



EAST (OUTER) AREA COMMITTEE

**Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Tuesday, 19th October, 2010 at 2.00 pm**

MEMBERSHIP

Councillors

S Armitage	- Cross Gates and Whinmoor;
P Grahame	- Cross Gates and Whinmoor;
P Gruen	- Cross Gates and Whinmoor;
M Dobson	- Garforth and Swillington;
A McKenna	- Garforth and Swillington;
T Murray	- Garforth and Swillington;
J Lewis	- Kippax and Methley;
K Parker	- Kippax and Methley;
K Wakefield	- Kippax and Methley;
W Hyde	- Temple Newsam;
M Lyons	- Temple Newsam;
D Schofield	- Temple Newsam;

**Agenda compiled by:
Guy Close
Governance Services Unit
Civic Hall
LEEDS LS1 1UR
Tel: 24 74356**

**South East Area Manager:
Shaid Mahmood
Tel: 22 43973**

CONFIDENTIAL AND EXEMPT ITEMS

The reason for confidentiality or exemption is stated on the agenda and on each of the reports in terms of Access to Information Procedure Rules 9.2 or 10.4(1) to (7). The number or numbers stated in the agenda and reports correspond to the reasons for exemption / confidentiality below:

9.0 Confidential information – requirement to exclude public access

9.1 The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed. Likewise, public access to reports, background papers, and minutes will also be excluded.

9.2 Confidential information means

- (a) information given to the Council by a Government Department on terms which forbid its public disclosure or
- (b) information the disclosure of which to the public is prohibited by or under another Act or by Court Order. Generally personal information which identifies an individual, must not be disclosed under the data protection and human rights rules.

10.0 Exempt information – discretion to exclude public access

10.1 The public may be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information would be disclosed provided:

- (a) the meeting resolves so to exclude the public, and that resolution identifies the proceedings or part of the proceedings to which it applies, and
- (b) that resolution states by reference to the descriptions in Schedule 12A to the Local Government Act 1972 (paragraph 10.4 below) the description of the exempt information giving rise to the exclusion of the public.
- (c) that resolution states, by reference to reasons given in a relevant report or otherwise, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

10.2 In these circumstances, public access to reports, background papers and minutes will also be excluded.

10.3 Where the meeting will determine any person's civil rights or obligations, or adversely affect their possessions, Article 6 of the Human Rights Act 1998 establishes a presumption that the meeting will be held in public unless a private hearing is necessary for one of the reasons specified in Article 6.

10.4 Exempt information means information falling within the following categories (subject to any condition):

- 1 Information relating to any individual
- 2 Information which is likely to reveal the identity of an individual.
- 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- 4 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or officer-holders under the authority.
- 5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- 6 Information which reveals that the authority proposes –
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment
- 7 Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

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.

AGENDA

Item No	Ward/	Item Not Open		Page No
1			<p style="text-align: center;"><u>PROCEDURAL BUSINESS</u></p> <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
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p> <p>Agenda item 8– Appendix 3 of Community Centres Report – Access to Information Procedure Rule 10.4 (3) – information relating to the financial or business affairs of any particular person (including the authority holding that information).</p>	
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATIONS OF INTEREST</p> <p>To declare any personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	

Item No	Ward/	Item Not Open		Page No
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>MINUTES - 7TH SEPTEMBER 2010</p> <p>To confirm as a correct record the minutes of the meeting held on 7th September 2010.</p>	1 - 6
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> <p style="text-align: center;"><u>EXECUTIVE BUSINESS</u></p>	
8	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam;	10.4(3)	<p>COMMUNITY CENTRES REPORT</p> <p>To receive and consider a report from the Director of Environment and Neighbourhoods providing information in relation to the management of Community Centres in the outer east area.</p>	7 - 24
9	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam;		<p>WELL BEING BUDGET (REVENUE) 2010/11</p> <p>To receive and consider a report from the South East Area Manager updating the Area Committee on project work funded through the Well Being Budget for 2010/11.</p>	25 - 32

