.0 Appendix 1

12.1 Financial Cost breakdown for Inner North East 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. There are no known charges.**

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



Originator: Sharon Hughes
Tel: 214 5898

Report of the East North East Area Manager

North East (Inner) Area Committee

Date: 22nd June 2009

Subject: Well-Being Budget

Electoral Wards Affected:
 Chapel Allerton
 Moortown
 Roundhay

Ward members consulted (referred to in this report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council Function

Delegated Executive Function available for Call In

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

Executive Summary

This report contains details of proposed projects/activities to deliver local actions relating to agreed themes and outcomes of the Area Delivery Plan. The projects have been discussed at a meeting of Area Committee’s Member Well-Being Group and their recommendations are included for noting and/or approving.

The latest financial position of the Wellbeing (revenue and capital) budget are also provided as appendix A and B.

Purpose of this report

1. The purpose of this report is to update the Area Committee on project applications/proposals that have been discussed with the Member Working Group since the last Area Committee meeting and to seek approval of their recommendations where relevant.
2. The latest financial position of the revenue and capital Wellbeing budgets is provided to assist the decision making, attached as appendix A and B (includes Small Grants scheme).

Background

3. At the Special Meeting in August 2008, the Area Committee agreed to split the Well-Being Fund between the strategic themes identified in the Area Delivery Plan, as well as retaining an element of funding for ward based projects and continuation of the Small Grants scheme.
4. The spending decisions made to date against each heading are summarised in appendix A.
5. The Wellbeing Members Working Group met in April and early June 2009 and their recommendations are set out for consideration and approval by the Area Committee.

Project/Activity Proposals

St Edmunds Scout and Guides Parents Association Improvements to St Edmunds Community Hall (Rounday) – (£9,862 capital)

6. The community hall is located on Lidgett Park Road, Roundhay and is owned by the St. Edmund's Scout and Guide Parents Association. The building is on a single level and is of 1960's "A" frame design, creating a tent effect. However there is currently no heating insulation to any of the external surfaces.
7. The hall serves the local community and has a capacity of approximately 80 people, it is accessed by 222 young people in the area a week. In addition it is used by the local community on a regular basis for Tai Chi classes and Youth Church group. The hall is also used for children's parties on evenings and weekends and is open for additional bookings by all sectors of the community for events and activities as required. However, current usage of the hall is restricted due to the poor insulation and heating particularly in the winter months.
8. The improvements to the building are to be in 2 phases and funding is sought from the Area Committee for phase 1 which includes the installation of insulation to the walls/roof and replacement of the gable end window and the replacement of the heating system. Fundraising for phase 2 will continue over the next year.
9. The group have undertaken additional fundraising and sponsorship from British Gas, the total already raised is £17,572. The total cost of phase 1 is £27,434 and as such £9,862 is sought from Area Committee.

10. *The Well Being Fund Working Group recommended approving the full amount of £9,862 to the St Edmund's Scout and Guide Parents Association. This project will support action A1 of the Area Delivery Plan, which seeks to 'Improve the facilities and range of sporting and cultural activities.'*

**Moor Allerton Hall Primary School
Woodland Trail Activity Project – (£3,500 Capital)**

11. The project is to develop a large area of land to the front perimeter of Moor Allerton Hall Primary to use as green space and woodland trail, with pathways and seating around pre-existing trees. Additional planting will be included to attract wildlife.
12. The scheme will assist in supporting development of children within the school, but additionally is linked to the development of the children's centre, Open Door and the Brackenwood Community Centre and thus the wider local community.
13. The total cost of the project is £13,496 with £10,000 of this being met through the schools capital funding.
14. *The Well Being Working Group were supporting of the project and recommended that the full amount of £3,500 be approved to Moor Allerton Hall Primary School. The project supports action C4a which seeks 'Increase the number of activities commissioned that support the provision of alternative curriculum activities to increase the number of young people engaged in positive activity.'*

**Youth Services
Youth Programme Support Project (£45,000 Revenue)**

Additional Information to be tabled for this section and discussion at the Area Committee.

15. The aim of the project is to support and bring additionality to the quality and quantity of programmes available for delivery to young people in the Inner North East. The funding will enable delivery of additional activities both in locations already utilised by young people and detached youth work in 'hot spot' locations.
16. Activities proposed include:
- Working in Partnership with the Police on the Positive Behaviour Rewards detached programme will engage with approx 60 new young people
 - Core group of 12 Young People will form the Mandela Youth Forum
 - 4 Baby Reality groups would run involving a minimum of 32 young people
 - 4 Graffiti Art Workshops run in school holidays will attract up to 100 young people
 - 24 young people (minimum) will benefit from participating in a residential experience at Herd Farm
 - Prince Philip Motor Cycle project will provide sessions for up to 100 additional Young People from across all Inner North Area.
 - Trips out of the area will accommodate a minimum of 200 young people across the life of the project

- Celebration event and day trip for the members of the PHAB club at Prince Philip Centre
- Development of closer working with Black Elders Project on intergenerational work could see a joint forum developed where young and elders meet and progress the understand of intergenerational work together

17. *The Well Being Working Group deferred decision on this application to be discussed and decided at full Area Committee due to the application not being specific in where activities were due to be delivered, what additionality this gave to core youth service work and what and how outputs and outcomes would be measured. Also clarification was sought on who would be delivering all activities and when.*
18. *This programme will seek to address action C4a 'Increased number of activities commissioned that support the provision of alternative curriculum activities to increase the number of young people engaged in positive activities.'*

**Leeds Black Elders –
Meals on Wheels - (£5,045 capital for new kitchen facilities)**

19. The project provides meals that are freshly prepared and culturally sensitive to the needs of elderly people living in the area. They currently cook about 7,000 meals a year for 53 people, six days a week. They charge £2.30 per meal.
20. The uptake for these meals has proved to be popular and as part of their expansion plans they would like to move their kitchens to new premises at the Church of God Prophecy (196 Chapeltown Road) . The grant will be used to purchase new kitchen equipment such as a range cooker, a fridge and a freezer.
21. Social Services provide Leeds Black Elders with £32,622 per year to provide 7,000 meals a year. Leeds Social Services are currently reviewing the meals on wheels service provided by the voluntary sector and is seeking to standardise partnerships. They have already entered into negotiations with organisations, but it is unlikely that any decisions will be taken until the end of 2009.
22. The standardised arrangements will mean that organisations will need to be able to deliver meals city wide, seven days a week and they will need to enter into a formal contractual relationship with the council. Social Services will support organisations in this transition.
23. *This application was originally deferred at the March Area Committee subject to obtaining three quotes for the work and the area management team contacting Social Services to establish their support for this organisation and that other funding was not available. Subsequent to this information being obtained and represented the Well Being Fund Working Group were supportive of the project and funding the full amount.*
24. *This project will support action F9 of the Area Delivery Plan, which seeks to ensure 'People are able to live independently in their own homes longer.'*

North East Police Division
Burglary Reduction Initiative - £7,831.67 Revenue

25. Over the past 12 months there has been a significant increase in burglaries and attempted break-in's in the Inner North East with Moortown and Roundhay seeing the largest increase.
26. This application from the North East Police Division seeks funding for additional smartwater kits for distribution in the Roundhay and Moortown wards and trembler alarms for the Chapel Allerton Ward. The scheme will fund six months worth of the scheme at which point the impact and effectiveness will be reviewed.
27. The full initiative included 'Operation Buzzer' which is aimed at reducing consumption of alcoholic beverages by underage drinkers, the cost of this element was £5,114 and funding for this part was agreed at the March Area Committee.
28. For the smart water and trembler alarms element, West Yorkshire Police and the Outer North East Area Committee have contributed £4000 and £2,556 respectively. This leaves £7,831.67 which is sought from the Inner North East Area Committee
29. *The Well Being Fund Working Group deferred a decision on this application wishing for a debate to be held at the Area Committee relating to applications from the North East Police division to encompass the whole of the committee area rather than just certain wards. The project would address the priority G6a to 'Reduce the levels of crime in the Inner North East.'*

City Projects Team

Chapelton Townscape Heritage Training Project - (£10,000 revenue over four years).

30. The Chapelton Townscape Heritage Initiative (THI) has been awarded £802k Heritage Lottery funding (HLF) to improve the physical environment of Chapelton and to restore buildings of architectural importance.
31. HLF will only contribute towards THI training projects where the total scheme grant is above £1 million. the Chapelton THI scheme was awarded a grant of £802,500 and therefore falls under the HLF policy threshold for training support.
32. The skills required to restore many of these buildings are specialised and the training will provide opportunities for local people to learn new specialised construction skills and will encourage employers to take on new apprentices from the local area. Heritage are identified as a skills gap in the construction industry and this project aims to target this.
33. The training programme will provide on-site placement training with local building firms in using specialist material and traditional building techniques. The programme will provide workshops on different kinds of heritage building techniques and will run open days to attract and publicise the scheme. Delivery will be through Leeds College of Building's Level 1 Construction Diploma.
34. *The Well being Fund Working Group were supportive of the project and recommended that the full amount of £10,000 be approved to the Regeneration City*

Projects Team to administer. This programme will support action C1 of the Area Delivery Plan under the Learning Strategic Theme. This will 'enhance the skill level of the workforce to fulfil individual and economic potential.'

**Alwoodley Extended Schools Cluster
Activities Fund – £4,000 revenue**

35. This project is targeted at activities for young people in the Alwoodley cluster which covers eight schools in the East North East area. Of these 6 fall in to the Outer Area and 2 in the Inner North East (St. Urbans Catholic Primary and Cardinal Heaton High). The full cost of the project is £66,000 of which £4,000 is requested from the Inner North East Area Committee as match funding. £50,000 funding for the scheme is being provided through the Training Development Agency and an application has been submitted to the Outer North East Area Committee.
36. The overarching purpose of the Activities Fund is ensure that children and young people disadvantaged by economic circumstances and children in care are financially supported to take part in extended services activities. Young people would be identified as eligible through free school meals eligibility criteria.
37. The activities are part of a varied menu of study support and enrichment activities within the extended services core offer such as Karate classes and access to various types of dance classes.
38. The cluster will be looking to meet the cost in full from 2010/2011, this is a one off request.
39. *The well being working group made a recommendation that further information was needed before a decision could be reached, if this is gathered prior to the meeting a recommendation will be made if not, this is deferred for a decision to be reached by full Area Committee.*
40. *The project would support the delivery of action C4a in the Area Delivery Plan, increasing the number of activities commissioned that support the provision of alternative curriculum activities so that there is an increased number of young people engaged in positive activities.*

**Meanwood Junior Playscheme
Kids Day Out - £1,200 Revenue**

41. The Meanwood Junior Scheme provides holiday play schemes for young people in the Inner North East aged 5 to 15 years old at Meanwood Community Centre, this application is sought to fund a trip to Lightwater Valley for 234 young people in August 2009.
42. The application is to fund three double decker buses to enable the trip to take place.
43. The other organisations involved in the project are: Chapeltown Community Play scheme, Prince Phillip Centre play scheme, Meanwood community centre play scheme and Chapeltown Junior Youth Inclusion project.

44. *The working group recommendation was to agree the full funding of £1,350 for the project to Meanwood Junior Play scheme.*
45. *This activity meets priority G8b to decrease instances of antisocial behaviour in the Area Delivery Plan.*

**Meanwood Valley Urban Farm
Summer Holiday Activities - £6,750 revenue**

46. The project is to provide activities for young people aged between 8 and 12, in the Inner North East Area for the first three weeks of the school summer holidays, with subsidised rates given to those residing in the LS7 area. The group have previously had funding through the Area Committee to fund similar activities successfully.
47. The emphasis of the programme is on physical activities, healthy food, outdoor play, co-operation and environmental improvement.
48. *The full cost of the scheme is £9,750 with £6,750 sought from Area Committee to run. The working group agreed that the £6,750 requested is agreed to Meanwood Valley Urban Farm.*
49. *This activity meets priority F2a to improve health and wellbeing of residents in the Area Delivery Plan.*

Priority Neighbourhoods – Neighbourhoods Manager Role

50. The Area Committee has identified 3 priority neighbourhoods in its Area Delivery Plan. These are:
- Chapeltown
 - Beckhills/Miles Hills
 - Moor Allerton
51. There are partnership arrangements in place for each of these priority areas.
52. The Area Committee is responsible for overseeing the allocation and use of Safer Stronger Communities Fund (SSCF) monies which must be spent in the bottom 3% Super Output Areas (SOAs) within Inner NE. These fall within the Chapeltown and have been clustered with similar SOAs in Harehills.
53. The SSCF programme is in its final year. There will be no additional funding given through this stream beyond 2009/10.
54. The approach that has been taken to date in the Chapeltown and Harehills Cluster has been to employ a Neighbourhood Manager, currently Beki Allchin, to coordinate the SSCF programme in that area and to provide a dedicated local resource to bring together partners on the ground to better share resources and target work/actions.

55. In the first three years of SSCF an administrative assistant was also employed but this role has been mainstreamed into the Area Management Team's admin function.
56. Consultation on how Members would like to see priority neighbourhoods tackled beyond this year (i.e. when SSCF monies run out) has taken place through ward member meetings.
57. The consensus is that there is strong support for the continuation of a neighbourhoods manager role – albeit with the opportunity to revise the job description and remit so as to widen the role to cover the bottom 10% SOAs across the Inner NE area and to remove the Harehills SOAs from the role (with these being added to the neighbourhoods manager role in Inner East). Appendix C shows the bottom 10% SOAs across Inner NE according to the 2007 deprivation statistics.
58. The Member Working Group considered this matter and agreed that they would like to see a full application and details worked up for consultation and submission in the September/October cycle.
59. The Member Working Group asked that the proposal be based on a 3-year extension to the revised role, with an annual performance and funding review.
60. The group agreed to recommend to the Area Committee the approval of sufficient earmarked Wellbeing revenue funds from the 2010/11, 2011/12, 2012/13 financial years to allow the continuation of a revised neighbourhood manager role for a further 3-years. This approval would be subject to further consultation with Members on the exact role and scope of the post and a full application to be submitted for approval in the next Area Committee cycle. The funding allocation would be annually reviewable by Area Committee.
61. The amount currently required to continue the post is approximately £40k per year. Discussion are on going with partners to seek contributions to the post and it is also hoped that an element of mainstream budget may be found to contribute.
62. At this stage therefore the Area Committee is simply asked to approve the earmarking of up to £40k of Wellbeing per year, but with the understanding that final approval on the exact amount will be made in September/October once a full application is received and match funding is clearer.

Leeds Ahead - £5000 revenue

63. Leeds Ahead supports the Leeds Initiative and Leeds City Council by linking business support to voluntary sector organisations in the most deprived areas of the city.
64. This scheme would be to provide specific support to the groups in the Inner North East area and to projects identified by the Area Committee and Area Management team that require support.
65. *The working group requested that the outputs be circulated and also a note on how they would operate differently to probation was requested. A decision would then be taken on their recommendation.*

66. *The activity meets priority H1 to increase the number of people engaged in activities to meet community needs and improve the quality of life for residents in the Area Delivery Plan.*

**Leeds City Council
Fuel Savers - £3000 revenue**

67. This application was deferred at the Area Committee Meeting in March 2009 for the Well Being Working Group to reconsider and make a recommendation on.
68. Leeds City Council's Fuelsavers team are tasked on behalf of the authority with tackling fuel poverty, in particular to find and assist fuel poor householders in Leeds and support those found to access current and available grant or landlord assistance. This either through partnership working, agencies, direct communication, mail drops, leaflets, door-to-door or via an in the home worker support.
69. As this can often be a time-consuming and ad hoc method of working the team would like to commission an aerial based thermal imaging survey to help with identifying properties. The process will need to go out tender but issues around data security and how properties are targeted after the survey will need to be considered.
70. *The cost of the scheme is approximately £3000 per Area Committee, and the working group recommended that this is agreed from wellbeing.*
71. *This activity would meet priority G2 in the Area Delivery Plan to reduce the number of people who are not able to adequately heat their homes.*

Uplift Project - £1850 revenue

72. The uplift project is an established media arts course specialising in teaching young people film and songwriting. Its main objective is to increase the self-belief and confidence of the young people.
73. The project worked in four areas of Leeds last year and if funded would run again in the North East CLC next to Allerton Grange school.
74. *The group are requesting funding of £1850 from the Area Committee but the working group recommends that the request is refused due to a lack of information and that similar schemes are already being funded.*
75. This activity would meet G8b to decrease instances of antisocial behaviour in the Area Delivery Plan.

**Leeds City Council Community Sports
Summer sports project - £26,275 revenue**

76. The summer sports project will provide 4 weeks of sports and recreational activities from Monday 27th July to Friday 21st August for 8-13 year olds at a variety of venues. By running these sessions it is also hoped that the young people will attend more sports centres and play more sport on a regular basis.

77. There will also be cage football sessions at 2/3 locations in the area, which has proved very successful in other areas of the city at engaging young people who are often hard to reach, e.g. gangs of young people as it is a very attractive session.
78. Finally a 12 week programme will be run for 14 young people who are currently not in education employment or training (NEET). There will be a number of programmes, including media project and motorcycle mechanics (bumpy) and it is hoped the young people will take some of the activities further once the programme has finished and they will also receive a qualification.
79. *The total project cost is £50,760, with £26,275 being requested from the Inner North East Area Committee. The working group recommends that the full amount requested of £26,275 is approved to Community Sports.*
80. *This activity meets priority F2a to improve health and wellbeing of residents in the Area Delivery Plan.*

New World Steel Pan Orchestra - £13,000 revenue

81. This project aims to target disaffected young people and those involved in crime or anti-social behaviour or on the verge of such behaviour and engage them in the positive behaviour through music and they will also learn new skills.
82. The group works with young people from 5-19 and have around 50 young people attending the sessions every week.
83. *The total cost of the project is £16,000 and the group is looking for £13,000 funding from the wellbeing fund. The working group recommends that the group is given £11,000, with the proviso that they join VAL if they are not already members, that they play at the volunteers thank you event at Christmas and that they actively seek other funding and ways of supporting the group.*
84. *This activity meets priority G8b to decrease instances of antisocial behaviour in the Area Delivery Plan.*

**Gledhow Valley Conservation Area Group
Heritage Lighting - £11,000 revenue**

85. This project is to upgrade the lighting around Gledhow Green to heritage lighting. There are a number of old buildings in the area and the lighting would help to create the sense of historical importance in this conservation area.
86. *The total cost of the additional heritage lighting is £11,000, but the working group recommended that the 3 wards need to be assessed collectively for heritage lighting and that this application should be part of that.*
87. *This activity meets priority A1b to improve the facilities and condition of parks and open spaces to encourage greater use by residents.*

North East Police Division
Alleygating - £15,000 Capital

88. The Area Committee set aside £75,000 capital monies in 2006 specifically for gating and security initiatives which has been partly spend and the remainder carried forward which now has a balance of £37,300.
89. Schemes have been identified on St. Martin's Gardens, Riviera Gardens and Miles Hill Road that would benefit from alley gating. Crime analysis has been completed on these sites.
90. *The working group considered the application and made a recommendation that the scheme be approved £15,000 funding in full from the capital previously earmarked for security schemes.*
91. *This scheme addresses priorities G6a and G8b in the area delivery plan, to reduce levels of crime and decrease instances of anti social behaviour and increase satisfaction of how agencies deal with it.*

Recommendations

92. The Area Committee is requested to note the contents of this report and approve the following amounts of Wellbeing budget to be released to the projects listed:
- a) £9,862 – Community Hall Improvements - capital
 - b) £3,500 – Woodland Trail – capital
 - c) £5,045 – Leeds Black Elders Kitchen Project – capital
 - d) £10,000 - Chapeltown Townscape Heritage Training Project – revenue
 - e) £1,200 - Meanwood Junior Playscheme – revenue
 - f) £6,750 - Meanwood Valley Urban Farm – revenue
 - g) £3,000 - Fuel Savers – revenue
 - h) £26,275 - Summer sports project – revenue
 - i) £11,000 - New World Steel Pan Orchestra – revenue
 - j) £15,000 - Alleygating – capital (to come from £37.3k still left in pot)
90. The Well Being Fund Working Group did not make a decision on these funding applications and the Area Committee is invited to consider these applications and agree a way forward:
- k) £45,000 – Youth Support Programme – revenue
 - l) £7,831.67 – Burglary and Trembler Alarm Initiatives – revenue
 - m) £11,000 - Heritage Lighting - capital
 - n) £4,000 - Alwoodley Activities Fund –revenue
 - o) £5000 - Leeds Ahead - revenue
91. The Wellbeing Fund Working Group recommended that these funding applications are not agreed:
- p) £1850 - Uplift Project – revenue

92. The Wellbeing Fund Working Group recommend that £40k be earmarked from the 2010/11, 2011/12 and 2012/13 Wellbeing budget to enable the continued employment of a dedicated neighbourhoods manager for Inner NE to tackle the priority neighbourhoods identified within the Area Delivery Plan. The approval is subject to further consultation with Members on the exact role and remit of the neighbourhoods manager beyond 2009/10 and a full application being brought back for approval through the Member Working Group in the September/October cycle. The full application will include details of any match funding proposals which it is anticipated will reduce the amount needed from Wellbeing.

INNER NORTH EAST AREA COMMITTEE – WELLBEING REVENUE BUDGET 2009/10

Appendix A.1

ADP Priority Theme	Example Activities/Actions to be supported	Allocation		Approved Projects/Activities	£
		%	£		
Thriving Neighbourhoods	Helping reduce crime and providing diversionary activities for young people.		53,300	Princes Trust Engagement Programme	2,760.00
				TOTAL COMMITTED	2,760.00
				BUDGET	£53,300.00
				REMAINING	£50,540.00
Environment	Greater recycling, cleaner streets/open spaces - inc purchase of skips, litter bins etc		30,000	Skips	2,920.00
				Community Payback Scheme (Probation)	15,000.00
				TOTAL COMMITTED	£17,920.00
				BUDGET	£30,000.00
				REMAINING	£12,080.00
Stronger Communities	Increase in people engaged in community activities, more local influence in decision making, increase in community pride and sense of neighbourhood		35,000	Consultation/Engagement	129.00
				TOTAL COMMITTED	£129.00
				BUDGET	£35,000.00
				REMAINING	£34,871.00
Transport	Resident parking schemes, promoting cycling, walking buses etc		25,000		
				TOTAL COMMITTED	£0
				BUDGET	£25,000.00
				REMAINING	£25,000.00

Culture	Greater use of libraries, support local festivals, increase participation in sport		20,000		
				TOTAL COMMITTED	£0
				BUDGET	£20,000.00
				REMAINING	£20,000.00
Health & Wellbeing	Reduction in smoking, increase physical activity/reduce obesity rate, reduce teenage conceptions, increase independent living/choices for vulnerable adults.		25,000	Tai Chi Classes	1,500.00
				TOTAL COMMITTED	£1,500.00
				BUDGET	£25,000.00
				REMAINING	£23,500.00
Learning/Enterprise & Economy	Better skilled school leavers, Reducing worklessness and supporting local business/shopping centres		45,000	Festive Lights Programme	1,982.00
				TOTAL COMMITTED	£1,982.00
				BUDGET	£45,000.00
				REMAINING	£43,018.00
Total ADP Themed Pot			238,300		
Exec Board One-off Allocation	Conservation reviews/NDS and Resident Parking schemes (£2,970 c/f)		2,970		
				TOTAL COMMITTED	£0
				BUDGET	£2,970.00
				REMAINING	£2,970.00

Small Grants (inc £2,360 c.f)		12,360	Prince Philip Centre	187.50
			Palace Improvements (paint)	115.00
			Palace Improvements (paint)	15.69
			Gardening / Environmental Club	500.00
			Remembering Yesterday Caring Today	500.00
			Under 11s and 14s Football Team	500.00
			TOTAL COMMITTED	£1,818.19
BUDGET	£12,360.00			
REMAINING	£10,538.81			
Ward Pots (£10k + c/f)	Chapel Allerton Ward (inc. £14,200 c/f)	24,200		
			TOTAL COMMITTED	£0
			Budget	£24,200.00
	Remaining	£24,200.00		
	Moortown Ward (inc. £15,090 c/f)	25,080		
			TOTAL COMMITTED	£0
			BUDGET	£25,080.00
	REMAINING	£25,080.00		
Roundhay Ward (inc. £6,820 c/f)	16,820	Oakwood Clock Tower Investigations	1,000.00	
		TOTAL COMMITTED	£1,000.00	
		BUDGET	£16,820.00	
REMAINING	£15,820.00			
Total Well-Being Available in 2009/10		314,730	Total Remaining to be Committed:	287,620

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Inner North East Well Being Budget 2008-2009 Year End Position

Small Grants See additional breakdown sheet		Actual spend	Committed	Remaining
Small Grants		6,385.35	257.50	
£9,000.00	Total	6,385.35	257.50	£2,357.15
Chapel Allerton		Actual spend	Committed	Remaining
Design & Production Info Ribbon (recharge)		1,900.00		
Catering for Cllr Norma Hutchinson Memorial Event - 8 Feb 09		500.00		
New World Steel Orchestra - music for Cllr Norma Hutchinson Memorial Event Feb 09		350.00		
£16,947.00	Total	2,750.00	-	£14,197.00
Moortown		Actual spend	Committed	Remaining
Stonegate Road Allotments Fencing		4,915.00		
£20,000.00	Total	4,915.00	-	£15,085.00
Roundhay		Actual spend	Committed	Remaining
INE.08.09.LG	West Park Street Nameplate	3,379.68		
INE.07.36.LG	Gledhow Rise Traffic Management Scheme - to be cancelled		5,000.00	
INE.08.16.LG	Roundhay Festive Lights - hire of lights	1,620.00		
INE.08.16.LG	Roundhay Festive Lights - hire of equipment	4,180.00		
INE.08.17.LGC	Gledhow Towers CCTV (additional revenue funding)	4,000.00		
£20,000.00	Total	13,179.68	5,000.00	£1,820.32
Environment		Actual spend	Committed	Remaining
Skips 1 (April - Nov)		4,920.00	-	
Skips 2 (Dec - March)		660.00	640.00	
JCB Plant Hire		150.00		
JCB Plant Hire		152.88		
INE.08.04.LG	Environmental Summer Play scheme	6,590.00		
INE.07.03.LG	Roundhay Tree Management Plan	7,800.00		
Probation Service Community Pay back scheme		5,000.00		
Paint for Palace - Probation		27.33		
£28,815.44	Total	25,300.21	640.00	£2,875.23

Culture		Actual spend	Committed	Remaining
INE.08.07.SG	Chapel Allerton Arts Festival	10,000.00		
£9,605.15	Total	10,000.00	-	-£394.85
Learning, Enterprise & Economy		Actual spend	Committed	Remaining
£9,605.15	Total	-	-	£9,605.15
Transport		Actual spend	Committed	Remaining
£25,613.72	Total	-	-	£25,613.72
Health & Well Being		Actual spend	Committed	Remaining
INE.08.08.LG	Tai Chi Classes (to be accrued? - can't contact group)		1,500.00	
£9,605.15	Total	-	1,500.00	£8,105.15
Thriving Communities		Actual spend	Committed	Remaining
	recharge - information ribbon	5,500.00		
INE.08.03.LG	Summer Sports Activities	11,940.00		
	Drugs and Robbery Road show	500.00		
INE.08.13.LGR	Gangs - Hoodies or Goodies	2,000.00		
INE.08.06.LG	Deen Enterprises Community Forum - Youth Club	2,198.05		
INE.08.12.LGR	Karate for Inner City Kids	3,000.00		
	Youth Opportunity Fund from Children's Services	-		
	UV Pens	503.00		
INE.08.32.LGR	UV Pens	3,500.00		
	Princes Trust Engagement Programme (to be accrued)		2,520.00	
£55,126.59	Total	28,135.05	2,520.00	£24,471.54
Stronger Communities		Actual spend	Committed	Remaining
	Consultation & Community Engagement	4,938.72	84.00	
	Nu-vision	1,150.00		
£27,214.58	Total	6,088.72	84.00	£21,041.86

Extra £50k		Actual spend	Committed	Remaining
INE.07.29.LG	Stainbeck Church Feasibility Study	9,000.00		
INE.07.30.LG	Chapel Allerton Conservation Area Review	7,000.00		
INE.08.15.LGR	Meanwoodside East Conservation Area Review	7,000.00		
	Roundhay Neighbourhood design statement	4,220.00		
£30,190.00	Total	27,220.00	-	£2,970.00
261,722.78	GRAND TOTAL	123,974.01	10,001.50	137,747.27

Appendix A

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Inner North East Capital Budget Current Position 2009/10

2004/5	Miles Hill Sure Start Centre	20.0	20.0
2004/5	Seven Arts Community Centre	25.0	25.0
2004/5	Gate-It On The Granges Contribution	7.0	7.0
2004/5	North Leeds Bowling Club Fencing	8.6	8.6
2005/6	Open Door' Project - 225 Lidgett Lane	3.5	3.5
2005/6	Moortown RUFC	0.0	0.0
2005/6	New Roof - Roscoe Methodist Church	20.0	20.0
2005/6	Scott Hall Sports Centre	15.0	15.0
2005/6	Queenshill Drive Drying Area Project	0.0	0.0
2005/6	North Park Avenue Allotments Project	3.0	3.0
2005/6	Extension of Community Hall	20.0	20.0
2005/6	North Leeds Cricket Nets Ground Development	15.0	15.0
2005/6	Meanwood Methodist Church Disabled Toilets	7.7	7.7
2005/6	53 Louis Street Disabled Access	6.0	6.0
2006/7	Cowper Street Community Gardens	7.0	7.0
2006/7	Alleys & Ginnels Safety Improvements	75.0	37.3
2006/7	Meanwood Park Improvements	39.5	39.5
2006/7	St Andrews Church Comm Project	12.5	12.5
2006/7	Potternewton Park	5.0	5.0
2006/7	Chapel Allerton Methodist Church - Disabled Lift	14.4	14.4
2006/7	Stainbeck Church Outreach & Development Project*	3.3	3.3
2006/7	Fieldhouse Drive Improvements	2.4	2.4
2007/8	Gledhow Valley Lake Disabled Access Path	10.1	10.1
2007/8	Fencing At North Leeds Cricket Club	15.0	15.0
2007/8	Seven Community Arts Centre	20.0	20.0
2007/8	Deen Enterprises Community Forum Minibus	8.0	8.0
2007/8	Roundhegians Sports - Kitchen Upgrade	2.5	2.5
2007/8	Lidgett Pk Methodist Church-Room For All	7.0	7.0
2007/8	Moor Allerton Sports Ctre - Carpark Imps	12.0	12.0
2007/8	Woodhouse Cricket Club	6.0	6.0
2007/8	Sugarwell Hill Entrance	5.0	5.0
2007/8	Friends of Wykebeck Valley Woods - Bridge	7.0	7.0
2008/09	Gledhow Rise Traffic Mgt Measures	5.0	0.0
2008/09	Toliet Replacement St Andrews Church	10.0	10.0
2008/09	Electrical work at Meanwood Parkside Road	1.1	1.1
2008/09	Meanwood Valley Footpaths and Gardens	5.9	5.9
2008/09	Gledhow Towers CCTV	4.4	4.4
2008/09	Roundhay Park Cricket Wickets (NE Contribution)	7.1	7.1
2008/09	Disabled Access - North Leeds Bowling Club	7.0	7.0
2008/09	ICT & Comm Equip - 208 Squadron	3.0	3.0
2008/09	Allerton Croft Security	2.9	0.0
	Festive Lights	33.0	
		481.9	403.3