Item No	Ward/	Item Not Open		Page No
10	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam;		<p>ACTIONS, ACHIEVEMENTS AND UPDATE REPORT</p> <p>To receive and consider a report from the South East Area Manager updating Members on actions and achievements around the Area Delivery Plan since the Area Committee meeting in September 2010.</p> <p style="text-align: center;"><u>COUNCIL BUSINESS</u></p>	33 - 66
11	All Wards;		<p>VISION FOR LEEDS 2011 TO 2030 - PROGRESS WITH DEVELOPMENT AND NEXT STEPS</p> <p>To receive a report from Leeds Initiative providing the Area Committee with development progress and the next steps in relation to the Vision for Leeds 2011-2030.</p>	67 - 92
12	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam;		<p>REPORTING HEALTH & ENVIRONMENTAL ACTION SERVICE ACTIVITIES TO THE AREA COMMITTEES</p> <p>To receive and consider a report from the Director of Environment and Neighbourhoods providing the Area Committee with information on the demand for services provided by the Health & Environmental Action Service (HEAS) with particular focus on the enforcement activities undertaken by the Environmental Action Team (EAT) and Highways & Environmental Enforcement (HEE) team.</p>	93 - 110
13	All Wards;		<p>GROUNDS MAINTENANCE UPDATE REPORT</p> <p>To receive and consider a report from the Chief Environment Services Officer on progress to date with the procurement of a new grounds maintenance contract commencing 1st January 2012.</p>	111 - 118

Item No	Ward/	Item Not Open		Page No
14			<p>DATES AND TIMES OF FUTURE MEETINGS</p> <p>To note the following future meeting dates for the 2010/11 municipal year:</p> <ul style="list-style-type: none"> • 7th December, 2010 at 3.00 pm • 8th February, 2011 at 2.00 pm • 22nd March, 2011 at 2.00 pm <p>(All meetings to take place on a Tuesday at Leeds Civic Hall.)</p>	

Agenda Item 6

EAST (OUTER) AREA COMMITTEE

TUESDAY, 7TH SEPTEMBER, 2010

PRESENT: Councillor K Parker in the Chair

Councillors S Armitage, M Dobson,
P Grahame, P Gruen, W Hyde, J Lewis,
M Lyons, A McKenna, T Murray,
D Schofield and K Wakefield

16 Chair's Opening Remarks

The Chair welcomed all in attendance to the September meeting of the East (Outer) Area Committee.

17 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED – That the public be excluded from the meeting during consideration of the following parts of the agenda designated exempt 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 public were present there would be disclosure to them of exempt information so designated as follows:

Appendix 3 referred to in Minute No. 27 under the terms of Access to Information Procedure Rule 10.4 (3) – information relating to the financial or business affairs of any particular person (including the authority holding that information) and on the grounds that the public interest in maintaining the exemption outweighs the public interest in disclosing the information as the market valuation of office space within its community centres is confidential between Leeds City Council and the client user.

18 Declarations of Interest

Councillor Armitage declared a personal interest in agenda item 10, Community Centres Report, in her capacity as Chair of Swarcliffe Good Neighbours Scheme, and as Chair of St Gregory's Centre. (Minute No. 27 refers)

Councillor Murray declared a personal interest in agenda item 9, Actions, Achievements and update report, on the basis of his wife's employment for Social Services. (Minute No. 26)

Councillor Gruen declared a personal interest in agenda item 10, Community Centres Report, in his capacity as Chair of Fieldhead Carr Community Centre Management Committee. (Minute No. 27 refers)

A further declaration of interest was made at a later point in the meeting.
(Minute No. 25 refers)

19 Apologies for Absence

There were no apologies for absence.

20 Minutes - 6th July 2010

RESOLVED – That the minutes of the meeting held on 6th July be confirmed as a correct record.

21 Matters Arising from the Minutes

Minute No. 6 – Matters Arising from the Minutes – ‘Thorpe Park Progress Report’

It was reported that a meeting had taken place involving Councillor Parker, Area Management, Parks and Countryside and the Chief Planning Officer, regarding the lack of progress in relation to Thorpe Park. As a result, it was agreed that the Chief Planning Officer be asked to contact the developer with a view to a further update being provided. It was also agreed that Councillor Richard Lewis, Executive Member (Development and Regeneration) be asked to progress this matter further.

22 Open Forum

In accordance with paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. On this occasion, there were no matters raised under this item by members of the public.

23 Licensing Act 2003 Policy

The Assistant Chief Executive (Corporate Governance) submitted a report which provided information on the impending review of the Licensing Act 2003 Statement of Licensing Policy and public consultation.

The Chair welcomed to the meeting, Susan Holden, Principal Projects Officer, to present the report and respond to Members’ questions and comments.