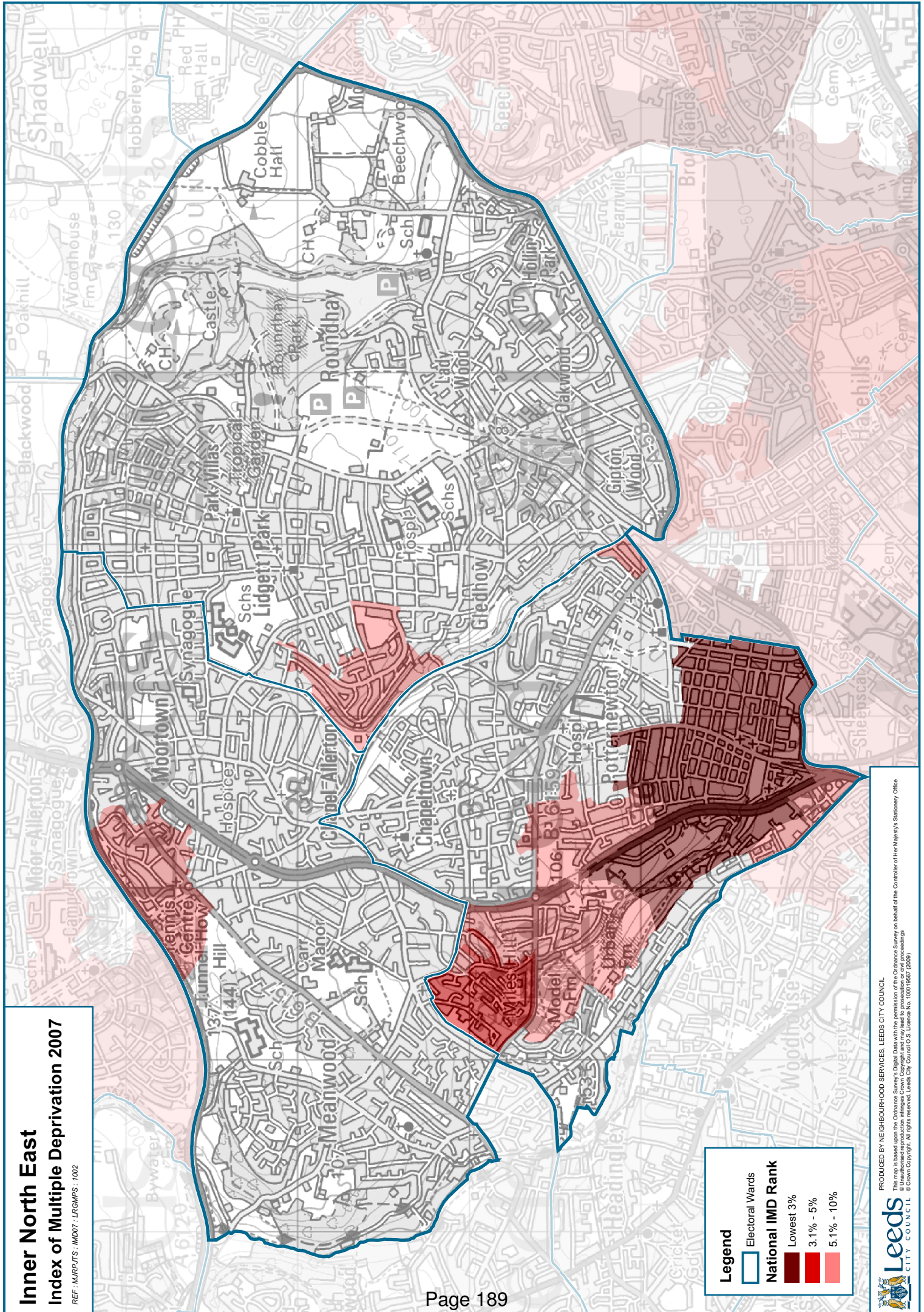
Unallocated Budget remaining

108.5

	City Services
	Learning and Leisure
	Education Leeds

Inner North East Index of Multiple Deprivation 2007

REF: MAPRITS: IMD07: LRGMPS: 1002



Legend

- Electoral Wards
- National IMD Rank**
 - Lowest 3%
 - 3.1% - 5%
 - 5.1% - 10%

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Report of the East North East Area Manager

North East (Inner) Area Committee

Date: 22nd June 2009

Subject: Area Delivery Plan Update Report

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

This report provides Members with an update on actions and achievements of the Area Management Team relating to priorities and work of the Area Committee since the Area Committee meeting in March 2009. It also provides information on current ongoing projects. A full report to update on progress against the Area Delivery Plan will be provided to the October Area Committee.

Purpose of this report

1. Members will recall that the refreshed Area Delivery Plan was approved at the March Area Committee with ward meetings serving to focus on ward specific actions within the plan. It was agreed that a full progress report was to be submitted to the October Committee.
2. This report provides Members with an update on actions and achievements around the Area Delivery Plan since the last Area Committee meeting. The Area Profile that provides an overview of the Inner North East has been updated and is to be tabled at the meeting. It also provides members with an overview of the current projects that the Area Management Team are working on. A separate report provides more detailed information and feedback in relation to Community Engagement and the planned cycle of activity.

Updates by Theme

Culture

Community Centres

3. The Mandela Centre and Palace Youth Centre were transferred to Environment and Neighbourhoods Department on 1st February 2008. The responsibilities for the management of the centres now falls to the Area Management Team. It is currently envisaged that budgets and an operational pricing and discount policy will be in place from October 2009. At this point the Area Committee will have responsibility to oversee the financial management and effective operation of the centres.

Mandela Centre

4. The Young Person's Steering Group has been re-established and continues to meet on a regular basis managing the development of the upstairs rooms. Questionnaires have been distributed to young people who use the centre and they have provided feedback to the main steering group. The main steering group will provide further direction and a plan of projects for the young people's steering group to lead on.
5. As the centre is developed as a 'youth hub' a project to support and develop the young person's steering group is being progressed and delivered through the West Yorkshire Youth Work Association (WYYWA). The project will:
 - Work with youth workers and others to recruit a range of users from the centre and possibly some non users to look at increasing the range of feedback and ideas.
 - Team building to enable members of different groups to work together.
 - Work with the young people over sessions to develop a product that establishes the identity of the group; its aims and function. This will include creating the steering group's "brand" and promotional material.
 - Work with the young people to look at their circles of influence and how they can be a positive influence with their peers.
 - Develop their understanding of service provision, budgets, local infrastructure etc
 - Work with the group to develop and finalise their constitution.
 - Take the group on an away day to experience team building and to create an action plan for the next year.

6. Internal painting and refurbishment for the centre was funded through a successful LS Cash bid by the Area Management Team. Work to develop the chill out rooms upstairs is still ongoing with the painting outstanding, but will be completed by September at the very latest. New furnishings and equipment for these rooms is currently in storage. New signage for the outside of the building is currently being procured.

The Palace

7. The Area Management Team have actively been seeking proposals from organisations about how the rooms in the building can be better used and have met with a number of organisations based in the local area. This includes the Youth offending Team, People in Action, Somali Family Services, Deen Enterprises and East Street Arts. An assessment of the building is also taking place around health and safety and to establish rental costs for rooms. Contact has also been made with Business in the Community, who have made proposals in the past to decorate and improve this facility as part a corporate responsibility agenda. Painting to the inside of the building will be considered by the Probation Community Payback Team if this is not an option.
8. Meetings have been held with various cultural groups who are in their infancy to look into the feasibility of them working together and using top floor rooms as office 'share' space. They are being encouraged to work together to source funding and equipment. Work is ongoing to scope out what activities the groups will provide and times that they require the building. They are looking to use rooms on the top floor, which will compliment services provided and seeks to assist in Community Cohesion in the area.
9. The invisible Circle Education Team will be moving into the building shortly.
10. The ground level painting has now been completed by probation services, a report on the heating in the building and whether this can be extended upstairs has now been obtained and funding for this is currently being investigated by the Area Management Team. Quotes and planning permission for new signage to the building is being investigated.

Open Door

11. The Open Door has been open since March 2008 as a youth and community centre with a customer service point for ENEHL. The project is now staffed by ENEHL on Mondays and Thursdays and Police Community Support Officers Monday to Friday 1-3.
12. The project is currently working with Leeds University to look at a worker to support them. Area Management have been asked to step back from the project and support as and when required only.

Parks and Open Spaces

13. Work is ongoing to the improvements to Meanwood Park with funding now approved via Children's Big Lottery and section 106 monies. Consultation on equipment planned for the site is ongoing with a view to the scheme being completed by March 2010. If approved additional funding through Play Builders will provide extra facilities for the 15-19 year old users.

14. Phase 1 of the Stonegate Road playing field developments are underway with plans being drawn up and consultation with nearby residents will take place. It is anticipated that this phase will include a Gaelic football pitch and MUGA installation and refurbishment of the changing facilities.
15. Groundwork have now completed proposed plans for the 'Bumps' project in Roundhay. Funding through Play Builders and Groundwork is now being considered and work will start on site as soon as this is finalised.

Enterprise and Economy

Oakwood Town & District Centre Scheme

16. The Oakwood Town & District Centre scheme commenced on site on 31st March 2008. The primary aim of the scheme is to contribute towards increasing the economic vitality of the district centre through having an impact on business activity. The scheme proposes to do this through making improvements to the environmental appearance of the area and by improving car parking facilities. Phase 1 consisted of resurfacing and remarking of the bays in Oakwood Clock car park and junction improvements to the car park. This work was completed in February 2008.
17. Phase 2 of the project started work on 17th November 2008 and will address construction of the new parking area on Roundhay Road, lighting of the clock car park and replacement of street furniture. This work is on-going and there no issues to report. Street furniture has now been agreed with Ward Members and a contemporary design has been chosen. Tenders were submitted for the street furnishings and this work is still outstanding but is due to be completed shortly. Final siting of the furniture the furniture will be agreed with Parks and Countryside and members to ensure that they fit in with any future environmental improvements that may be undertaken to the area.

Learning

18. Work is ongoing with various groups interested in using space at Palace community centre to support homework and after schools learning activities. Proposals for use of the space are being gathered and collated with a view to setting up rooms to be shared and used by various groups. Community and faith groups are being actively encouraged to use the space together to assist in tackling community cohesion issues.
19. A programme of activities continues to be delivered through the Networks and Chess clusters and booklets publishing these are circulated around the area through schools, community groups and partners to encourage uptake.

Environment

20. Also please see actions within Priority Neighbourhoods update below for additional projects which link to this theme.
21. It is requested that the area committee nominate an environmental champion to represent the committee, this role falls outside of the Appointment to Outside Bodies.

Roundhay Tree Management Project

22. The Forestry team are in the process of producing work schedules and costings for the next phase of category 2 works. The management plan showing all categories of work and proposed timescales should be completed within the next three months. A schedule and costing for category 3 works is now being focussed on and will be submitted to members in due course.

Probation Services

23. At the March Area Committee it was approved to fund the scheme for a further 12 months following a successful trial period. The scheme is developing well and attracting positive feedback from Councillors, residents and groups who have utilised it. Further work is ongoing to develop and increase the number of referrals. A breakdown of referrals and work completed for the 3 months March to May 2009 is attached as appendix 2 to this report. Members requested that a mechanism be built in to the scheme so that they can provide feedback to the probationers when a job was well done; a draft letter attached as appendix 3 for members to approve, along with wording for a poster to publicise the scheme.
24. A dedicated contact to coordinate the probation work has been identified within the Area Management Team (Nick Clarkson) and work is ongoing to develop the referral and feedback processes across the two Area Committees that have commissioned this extra service in the East North East, thus ensuring greater consistency and efficiency.

Health and Wellbeing

25. Support is ongoing to the schools sports partnership to ensure that there is a comprehensive programme of sporting activities for young people across the area particularly during the school holiday periods.

Thriving Places

26. Multi agency operations and operation champion days are ongoing, further information can be found within the priority neighbourhoods update below.
27. Branding for Oakwood is being explored with the possibility of working with local school children, residents and an artist.

Harmonious Communities

Priority Neighbourhoods update

28. The Area Committee will be aware that three neighbourhoods in the north east have been identified as priority areas for multi-agency action to help narrow the gap between these areas and the rest of the city. This is based on deprivation indicators. All three neighbourhoods are wholly or partly in the inner area – Chapeltown (IMPACT partnership), Beckhill (Beckhill Implementation Group) and Moor Allerton (MAP). Area Management staff are responsible for driving forward action in these areas through partnership arrangements supported by a Neighbourhood Manager currently paid for by locally managed Safer Stronger Communities Fund (SSCF) monies. The following are progress updates from the partnership groups.

IMPACT

29. Chapel Allerton Neighbourhood Tasking has started the "Street Shapers" initiative in the Granges area of Chapeltown. It brings together all the different social landlords and the Area Management Team and the Neighbourhood Policing Teams to conduct a joint neighbourhood audit and conduct a reassurance mapping crime survey. The reassurance mapping survey includes questions that had previously been part of a "quality of Life survey" that was a separate exercise conducted by the IMPACT team. Results from the neighbourhood audit and the reassurance mapping will be fed back to residents at the June PACT meeting.
30. A Community Cohesion Pilot is beginning to be developed in the IMPACT area - as one of three pilots being developed across the city. This pilot will be an integral part of the Chapeltown Gang Prevention Strategy and the steering group that has been established to help coordinate that work. There is an emerging consensus that the pilot should focus on improving the quality and quantity of interactions between different groups of young people. Work is just beginning with colleagues in children's services to scope a project outline.
31. A piece of targeted clean-up work will shortly be starting at the former Frankland Place Nursery. The site has been raised through Chapel Allerton Neighbourhood Tasking as an area of concern. Officers from the Neighbourhood Police Team, Corporate Property Management and Asset Management have come together with the Area Management Team to plan a joint clean up in early June
32. Main issues highlighted were: High proportion (recurrent) of needles located in bushes, vice issues at back of building, cover and poor natural surveillance encourages issues, poor lighting, litter including needles and detritus from drug use. The effects of the clean up will be reviewed after three months.

Beckhill Implementation Group

33. The BIG partnership has successfully delivered a programme of Healthy Living activities funded through a grant from NHS Leeds. The group has received an award from NHS Leeds for - "Awareness, understanding and appreciation of addressing wider determinants of health through developing ongoing partnership." Details of the healthy living activities were provided in the last actions and achievements report to the Area Committee.
34. The group has also successfully organised a BIG Fun Day on 17th April at Carr Manor School with considerable support from the Networks Cluster Coordinator. Activities on offer included mobile Quasar, Bingo, DJ workshop and drumming circle, mini climbing wall and a balloon release. The winning balloon travelled to Bamber Bridge (69.7 miles) in 2 hours. 120 people attended the event with the majority from the Beckhill Estate. To encourage residents to attend, the whole estate was sent a flyer via probation, posters were put up on lampposts and Carr Manor produced a booklet of activities for young people over the Easter break. BIG partners were very pleased with this turn out as previous attempts at similar kinds of events have not been so successful.
35. An Operation Champion is currently being organised through Chapel Allerton Neighbourhood Tasking in the Beckhills estate for late May.

Moor Allerton Partnership (MAP)

36. The Moor Allerton priority neighbourhood spans both outer and inner North East. Area Management staff are responsible for driving forward action in these areas through partnership arrangements. The Moor Allerton Action Plan has been reviewed to bring it in line with the Area Delivery Plan theme headings, a new plan will be introduced which will set out actions for 2009/10.

Community Engagement

37. Please see separate report.

Community Charter

38. The committee agreed that a new, easily accessible version of the ADP, which could be understood and held to account by residents, should be produced. This "community charter" would contain a report back of last year and a list of priority actions/pledges for 2009/10. It would provide a way for local residents to monitor and hold accountable the work of the Area Committee and a link with the committee's engagement strategy. Included will be a calendar wall chart of key local events such as PACT meetings, school fairs, community galas, area committee meetings/engagement events etc. Work is continuing to produce the Charter and a mock up will be demonstrated at the meeting. The Area Committee is asked to approve the list of 20 key ADP actions/pledges that will form the main part of the charter together with 5 key achievements from last year as a report back (as provided in Appendix 1). These will be subject to converting to plain english and adding specific local actions where appropriate. The charter will be distributed as widely as resources available will allow and is anticipated to be ready by late summer.

Recommendations

39. The Area Committee is requested to note the contents of this report and:
- a) Approve the new area profile document.
 - b) Approve the new documentation to support the probation community payback scheme.
 - c) Nominate a member to act as Environment Champion.
 - d) Approve the list of ADP pledges set out in appendix 1 for inclusion in the household community charter to be produced late summer 2009.

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Area Committee Charter Achievements from 2008/2009

- We set up a partnership project with the probation service, funded through the Area Committee to enable the Community Payback Scheme to provide services including clean up's, hedge trimming and painting in the Inner North East. The scheme will continue in 2009/10 with groups being able identify environmental work and make a referral.
- We delivered improvements to the Mandela Community Centre on Chapel Town Road including internal painting to the building, new furniture and equipment. New lighting and roof were installed as part of the project also.
- Improvements to Oakwood village centre including new parking bays and improvements to existing space were delivered in 2008/2009. The scheme also included a new pedestrian crossing, lighting columns and tree planting.
- Through a Healthy Living Grant various activities were delivered to residents in and around the Beckhill Estate during the year including a fun day in April 2009. The Beckhill Implementation Group (BIG) won an award for effective partnership from NHS Leeds for this work.
- Throughout the year 500 people attended events that were held across the area to have their say and shape the priorities and activities for the future. An annual cycle of events is now in place to ensure that all residents can be included in what they want to see improved in the Inner North East. Please see the events planner in this document to get involved.

Area Committee Pledges for Community Charters 2009/2010

Leeds Strategic Plan Theme	Area Committee Pledges 2009/10
Culture	<ul style="list-style-type: none"> • Provide further improvements at the Mandela Community Centre including: <ul style="list-style-type: none"> • Increase services provided from centre. • Support and develop the Young People’s Steering group giving them their own identity. • Improve facilities and condition of parks and open spaces with projects at Stonegate Playing Fields (Moortown) and The Bumps at Roundhay Park. • Increase the use of Palace Community Centre and usage of space within the centre by arts groups.
Enterprise and Economy	<ul style="list-style-type: none"> • Support residents through the economic downturn in developing skills and training for employment by delivering job shop days in our neighbourhoods. • Further investment and implementation of the Chapeltown Heritage Initiative, a scheme to improve the historical centre of the area on Chapeltown Road, restore buildings and the Victorian splendour in the area. • To make key local shopping areas more attractive through the delivery of a festive lights programme.
Learning	<ul style="list-style-type: none"> • We will make sure that there is a full programme of learning activities for all residents in the community and that gaps in provision are filled. • We will deliver study support schemes for young people in the area and further develop the schemes in place at the Mandela and Palace.

Transport	<ul style="list-style-type: none"> • Support local schemes that encourage greater use of bicycles in neighbourhoods.
Environment	<ul style="list-style-type: none"> • Support communities in the Inner North East to improve allotment sites and create new spaces where people want and there is a need and help to promote 'grow your own' initiatives. • We will use the Community Pay Back scheme to make sure that offenders do work in the community that improves the environment of the area for residents, with projects being identified by you. • Deliver programme of multi-agency crime and grime operations across the area, to provide cleaner and safer neighbourhoods for you.
Health and well being	<ul style="list-style-type: none"> • Improve sports and leisure facilities across the area and deliver activities across the area throughout the year. • Support events focussing on older peoples well-being and independence including setting up a slipper exchange event, to which older people in the community are invited. At the event, they are presented with a pair of new, properly fitting slippers in exchange for their old pair. This helps ensure that old, worn-out slippers are no longer being used, therefore reducing the risk of falling from wearing "sloppy slippers".
Thriving Places	<ul style="list-style-type: none"> • Work with organisations providing activities in the area to provide more activities for young people. • Deliver actions with the Neighbourhood Policing Teams to focus on under age drinking, working with licensed premises to reduce sales to young people. • Invest in physical measures to help reduce crime such as fences and ginnel gating. • Deliver 3 events in each ward over the year so that people can be more involved in making decisions about the area they live in and influence priorities.

	<ul style="list-style-type: none">• Support local community and voluntary groups activity through Well Being Funding and monies from other available sources.
Harmonious Communities	<ul style="list-style-type: none">• Develop and promote more Neighbourhood Watch schemes.• Deliver new and support existing community events such as galas and festivals in the area.• Provide support to local neighbourhood partnerships to help them narrow the gap and address inequalities through activities and projects including the Beckhill Implementation Group (BIG) Impact (in Chapeltown) and Moor Allerton Partnership (MAP).• Work with local residents to develop the greenspace to the rear of the new Chapeltown centre to provide a community space there.• Develop 'in bloom' projects with local community groups and create 'Friends of' groups where there is a need.• Increase community access to school facilities out of school times.

PROBATION SERVICES REPORT

SUMMARY OF REFERRALS COMPLETED BY MONTH

The value of the work undertaken is based on a figure of £10 per hour, per person.

March 2009

Offender Hours worked	Supervisor Hours	Value of Work Undertaken	Project Undertaken	Description of Work	Ward
7	7	£ 70.00	Assessments		
29.75	6	£ 297.50	Prince Phillip Ctr	Painting	Chapel Allerton
67.75	14	£ 677.50	Chap All Leaf/Prince P	Leaflet Drp	Chapel Allerton
11	7	£ 110.00	Beckhill Leaflet Drop	Leaflet Drp	Moortown
33.5	7	£ 335.00	Prince Phillip Ctr	Painting	Chapel Allerton
7	7	£ 70.00	Assessments		
28	7	£ 280.00	Prince Phillip Ctr	Painting	Chapel Allerton
74.25	14	£ 742.50	Brackest/Beckleaf	Leaflet Drp	Chapel Al/Mean
20.25	7	£ 202.50	Brackenwood Est	Gardening	Chapel Allerton
3	3	£ 30.00	Assessments		
28		£ 280.00	Prince Phillip Ctr	Painting	Chapel Allerton
7	7	£ 70.00	Assessments		
38.25	7	£ 382.50	Prince Phillip Ctr	Painting	Chapel Allerton
49	7	£ 490.00	Prince Phillip Ctr	Painting	Chapel Allerton
34	7	£ 340.00	Prince Phillip Ctr	Painting	Chapel Allerton
32.5	7	£ 325.00	Prince Phillip Ctr	Painting	Chapel Allerton
7	7	£ 70.00	Assessments		
477.25	121	£ 4,772.50			

April 2009

Offender Hours worked	Supervisor Hours	Value of Work Undertaken	Project Undertaken	Description of Work	Ward
24	7	£ 240.00	Prince Phillip Centre	Painting	Chapel Allerton
38	7	£ 380.00	Prince Phillip Centre	Painting	Chapel Allerton
35.25	7		Prince Phillip Centre	Painting	Chapel Allerton
35.5	7	£ 355.00	Queenhill Ave	Clear vegetation	Moortown
7	7	£ 70.00	Assessments		
34	7	£ 340.00	Lidgett Lane Allot	Making Plant Beds	Chapel Allerton
54.75	14	£ 547.50	b'hill/Lidgett Allot	Plant Beds	Moortown
7	7	£ 70.00	Assessments		
21.25		£ 212.50	The Palace	Painting	Chapel Allerton
24.5	7	£ 245.00	Op champion	Cutting Hedges	Moortown
7	7	£ 70.00	Assessments		
42.25	7	£ 422.50	Prince Phillip Centre	Painting	Chapel Allerton
41	7	£ 410.00	Roundhay View		Roundhay
43	7	£ 430.00	Prince Phillip Centre		Chapel Allerton
7	7	£ 70.00	Assessments		
34.5	7	£ 345.00	Prince Phillip Centre	Painting	Chapel Allerton
43	7	£ 430.00	The Palace	Painting	Chapel Allerton
499	119	£4,637.50			

May 2009

Offender Hours worked	Supervisor Hours	Value of Work Undertaken	Project Undertaken	Description of Work	Ward
42	7	£420.00	The Palace	Painting	Chapel Allerton
7	7	£70.00	Assessments		
32	7	£320.00	Prince Phillip Ctr	Painting	Chapel Allerton
28.75	7	£287.50	The Palace	Painting	Chapel Allerton
28.25	7	£282.50	The Palace	Painting	Chapel Allerton
7	7	£70.00	Assessments		
42.75	7	£427.50	Prince Phillip Ctr	Painting	Chapel Allerton
20.75	7	£207.50	Bus Vale Rugby	Litter Picking	Moortown
23	7	£230.00	Beckhill Garth	Painting	Moortown
29		£290.00	Beckhill Garth	Painting	Moortown
7	7	£70.00	Assessments		
37.5	7	£375.00	Prince Phillip Ctr	Painting	Chapel Allerton
28.5	7	£285.00	Leopold Grove	Filling Skip	Chapel Allerton
35.25	7	£352.50	Prince Phillip Ctr	Painting	Chapel Allerton
368.75	91	£3,687.50			

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East North East Area Management
c/o Leeds Media Centre
21 Savile Mount
Chapelton
LEEDS
LS7 3HZ

Contact: Nick Clarkson
Tel: 0113 2145894
Fax: 0113 2145870
nick.clarkson@leeds.gov.uk

Our Ref: PROB/NC

2009

Dear Sir/Madam

“COMMUNITY PAYBACK” – A PARTNERSHIP WITH PROBATION SERVICE

I am writing to thank you for all your efforts and excellent work that you have undertaken within the area. I understand there have been many good comments from the community and various groups and I wanted to pass on gratitude, I hope that we will continue to enjoy a good relationship in the months to come.

Yours sincerely

Nick Clarkson
Area Assistant – East North East Management Team



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APPENDIX 3

“COMMUNITY PAYBACK” – A PARTNERSHIP WITH PROBATION SERVICE

An exciting partnership between Leeds City Council and the National Probation Service is now working in your area. Area Committees have agreed to fund this scheme which will provide a full team of probationers available to undertake unpaid work in the community.

This is fully supervised and vetted labour force which we want to make available FREE to local community and voluntary groups, schools and Parish Councils within the East North East Area.

It is envisaged that this scheme will provide assistance with various environmental projects; for example clearing and cleaning areas, planting bulbs, decoration and many more tasks which may arise within a community and where there is a shortage of people to help out.

Please note that any material costs are not included in the service – it is a free labour force. You may also need to provide access to toilet and basic lunchbreak facilities.

The work-programme for the service will be managed by East North East Leeds Area Management Team through a bookings system.

If you know of any organisation who would be interested and would like more details on this scheme and live in the Council wards of *Killingbeck and Seacroft, Harehills and Gipton, Burmantofts and Richmond Hill, Moortown, Roundhay, Chapel Allerton*. please contact me on 0113 2145894 or by email; nick.clarkson@leeds.gov.uk

I am enclosing a booking form for your use should you require more referral forms please do not hesitate to contact me.

Yours sincerely,

Nick Clarkson
East North East Area Management

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Originator:
Kate Parry/Sharon Hughes
Tel: 2145898

Report of the East North East Area Manager

Inner North East Area Committee

Date: 22nd June 2009

Subject: Community Engagement

Electoral Wards Affected:
Chapel Allerton
Moortown
Roundhay

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

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

The Area Committee has an enhanced role in community engagement with responsibility for overseeing the work of the Area Management Team in relation to community engagement activity in the Inner North East area.

This report provides ward members with an update on local community engagement activity. It includes details of feedback from the community engagement events held during Spring 2009 and arrangements for events in Summer and Autumn 2009. A community engagement planner is also provided giving details of a wide range of events taking place during the year.

Purpose Of This Report

1. The purpose of this report is to provide feedback of the community engagement events which took place during Spring 2009, and to outline future community engagement activity.

Background Information

2. Area Committees now have an enhanced role in Community Engagement and have responsibility for overseeing and monitoring the work of the Area Management Team in relation to local engagement activities. This involves the production of an area plan for community engagement which will include:
 - A Community Profile of local data and intelligence, with information about the local communities, identified key contacts and routes to reach local neighbourhood and interest communities;
 - A Calendar of Planned Communication and Engagement activity, including information in “About Leeds” at least once each year;
 - Community Engagement Activities within particular neighbourhoods and communities, linked to ADP priorities.
3. Information for a community profile, including community contacts, and statistical information is maintained by Area Management. A calendar of communication and engagement activity has been prepared which includes details of planned consultation events and publicity for specific projects. A copy of this calendar is available from the author of the report, and will be circulated at the meeting.
4. A annual cycle of community engagement is now in place with events in Spring to inform local communities of how services are working locally to meet the needs of local communities. For the summer round of engagement, we are not organising events, but we will be attending events/galas happening in the area with a focus on promoting area management and services.
5. Events in Autumn will give local communities the opportunity to feed into the planning process for the Area Delivery Plan.

Spring 2009 Events

6. During the months of March and April 3 events were held within the Inner North East area.
7. The events formed part of a programme of community engagement activity taking place on an annual cycle, and their purpose was to inform local residents of the Area Committee’s priorities, and the services and actions being delivered locally to support these priorities. They took the form of a ‘market stall event’ to allow local residents to speak with officers on a one to one basis. Residents also had the opportunity to speak with local councillors and council officers about local issues. Debates were also held to allow specific issues to be discussed in a forum context.