In brief summary, the main highlighted points were:

- The Area Committee was informed that minor amendments had been made to the main body of the Licensing Policy, which included the addition of the minor variation process and the provision for community halls to remove their Designated Premises Supervisor (person responsible for the authorisation of sale of alcohol) to their Committee.

- One Member queried the process for imposing restrictions on the volume of music being played at some pubs and clubs. It was advised that Ward Members could submit representations to be considered by the Council's Licensing Sub-Committee.
- It was reported that all Parish Councils had been consulted as part of the review of the policy.

RESOLVED – That the contents of the report be noted.

24 Well Being Budget (Revenue) 2010/11

The South East Area Manager submitted a report which updated the Area Committee on project work funded through the Well Being budget for 2010/11.

Appended to the report for Members' information was a copy of the small grant position as at 18 August 2010.

Martin Hackett, Area Management Officer, presented the report and responded to Members' questions and comments.

In brief summary, the main highlighted points were:

- Members were advised that in relation to the allocation of well-being resources, the formula of 75% per capita and 25% level of deprivation had been changed to 50% per capita and 50% level of deprivation. As a result, the well being budget for the Outer East Area Committee for 2010/11 had been revised from £220,727 to £210,895. Members agreed to utilising £15k carryover spend from 2009/10 with the remaining £5k committed to support Leeds City Credit Union, Halton Moor branch.
- Councillor Parker reported that the recent cricket coaching for young people in Kippax, Methley and Whitkirk, had been a great success and all the events had been extremely well attended.
- Members suggested that local shops and businesses be contacted with a view to sponsoring Christmas Lights at Cross Gates and Halton.

RESOLVED –

(a) That the report and information appended to the report be noted; and
 (b) That the following decisions be made in relation to applications for well being funding

- Christmas lights in Cross Gates – £2,610 – Approved
- Christmas lights in Methley – £2,145 – Approved.

(Councillor A McKenna left the meeting at 3.32 pm during the consideration of this item.)

25 Children's Services Performance Report

Draft minutes to be approved at the meeting
 to be held on Tuesday, 19th October, 2010

The Interim Director of Children's Services submitted a report which provided the Area Committee with various Children's Services performance data disaggregated at Area Committee or Ward level.

The following information was appended to the report:

- Appendix 1 – Number of children in care
- Appendix 2 – Percentage of referrals
- Appendix 3 – Percentage of initial assessments
- Appendix 4 – Core assessments
- Appendix 5 – Common Assessment Framework (CAF)
- Appendix 6 – NEET and Not Known data

The following officers attended the meeting and responded to Members' questions and comments:

- Amanda Jackson, Locality Enabler
- Saleem Tariq, Chief Officer, Children Young People's Social Care
- Gail Faulkner, Interim Head of Service Delivery (South), Children's Services.

In brief summary, the main points of discussion were:

- Members welcomed the report, particularly the inclusion of local data and information.
- There was concern about the percentage of initial assessments (66.67%) not carried out within timescales in Kippax and Methley.
- One Member suggested the inclusion of colour coded performance information and data, particularly in terms of its usefulness in highlighting key areas to be addressed.
- Members expressed concern about some of the NEET figures and the associated risk factors.
- There was a request for further information about the correlation between the NEET group and looked after children.

RESOLVED – That the report and information appended to the report be noted.

(Councillor Lyons joined the meeting at 3.54 pm and Councillor Dobson at 3.58 pm during the consideration of this item.)

(Councillor Murray declared a personal interest in this item in his capacity as Director of igen.)

26 Actions, Achievements and update report

The South East Area Manager submitted a report which updated Members on the actions and achievements of the Area Management Team since the last meeting.

The following information was appended to the report:

- Minutes of Jobs, Employment and Training (JET) Partnership held on 15th June 2010
- Minutes of Children Leeds – East Leadership Team held on 27th May 2010
- Minutes of Health and Well Being Partnership held on 27th May 2010
- Minutes of North East Divisional Community Safety Partnership held on 13th May 2010
- Minutes of North Whinmoor Forum held on 19th July 2010
- Minutes of Swarcliffe Forum held on 21st July 2010.

Keith Lander, Deputy Area Manager, presented the report and responded to Members' questions and comments.

Members expressed concerns around the roles and responsibilities of Community Environment Support Officers, and the need for greater Ward Member involvement. Martin Hackett, Area Management Officer, agreed to raise these issues with Paul Spandler, Acting Service Manager, Environmental Services.