8. An event was held in each ward: Roundhay, Moortown and Chapel Allerton at dates and timed planned to encourage the most amount of attendees
9. The partners involved were:
- Leeds City Council: East North East Area Management team, Streetscene (recycling), Youth Service, Library Services, Extended Services, Leisure.
 - East North East Homes Leeds;
 - West Yorkshire Police;
 - Roundhay School
 - Local community and voluntary groups;
10. The events were widely advertised through door to door leafleting (with the use of Probation services), and schools. Posters and flyers were displayed in doctors surgeries, shops, pubs, community centres, places of worship and other public places, local newsletters and local websites.
11. The best attended event was the Chapel Allerton event which approximately 130 local residents attended. Approximately 60 residents attended the Moortown event, and 60 the Roundhay event. Services and Partners attending with stalls found the event useful to meet local people, and also to network with partner services and organisations. The attendance figures show that the Chapel Allerton event was particularly successful in attracting residents. The reasons for this success could be that 1) The event was advertised through schools and leaflets distributed to nearby homes, 2) the event featured lots of children's activities which appealed to families, 3) The event was held on a Saturday afternoon when residents found it most easy to attend.
12. At each event visitors were asked to complete a feedback form and give their views as to how useful these events are for local residents.
13. Everyone who completed a questionnaire said that they enjoyed the event. 88% said they had the opportunity to speak to their local councillors. The full details of feedback are shown in Appendix A.
14. The cost of organising the event was as follows
- | | |
|-------------------|-----------------|
| • Moortown | £323.49 |
| • Chapel Allerton | £564 |
| • Roundhay | £598 |
| • Total | £1485.49 |

The main costs were venue hire, activities and the printing of publicity.

Summer 2009

15. Area Management staff are scheduled to attend various events to raise awareness of Area Management, the Area Committee, Area Delivery Plan and the Well-Being fund. They attended the Friends of Gledhow Valley Woods Family Fun Day for Moortown

ward on 13th June. They will also attend the Chapeltown Development Trust Fun Day on 11th July for Chapel Allerton ward and the Oakwood Farmers Market on 18th July for Roundhay ward.

Autumn 2009

16. The intention is to hold further events in Autumn to provide local residents with the opportunity to raise issues about their local area. Feedback from these events will be used to inform the refresh of the Area Delivery Plan for 2010/11. These events will be organised in conjunction with partner agencies and local communities. In addition to the Community Engagement events in Autumn members have expressed proposed attendance at the Friends of Highwoods Fun Day on 19th September, Chapel Allerton Farmers Market on 11th October.

Implications For Council Policy and Governance

17. Area Committees have an enhanced role in community engagement as outlined in the Area Functions scheduled agreed at Executive Board.

Legal and Resource Implications

18. Area Management are responsible for organising and co-ordinating community engagement activity. This is undertaken in conjunction with other council services, and partners.

Conclusions

19. The Area Committee now has a specific role in relation Community Engagement, and a programme of community engagement activity has been put in place to support this.

20. Recommendations

Note the feedback from the Spring events and the community engagement calendar.

Background Papers

21. Area Committee Function Schedule.

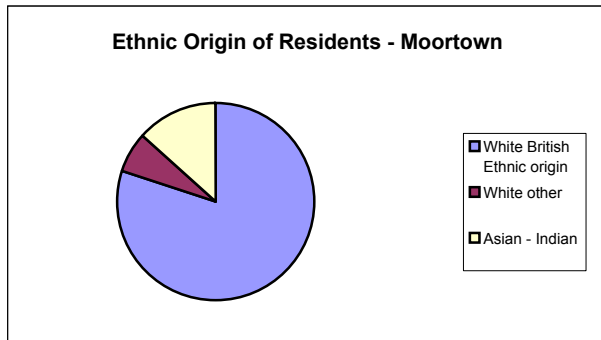
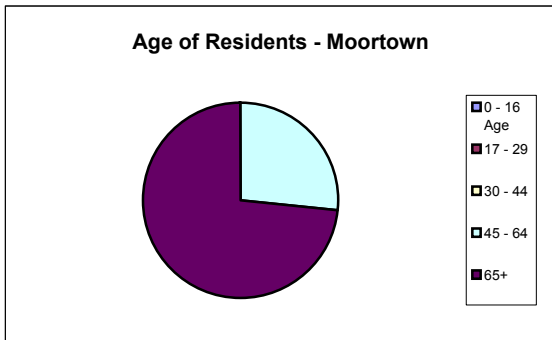
Appendix 1 - Demographics

Moortown

Total number of Attendees = 60

15 out of the 60 attendees completed the gender question. Of these 80% female to 20% male

15 out of the 60 attendees also told us their ethnicity and age.

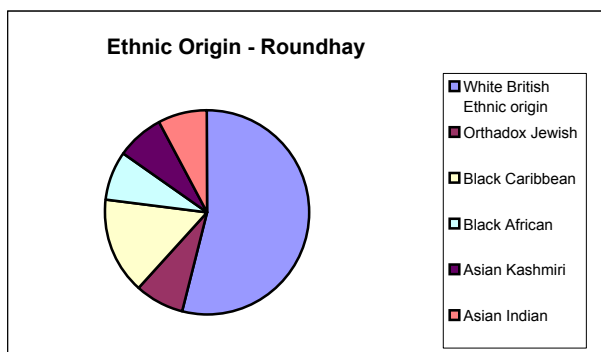
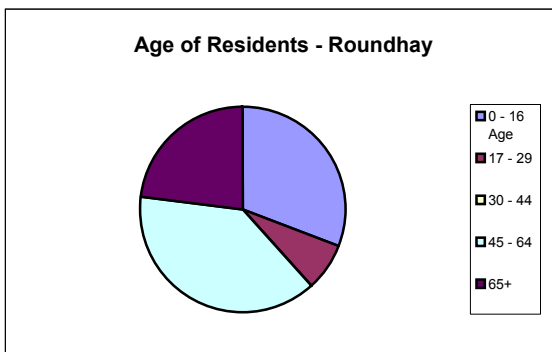


Roundhay

Total number of attendees = 60

13 out of the 60 attendees completed the gender question. Of these 47% female to 53% male

13 out of the 60 attendees told us their ethnicity and age

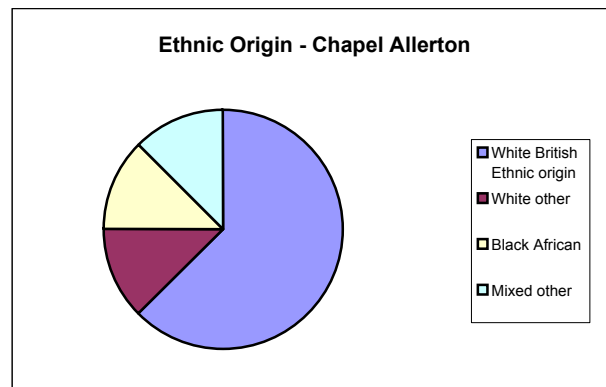
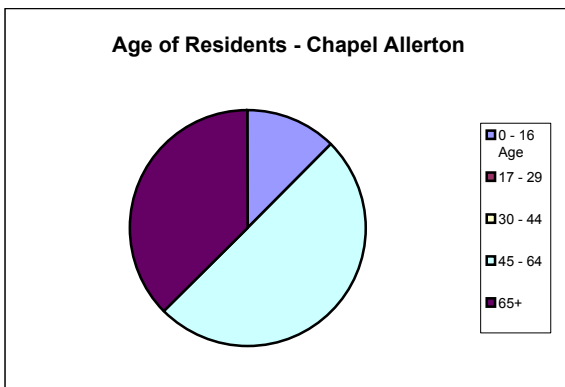


Chapel Allerton

Total number of attendees = 130

8 of the attendees completed the gender question. Of these 38% female to 62% male

8 of the attendees told us their ethnicity and age.

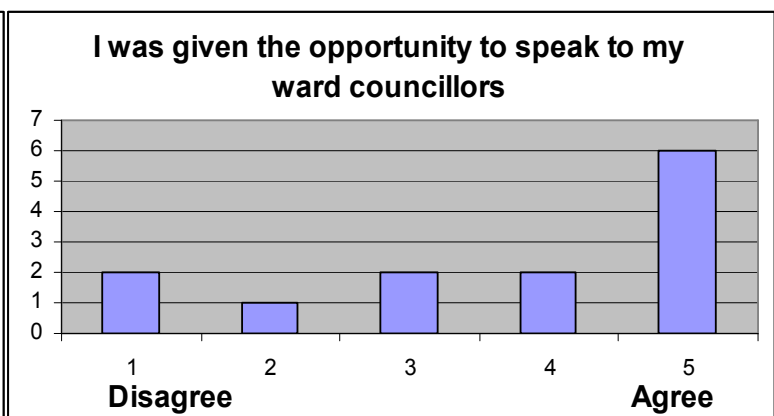
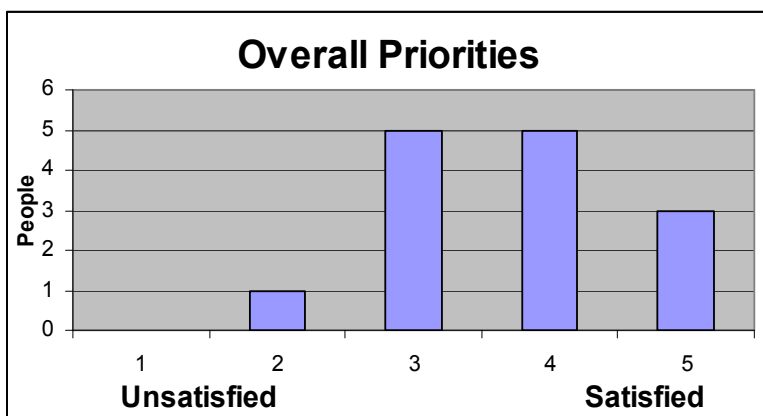
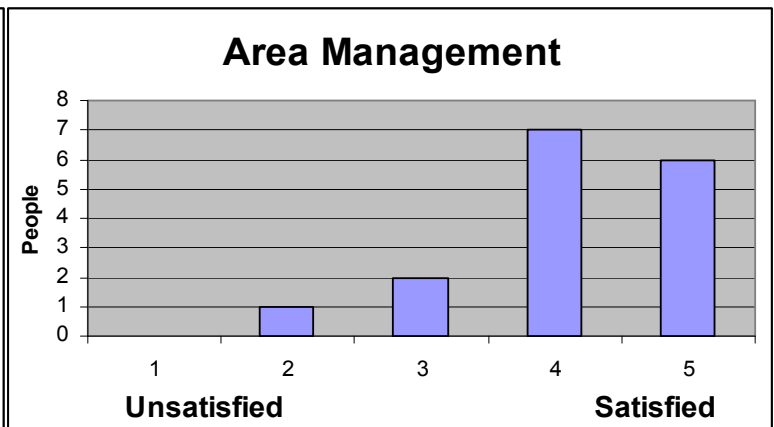
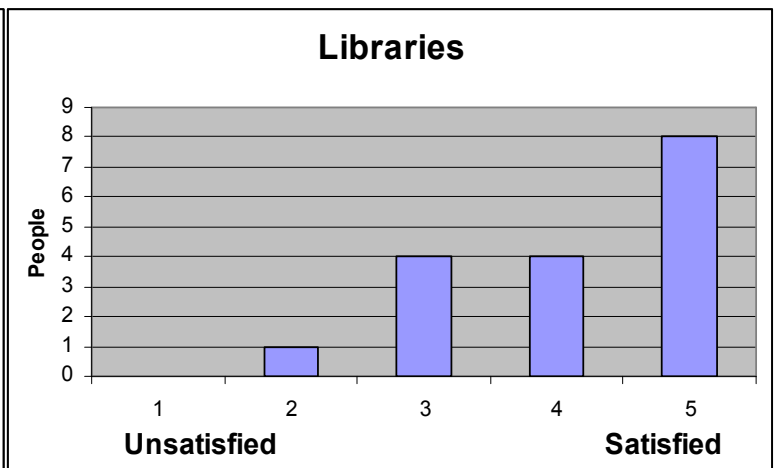
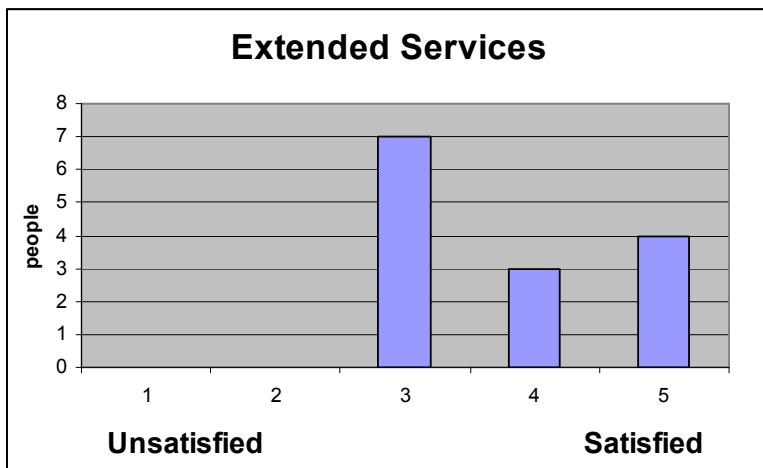
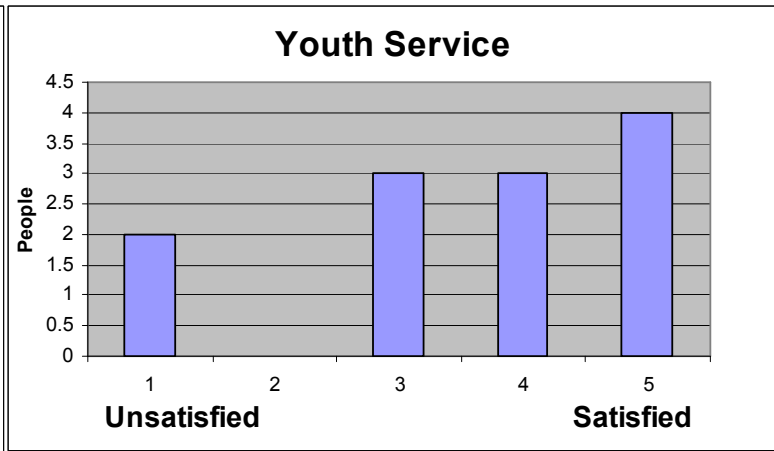
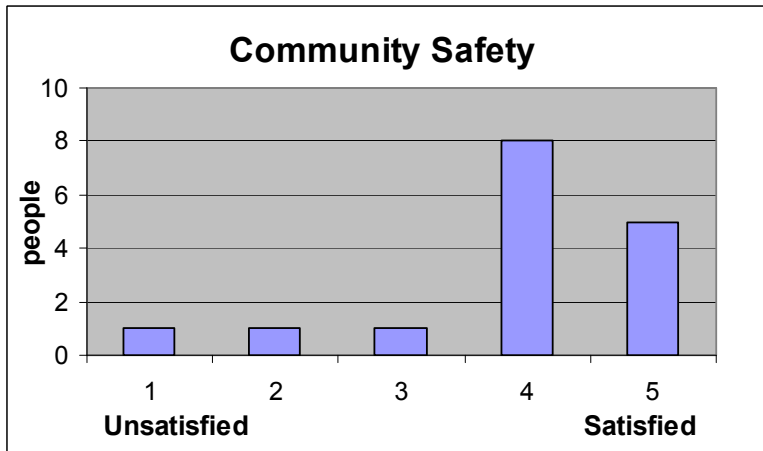


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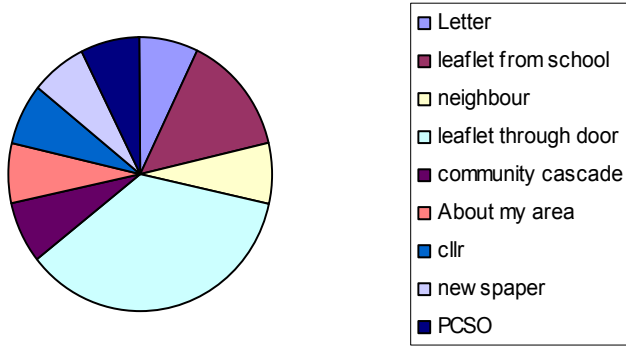
Appendix 2 – Feedback results

Chapel Allerton

Graphs showing how satisfied residents were with services in Chapel Allerton

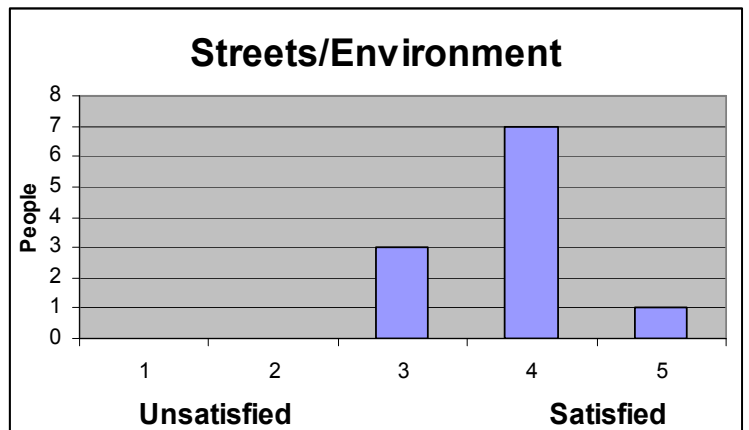
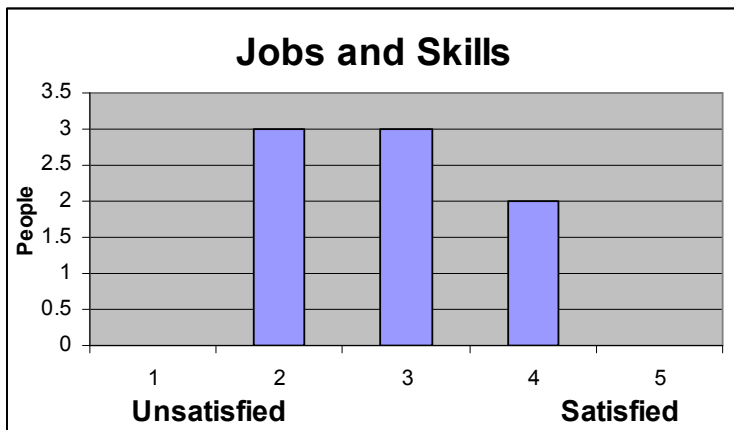
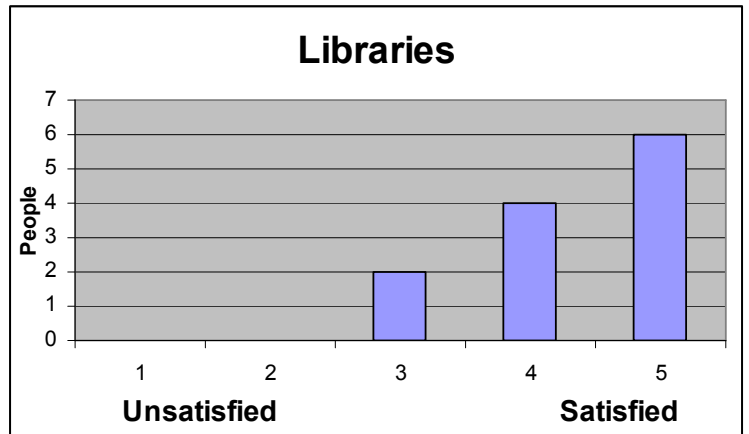
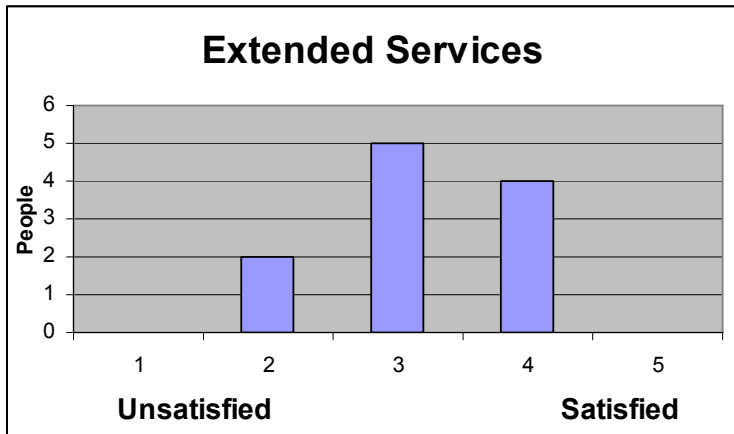
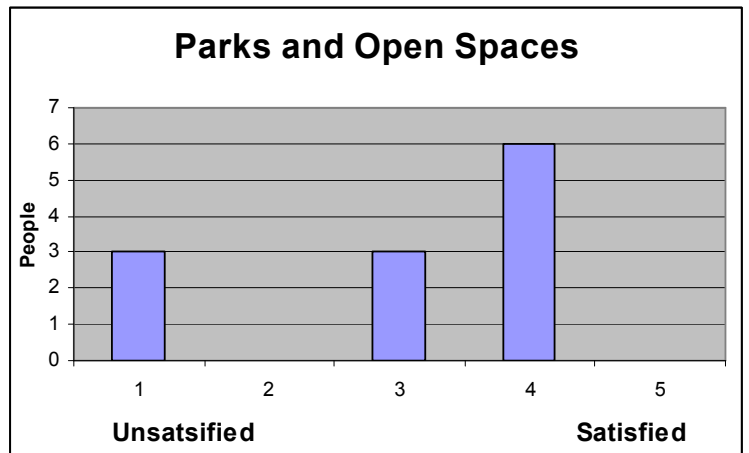
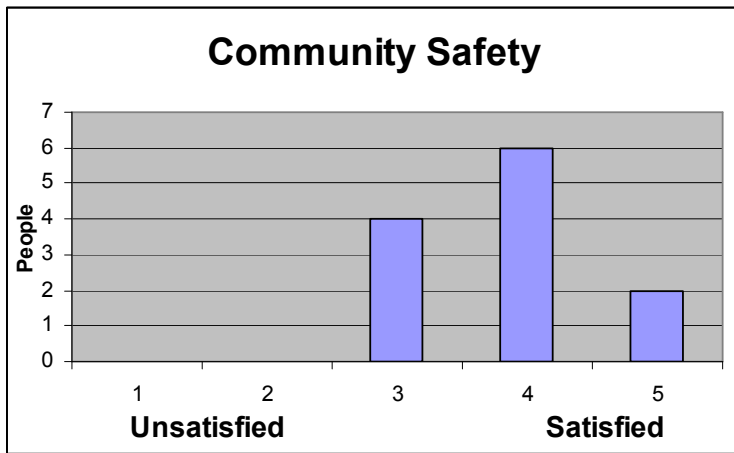


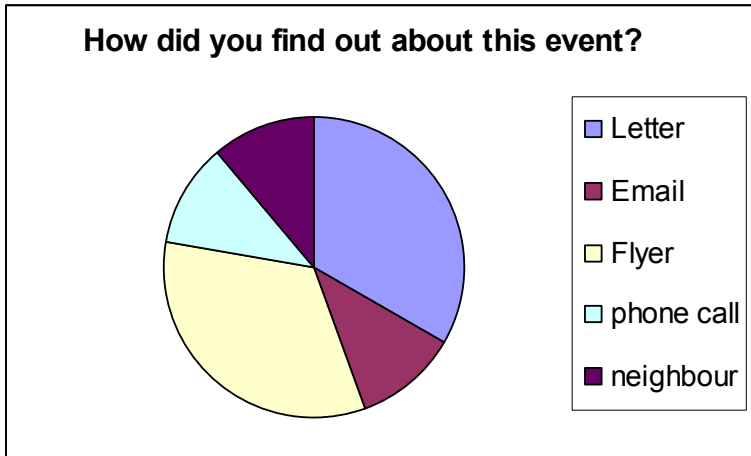
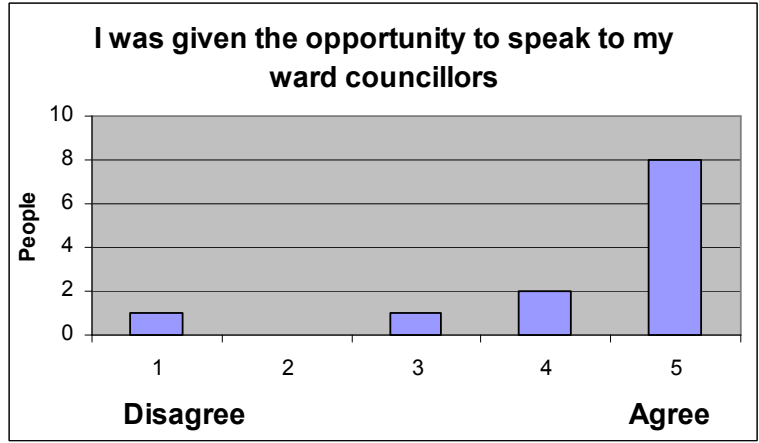
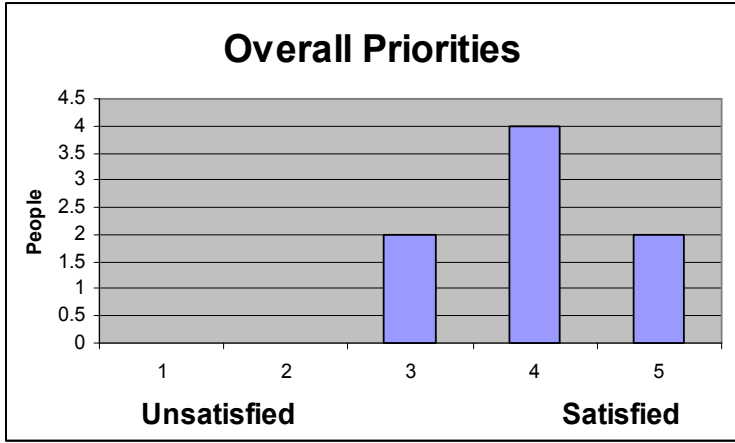
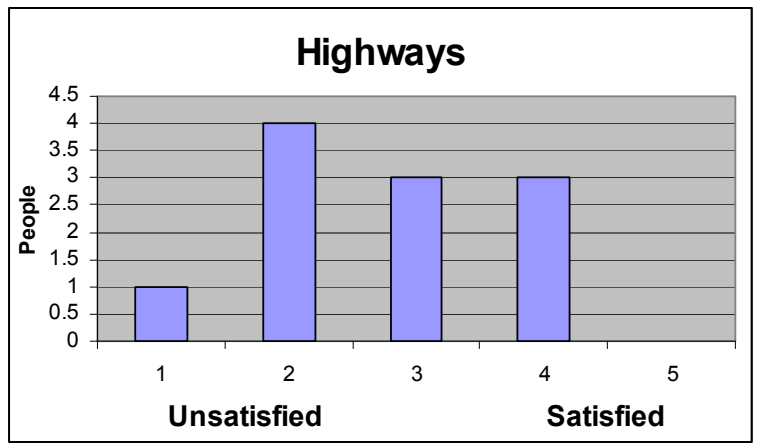
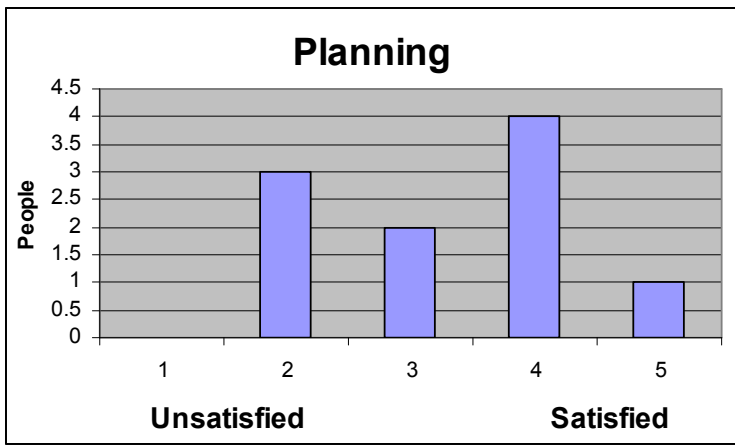
How did you find out about the event?



Moortown

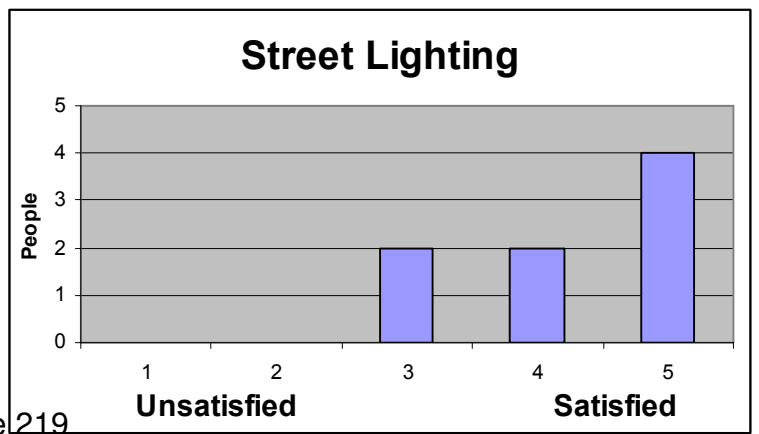
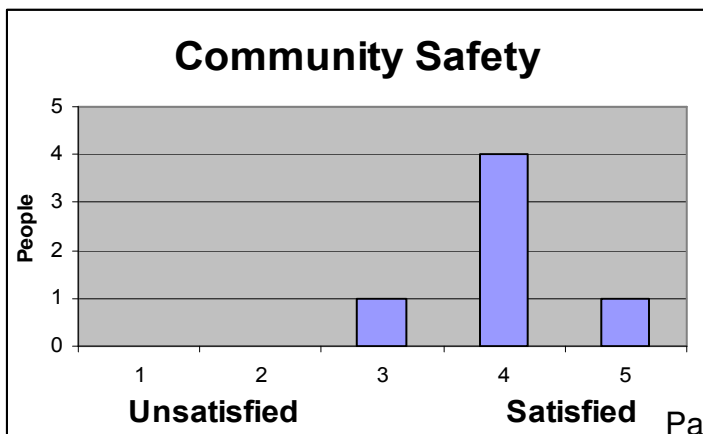
Graphs showing how satisfied residents were with services in Moortown