RESOLVED –

- (a) That the report and information appended to the report be noted; and
- (b) That a report addressing Members' concerns around the roles and responsibilities of Community Environment Support Officers, be submitted to a future meeting of the Area Committee.

27 Community Centres Report

The Director of Environment and Neighbourhoods submitted a report which provided information in relation to the management of community centres in the outer east area.

The following information was appended to the report:

- 2009/10 budget position for outer east area
- Breakdown of controllable budget delegated to each of the centres in the outer east area
- Exempt information containing market rental assessment
- Breakdown of expenditure for work undertaken in community centres in 2009/10 and first quarter of 2010/11.

Appendix 3 to the report was designated as exempt under Access to Information Procedure Rule 10.4 (3).

Keith Lander, Deputy Area Manager, presented the report.

RESOLVED – That the item be deferred to the October Area Committee with a request that a representative from Corporate Property Maintenance be in

attendance to respond to Members' concerns, particularly in relation to clarifying some of the figures that had been provided in the report.

28 Dates of Future Meetings

To note the following future meeting dates for the 2010/11 municipal year:

- 19th October, 2010 at 2.00 pm
- 7th December, 2010 at 3.00 pm
- 8th February, 2011 at 2.00 pm
- 22nd March, 2011 at 2.00 pm.

(All meetings to take place on a Tuesday at Leeds Civic Hall.)

(The meeting concluded at 4.50 pm.)



Originator:	Martin Hackett
Tel:	33 68942

Not for Publication: Appendix 3 of the report only – Access to Information Procedural Rule 10.4 (3) – information relating to the financial or business affairs of any particular person (including the authority holding that information)

Report of the Director of Environment and Neighbourhoods Directorate

Meeting: East (Outer) Area Committee

Date: 19th October 2010

Subject: Community Centres Report

Electoral Wards Affected:

Garforth & Swillington
Kippax & Methley
Temple Newsam
Cross Gates & Whinmoor

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council Function

Delegated Executive Function available for Call In

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

Executive Summary

The management of Community Centres became a delegated function of area committees in 2006-07. Delivering the Community Centres function in the current financial climate will be extremely difficult, with budgets under increasing pressure over the next few years.

A review of all the Area Committee delegated and enhanced functions will take place in the Autumn to assess progress to date and look at practical arrangements which make the functions more robust. Central to the review will be putting Area Committees at the very heart of local decision making and service accountability.

The portfolio of centres to be managed by the Area Committees was created by the transfer of centres from the former Neighbourhoods and Housing and Learning and Leisure Directorates. The sponsoring service is currently the Regeneration Service. There are currently 71 centres across the city, 24 of which are leased out to voluntary organisations while 47 are directly managed by the council.

This report provides Area Committees with details of their actual expenditure for the 2009/10 financial year, information on the 2010/11 budget allocations for their centres, details of maintenance issues that have been dealt with by Corporate Property Management, rental support awarded to leased centres and other issues associated with the local portfolio of the Committee.

1.0 Purpose Of This Report

1.1 This report provides:

- Actual spend against budgets for 2009/10
- Budget allocations for 2010/11
- Details of investment made via Corporate Property Management service (CPM) in 2009/10
- Rental support to leased centres for 2010/11
- Area specific information for each of the centres in the portfolio.

2.0 Background Information

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

2.2 A detailed report outlining the delegation description was presented to all 10 Area Committees in October/November 2009. The delegation includes:

- The management of controllable revenue budgets
- Making investment decisions from their own Well Being budgets and applications for capital from the Councils Major Maintenance Fund
- Responsibility for setting charges and discounts for centres in their area within a common framework, and agree a schedule of charges for implementation.
- Allocating capital receipts arising from the disposal of a community centre to address category 1 (immediate) and 2 (essential) backlog maintenance on other Community Centres within the same area.

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

- Liaising with users, user groups, Members and Area Committees on issues relating to centres in their area
- Developing proposals for re-shaping the portfolio
- Developing capital schemes and funding packages
- Monitoring the service level agreement for centres in their area and capital and revenue budgets
- Ensuring that leases and licenses are in place and reviewed periodically
- Developing, implementing and overseeing the administration of a new schedule of pricing and discounts for centre usage

2.4 Appendix 3 to the report is exempt under Access to Information Procedure Rule 10.4 (3) – information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption outweighs the public interest in disclosing the information as the market valuation of office space within its community centres is confidential between Leeds City Council and the client user.