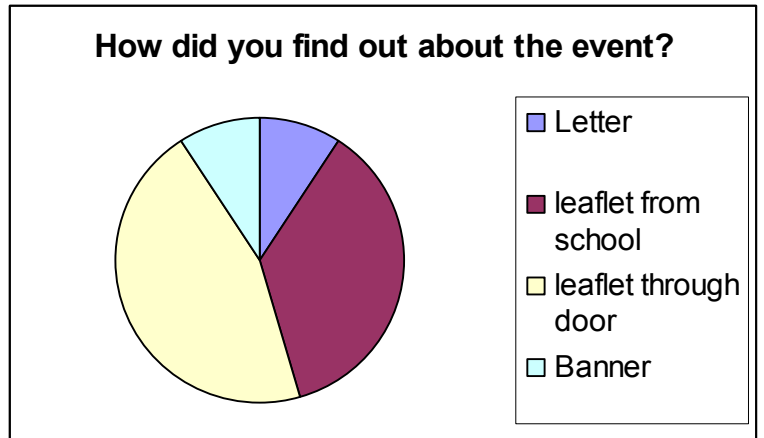
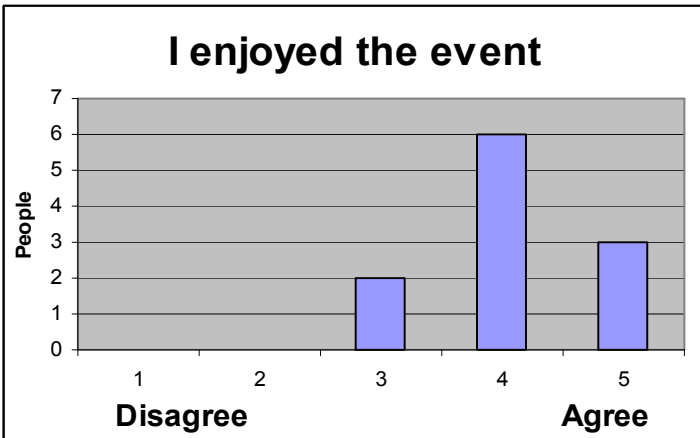
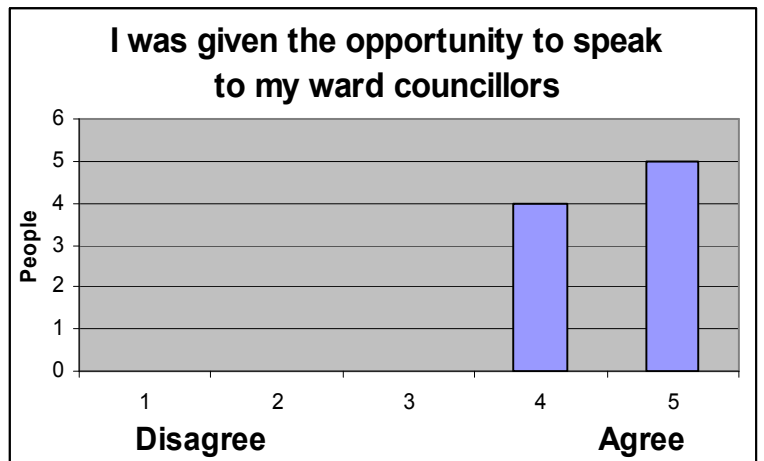
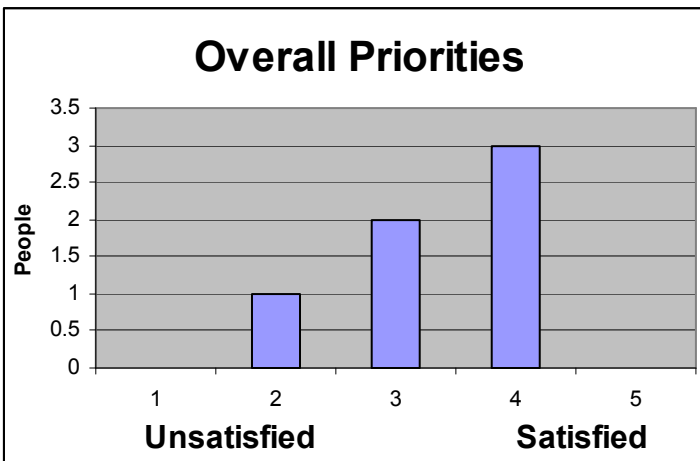
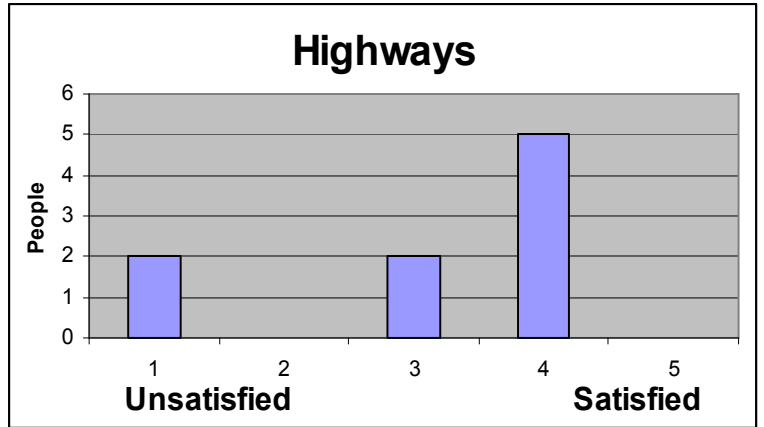
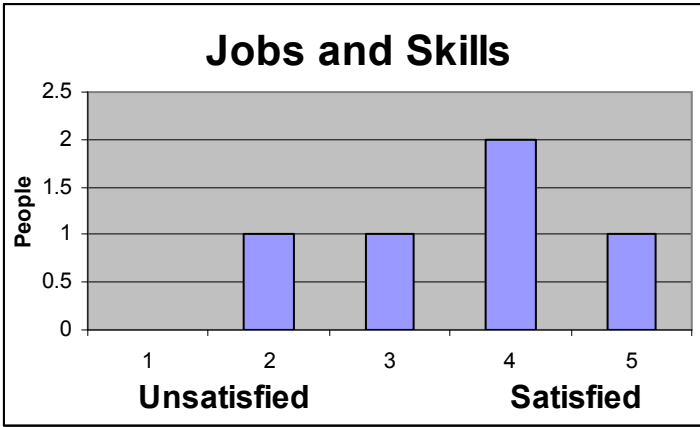
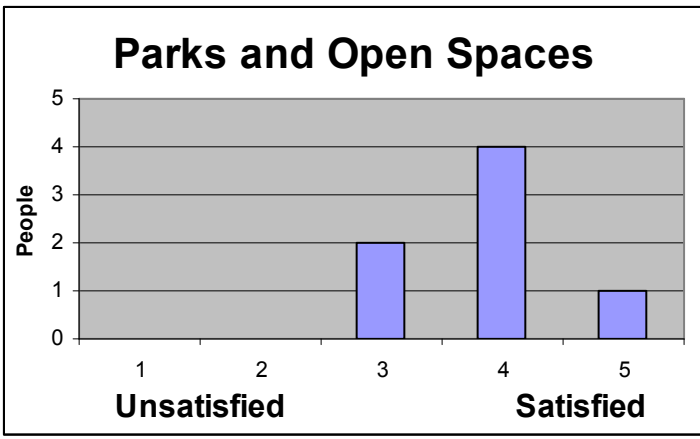




Roundhay

Graphs showing how satisfied residents were with services in Roundhay





Further comments from the Roundhay event – organised by area

Lidgett Lane

Replace grey steel fencing at Allerton Grange School

Proposed roadway to Allerton Grange School from Lidgett Lane?

Can tree planting be done at Allerton Grange School?

Can there be public access to Allerton Grange School fields?

Restoration of the lodge on Lidgett Lane (part of Moor Allerton Hall Estate)

Litter hotspots include - Talbot Avenue, Lidgett Lane, Allerton Grange School

Replace Brackenwood Community Centre portacabins with proper permanent buildings

Can tree planting be done on central reservation on Lidgett Lane

Fire Hydrant on corner of Lidgett Lane/Lidgett Hill does not work

Parking at end of Chandos Avenue for Doctors surgery has ruined verge and is dangerous

Talbot Primary

Stop parking on pavements at Talbot Primary school

Replace grey steel fencing on side of Talbot Primary

Gledhow

Dangerous roundabout on Gledhow Lane

Problems of traffic flow caused by chicane on Gledhow Wood Road

Improve litter facilities on Thorn Lane

Very busy along Gledhow Wood Road at the roundabout due to the school run

Obstructed view of bus stops due to restricted vision by Thorn Lane shops

Little Switzerland road surface very poor again

Roundhay Road

Woodland behind Tesco is not safe or hygienic. There should be lights.

Prevent Tesco from becoming larger and impeding Traffic flow on Roundhay Road

Road surface at Bus stop on Roundhay Road outside Tesco is very bad
Stop Tesco building their super store - traffic chaos will ensue

Improve lighting and security in Gipton wood to reduce fear of crime

When is one way system going to be reversed at Somerfields in Oakwood

Improve litter facilities in Oakwood

Improve the clock area

Old Park Road/Princes Avenue

Bus stop on Old Park Road too close to mini roundabout junction = danger

Litter bin removed outside Roundhay School

Improve traffic flow around Old Park Road

Problem with disappearing stone paving slabs on Old Park Road (now being replaced with asphalt) Is this what we want

No road crossings along Prince's Avenue. Improve traffic flow to avoid incidents

Large stretches of Park Avenue urgently require to be resurfaced please

3 litter bins on Park Avenue

Street Lane

Parking is still allowed in front of new bus stops with raised curbs along Street Lane

General

Swimming baths needed for Roundhay

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Report of Chief Officers for Regeneration and Health and Environmental Action Services

Inner North East Area Committee

Date: 22 June 2009

Subject: Neighbourhood Wardens – Restructure Proposals

Electoral Wards Affected:	Specific Implications For:
<input checked="" type="checkbox"/> All Wards	Equality and Diversity <input checked="" type="checkbox"/>
	Community Cohesion <input checked="" type="checkbox"/>
	Narrowing the Gap <input checked="" type="checkbox"/>

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 is provided for information to all the council's area committees for information. The report provides members with information about the restructuring proposals for the Neighbourhood Warden service. These proposals are currently out for consultation with the staff affected and the Trade Unions. Essentially the proposal is to delete the existing Neighbourhood Warden staff structure and to create new Community Environment Officer posts in Environmental Services. It is proposed that the deployment of the Community Environment Officer posts will continue to be agreed with Area Committees with the initial deployment reflecting the reduced number of posts and in the longer term reflecting the Area Committee and HEAS service priorities. Area committees will be asked to consider deployment issues soon after the restructure is implemented in the autumn.

Purpose of report

1. The purpose of this report is to propose the deletion of the existing Neighbourhood Wardens staff structure currently located within the Regeneration Service and the creation of new Community Environment Officer posts in Environmental Services, in the Environment and Neighbourhoods Directorate.
2. The report sets out the above proposals for information to the council's area committees and for the purposes of staff and trade union consultations. Subject to the consultation outcomes, this will form the basis of a report to the Director for a delegated decision on the restructure proposals to enable implementation from the beginning of September 2009.

Background

3. Neighbourhood Warden posts were established incrementally over the last eight years with significant support from external funding streams. The key responsibilities of the wardens are to engage with local communities, provide a visible uniformed presence in communities to offer public reassurance and deal with community safety and environmental issues.
4. A number of changes have taken place since the service was first established. The most significant of these changes have been:-
 - the move by a number of services to locality working and the introduction of neighbourhood management
 - changes in other services with related and aligned functions including the establishment of Neighbourhood Policing Teams and Environmental Action Teams, and
 - the expiry of Neighbourhood Renewal Funding which has contributed to meeting service costs.
5. Key benefits of the service have been the ability to engage effectively with local elected members and communities and provide a responsive service to meet their needs and the support and involvement of wardens in multi-agency tasking teams to deliver improved outcomes in target neighbourhoods.
6. Changes to the operational focus of the service and the staffing structure are required to address the impact of the above changes. This provides the opportunity to more appropriately position the service to make an effective contribution to cross service and partnership working to successfully deliver joined up services at the neighbourhood level. The existing staffing numbers are no longer sustainable in light of significant reductions in external funding and a more flexible staff resource is required that can be effectively deployed across a smaller number of neighbourhoods that experience the highest incidence of deprivation and the poorest environmental conditions.
7. Reductions in external funding have also affected the Environmental Action Teams with a relatively small number (8) of Technical Officer posts in these teams no longer being funded from 2010.

Main issues

Existing Neighbourhood Warden Structure

8. The Neighbourhood Warden Service is managed from within the 3 Area Management teams within the Regeneration Service. There are currently 30 posts shown on the structure. In addition, there are 7.5 posts which supplement the core service funded through Area Committees and ALMOs. Management arrangements vary between areas, being either by Area Community Safety Co-ordinators, Area Management Officers or Senior Wardens. The current structure overview is provided at Appendix A.
9. Each Neighbourhood Warden is assigned to a specific area and carries out uniformed patrols within that area, making contact with local people and identifying issues which need addressing. Wardens' deal with three main areas:-
 - **Environmental**
Reporting fly tipping, graffiti, abandoned vehicles, vandalism, damage to street lighting and street furniture; arranging and contributing to community clean ups; awareness initiatives with local schools and community groups; contributing to environmental enforcement initiatives.
 - **Crime / Anti Social Behaviour**
Providing a visible uniformed presence within an area; supporting victims of crime and anti-social behaviour; involvement in preventative initiatives such as property marking and security advice; liaising with Police, PCSOs and ASB officers regarding problem areas and individuals.
 - **Community Support**
Acting as a link for the community with service providers; encouraging community and residents groups and assisting with planned activities; facilitating and publicising community events and youth diversionary activities in association with local partners; enabling access to relevant support groups and organisations.

Operational Focus

10. The Neighbourhood Warden posts were established in 2001 prior to the introduction of neighbourhood policing and the increased emphasis on fighting environmental crime. Considerable additional resource is now available to provide a responsive service to address locality specific crime and community safety issues through the Neighbourhood Policing Teams that include both police officers and police community support officers. As the locality focused resource to address these issues has grown the focus of the warden's day to day work has been largely refocused to dealing with environmental issues.
11. Since the establishment of the service, the Council has developed a more proactive approach to environmental enforcement issues. This work is now co-ordinated and delivered through the Health and Environmental Action Service in Environmental Services. It is proposed that the new posts are line managed through this service to provide professional support and line management.

Locality Focus

12. The link to a specific locality has resulted in a number of benefits. Post-holders have developed a detailed knowledge and understanding of the local area and the network of relationships within communities and with service providers and elected members. This has enabled a positive contribution to be made to tasking operations and neighbourhood management.
13. It is proposed to maintain this locality focus and target this to the most deprived neighbourhoods which have the greatest incidence of environmental issues. The posts would provide a visible presence in the community, identifying and addressing priority issues and helping to deliver on environmental issues within Neighbourhood Improvement Plans.
14. Deployment of the Community Environment Officer posts will continue to be agreed with Area Committees with the initial deployment reflecting the reduced number of posts and in the longer term reflecting the Area Committee and HEAS service priorities. Area committees will be asked to consider deployment issues soon after the restructure is implemented.

Job Description

15. The job description for the new Community Environment Officer posts reflects the above change in focus. It specifies the locality focus but also expects the role to progress from a reporting role to one which can also resolve issues using legal powers and other tools. The scale of the post is considered appropriate to the level of responsibility and has been assessed by the Job Evaluation Team. The revised job description is attached at Appendix C. It not only complements the job descriptions currently existing within the Environmental Action Teams but also includes many elements of similarity to the Technical Officers as well as to that created for Neighbourhood Wardens.

Number of posts

16. The existing 30 core posts are currently funded through 3 streams, LCC base budget, NRF Transitional Grant and LPSA Reward Grant. There is a fall in funding from £594k in 2008/9 to £397k in 2009/10 to no grant in 2110/11 reflecting the expiry of NRF Transitional Grant and LPSA Reward Grant.
17. The proposed changes are to delete the existing posts from the structure and create 23 Community Environment Officer posts. This will have the effect of reducing the total number of core staff to 23. All Community Environment Officer appointments will be made to the City rather than to a single specific area.
18. The net effect of the proposal is the loss of 7 posts from the structure. This would enable costs to be reduced by £186k from £763k to £577k per annum.
19. The 7.5 temporary posts are funded from Area Committee Well-being grant and contributions from ALMOs. The total cost of these posts is £231k. The above structure may be supplemented by Area Committees through the use of well-being funding.

Trade union consultation

20. A formal consultation programme is to be undertaken with staff and trade unions from the beginning of June. This allows for consultation on the proposals and the new job descriptions. The outcome of the consultation process will be summarised and reflected in the final report seeking approval to the proposed structure.

Financial Implications

21. External income of £397k in relation to the funding of posts will expire on 31 March 2010. In subsequent years, the inflationary pressures on the service will need to be managed through vacancies or through savings and efficiencies in the service, across the Environment and Neighbourhoods directorate and the Council.
22. The new structure is proposed to position the service so that reliance on external grant funding is significantly reduced and provides a flexible staffing resource to deliver an increasingly responsive programme of environmental services in the most disadvantaged neighbourhoods.

Recruitment

23. The proposed recruitment process will be in accordance with Appendix 12 of the Council's Recruitment and Selection Code of Practice. This will be fully detailed once approval has been secured to the restructure proposals.
24. As there is considerable overlap between the job descriptions for the new Community Environment Officer post and the existing Technical Officer post, it is proposed that the initial ring fencing proposals include the existing Neighbourhood Warden post-holders and 8 Technical Officers who have recently been placed into managing workforce change redeployment procedures as their posts will not be funded from March 2010.

Accommodation issues

25. Existing accommodation will need to be reviewed in light of the proposed new staffing. Any additional costs will need to be met from existing budgets.

Equality Impact Assessment

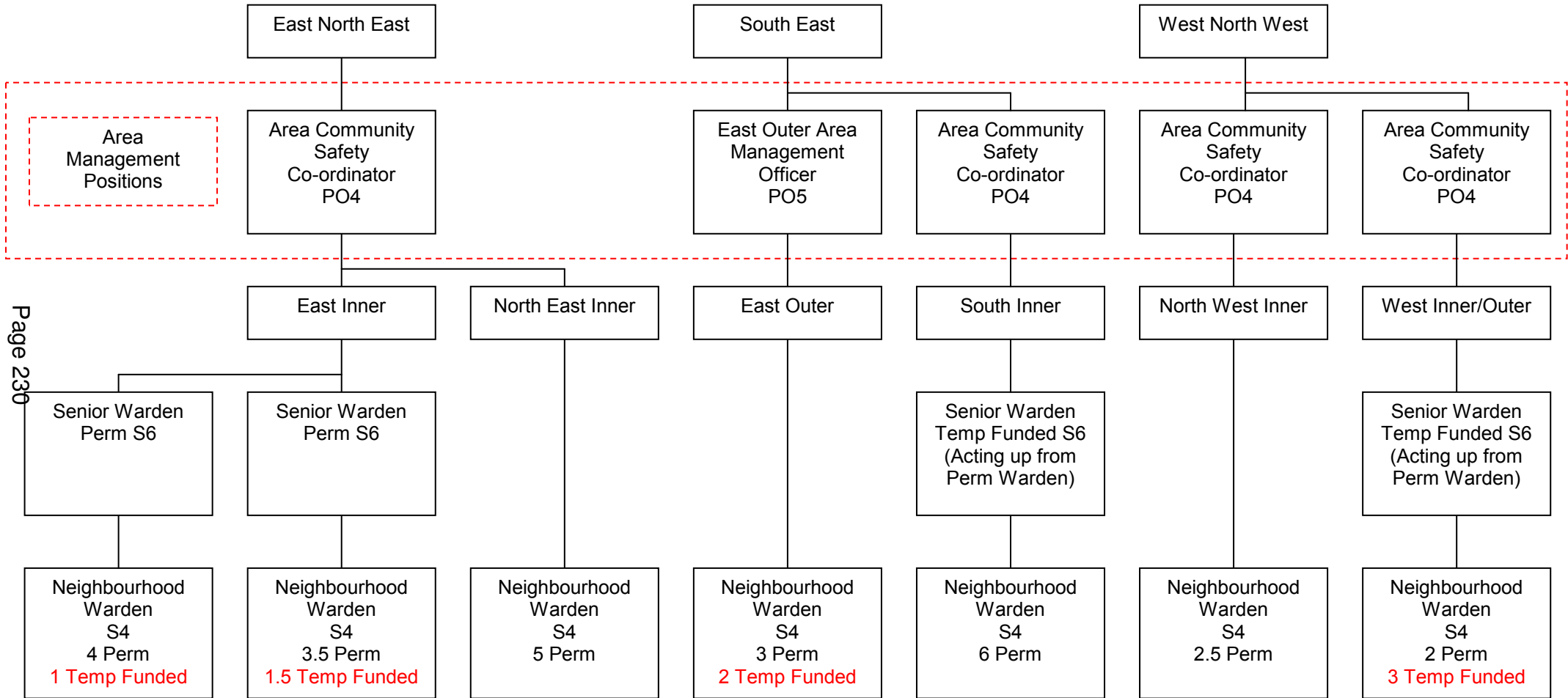
26. An Equality Impact Assessment will be undertaken during this process in line with the Council guidance.

Recommendations

27. Members of the area committee are asked to note the content of this report for their information.

Appendix A

Neighbourhood Warden Line Management Structure – April 2000



**JOB DESCRIPTION AND PERSONAL DETAILS
(ALL POSTS ARE OPEN TO JOB SHARE)
Environment and Neighbourhoods Directorate**

DIVISION: Environmental Services	SECTION: HEAS
POST TITLE: Community Environment Officer	SCALE: B3/C3 (S4/6)
	POST REF NO:
POST (S) TO WHICH DIRECTLY RESPONSIBLE:	
EAT Manager/Neighbourhood Manager	GOQ: N
POST (S) FOR WHICH DIRECTLY RESPONSIBLE: None	
CUSTOMER CARE AND EQUAL OPPORTUNITIES	
To support and abide by the policies and practices of both the Council and the Directorate with regard to Customer Care and Equal Opportunities strategies and their respective Action Plans.	
PURPOSE OF JOB:	
To assist the Environmental Action Teams (EAT) and Neighbourhood Managers to improve the quality of the environment in locally agreed priority areas. The post will be highly visible in the community and will address cleaner and greener issues. The post will be working intensively within relatively small well defined area/s. They will work with, and for, the community to improve the area, using a range of techniques including enforcement processes. A proactive approach to solving environmental problems in a sustainable way is important, based upon local information, established needs and the environmental aspects of Neighbourhood Improvement Plans.	
RESPONSIBILITIES:	
A. <u>At B3</u>	
1	Carry out regular high visibility uniformed patrols, undertaking checks of hot spot areas and void properties, and using legislation and communication to improve the local environment for members of the public and businesses at all times.
2	Communicate with residents, businesses and members of the public about environmental issues in a well defined locality. Contribute to environmental aspects of Neighbourhood Improvement Plans and other local initiatives. Signpost facilities and relevant service providers. Conduct presentations at resident meetings, schools, sheltered housing complexes, clubs and groups etc. on a range of environmental and local issues.
3	Attend locality meetings, such as local tasking and multi-agency groups, providing information on service provision and contributing to solutions to local problems.

- 4 Provide assistance to ward members on local environmental issues and activities. Provide proactive solutions to issues identified at a local level, acting as a point of liaison for the EAT.
- 5 Investigate and resolve service requests relating to Environmental issues. Use all available statutory and non-statutory measures to resolve issues, which may include the use of; Notices (including fixed penalty notices); prosecutions; warnings; informal advice; education; and imaginative solutions to solve problems
- 6 Follow up cases to ensure that required actions are properly complied with in the relevant timescales and the preparation of cases for prosecution when appropriate, with support
- 7 Under the guidance of more senior officers, ensure that accurate interpretation of legislation, guidance and relevant technical information occurs in order to maintain consistency of decision making and action
- 8 Act as a professional witness and attend court when requested.
- 9 Obtain local knowledge and an understanding of the issues which affect the community in the specified working areas by developing and maintaining a close relationship with local residents, community groups, the police, ward members and representatives of the local community.
- 10 Liaison with partnership organisations and involvement in coordinated activities with partners.
Become involved in individual and co-ordinated activities, alongside partnership agencies, designed to reduce environmental problems.
- 11 Report environmental problems such as vandalism to street lighting and street furniture, fly tipping etc to relevant service providers. Report incidents of graffiti, particularly offensive and / or racist graffiti and arrange for its removal. To initiate and support investigations aimed at identifying and prosecuting perpetrators of these crimes.
- 12 Facilitate litter collection and removal of dumped rubbish, vermin, abandoned cars etc. Report or remove drug paraphernalia e.g. syringes and needles. Facilitate community clean ups and environmental initiatives, involving local people and other organisations as appropriate.
- 13 To accurately record information using databases and other systems and provide accurate information, including technical reports.
- 14 To undertake all work in compliance with the Council's health and safety policy
- 15 Adhering to established procedures in relation to financial and Council rules.
- 16 Any other similar duties commensurate with the responsibilities and grade of the post.

At C1: as above plus

- To occasionally contribute to the development and improvement of processes and procedures, such as quality assurance, customer care, service delivery etc

- To interpret legislation, procedural and policy guidance and relevant technical information accurately and consistently
- Have direct involvement in developing individual team members as appropriate
- Independently liaise with partnership organisations

At C3: as above plus

- To investigate and work on more complicated cases through to resolution
- To provide detailed technical reports about individual or area issues.
- To assist with the development and improvement of processes and procedures, such as quality assurance, customer care, educational programmes, briefing materials, service delivery etc.
- To assist other staff in preparation of their cases.

BEHAVIOURAL

1 The postholder must:

- seek the trust of others and be trusted by them
- be honest about their activities
- be respectful of others and to colleagues
- Cooperate with colleagues
- Be transparent in their actions
- Show confidence in their role
- Demonstrate a positive approach to their duties and colleagues
- Be prepared to support colleagues achieve the strategic outcomes

SOCIAL CONDITIONS:

The postholder will communicate with all levels of staff, members of the public and external agencies.

The postholder will work as part of a team and will be expected to work with team members. You will also be required to work alone whilst fulfilling field or office based tasks.

Officers will need to show a passion and commitment to work with the public, businesses and partners, in both supporting and enforcement roles, in order to improve the quality of life for citizens of Leeds

ECONOMIC CONDITIONS:

The salary of the post is B3/C3. Progression through the scales will lead to higher level duties and responsibilities and will be determined by the principles of the HEAS Technical Officer progression scheme subject to a satisfactory record of experience and performance at the previous grade.

20 days (plus 3 in lieu of “bank holiday Tuesday” agreement) annual leave (rising to 21 at C1 and

above) and 5 additional days after 5 years Local Government service plus statutory Bank Holidays.

37 hour working week, Monday to Friday. The postholder should be willing to work flexible hours to meet service requirements. There may be an occasional requirement for additional hours to be worked (compensated).

Car Use Allowances - if this postholder or post meets the criteria for essential car user status the corresponding allowance plus mileage will be paid whilst the postholder provides and maintains a vehicle for business use. Casual car user mileage is payable in accordance with local conditions of service.

There is a voluntary contributory Superannuation Scheme which is deducted at a rate dependent upon your salary and is currently in the range of 5.9% to 6.5% of the salary.

Period of notice - 4 weeks.

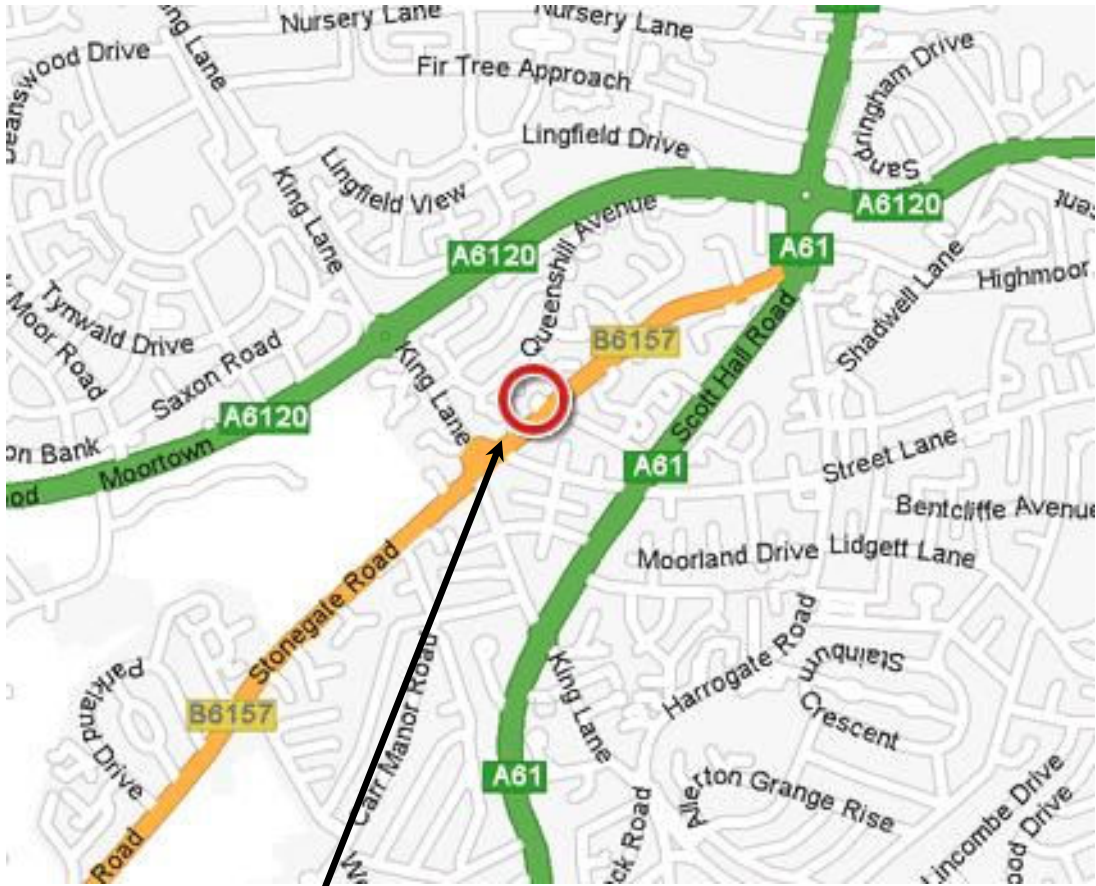
Other conditions in accordance with the provisions of the scheme of Conditions of Service of the National Joint Council for the Local Government Services as adopted or amended by the Council.

PROSPECTS:

Opportunities for advancement may occur when posts become vacant and are advertised in the Council's Vacancies Bulletin.

LOCATION:

The appointment is to the Council; therefore an employee can be required to work at any relevant office and area to fulfil the duties. The majority of our buildings have wheelchair access.



Marjorie and Arnold Ziff Centre. 311 Stonegate Road, LS17 6AZ

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