3.0 2009/10 Budget Position

3.1 Table 1 sets out the year end budget position for 2009/10 for the city wide portfolio – budget v actual + income, while Table 2 shows the position for Outer East area committee for the same period. Appendix 1 provides detail of the budget v actual + income for each centre.

Table 1 – City Wide Year End Out-turn 09-10

COMMUNITY CENTRES - OUTTURN POSITION 09/10				
TOTAL COMMUNITY CENTRES	Budget 09/10	Outturn 09/10	Variance	
	£	£	£	
Controllable				
Caretaking Costs	1,015,180	919,605	-95,575	
Premises Costs	581,330	555,937	-25,393	
Supplies & Services	41,140	161,141	120,001	
	1,637,650	1,636,683	-967	
Income				
Internal	-260,590	-173,292	87,298	
External	-265,270	-210,100	55,170	
	-525,860	-383,392	142,468	
Net Controllable	1,111,790	1,253,291	141,501	
Non-Controllable				
CPM Management Fee	241,630	240,122	-1,508	
NNDR (Business Rates)	197,810	193,689	-4,121	
Insurance	26,100	27,390	1,290	
CPM Maintenance Charge	467,590	458,207	-9,383	
Capital Charges	1,082,230	1,212,460	130,230	
	2,015,360	2,131,868	116,508	
Net Budget	3,127,150	3,385,159	258,009	

Table 2 – Outer East Year End Out-turn 09-10

		<u>Budget</u>	<u>Outturn</u>	<u>Variance</u>
OUTER EAST		<u>09/10</u>	<u>09/10</u>	
		£	£	£
Controllable				
	Caretaking Costs	96,500	88,698	-7,802
	Premises Costs	59,300	58,739	-561
	Supplies & Services	560	4,978	4,418
		156,360	152,415	-3,945
Income				
	Internal	-18,660	-17,307	1,353
	External	-21,060	-17,559	3,501
		-39,720	-34,866	4,854
Net Controllable		116,640	117,549	909
Non-Controllable				
	CPM Management Fee	25,160	24,000	-1,160
	NNDR (Business Rates)	15,870	19,310	3,440
	Insurance	2,580	2,640	60
	CPM Maintenance Charge	35,660	35,660	0
	Capital Charges	93,450	118,104	24,654
		172,720	199,714	26,994
Net Budget		289,360	317,263	27,903

3.2 Savings to be retained.

It has been agreed that Area Committees can retain net revenue savings from across their portfolios, to support investment priorities within local centres. The table at 3.0 identifies that the net revenue balance for the Outer East committee at the end of 2009/10 was in deficit to £27,903. This means that there is no net revenue saving to retain.

3.3 City wide budget information for 2010/11

Budget Heading	Controllable £,000	Non-Controllable £,000	Total £,000	Notes
Caretakers	£1,034,560			
Premises	£562,420			
Supplies & Services	£84,650			Licenses & telephones
Income (internal)	- £193,340			LCC depts.
Income (external)	- £332,130			
Management Fee		£242,320		CPM
NNDR (business rates)		£192,760		
Insurance		£39,950		
Capital charges		£1,214,580		
CPM Maintenance budget		£387,570		Budgets now devolved to CPM
CPM City Buildings Charge		£257,880		Morley Town Hall
Central Recharges		£151,690		Legal, professional fees etc
Grand Total	£1,156,160	£2,486,750	£3,642,910	

- 3.4 The non-controllable budgets are managed by finance and include; capital charges, business rates, insurance and CPM service management costs.
- 3.5 For 2010/11 CPM have levied a management charge of £242,320 for services provided to directly managed centres. This will be allocated to community centres in proportion to their overall spend on staff and running costs. Centres with higher operational costs will therefore attract a higher proportion of the management fee. If Centre A's staffing and running costs represent 5% of the total community centre budget then they will attract 5% of the management fee. If Centre B's running costs represent 10% of the total community centre budget then they will attract 10% of the management fee. This would continue until the full 100% has been allocated.
- 3.6 The Regeneration Service and CPM have recently renegotiated a Service Level Agreement (SLA) which sets out the roles and responsibilities covered by each service in relation to the management of community centres within the portfolio.

3.7 Area Committee 2010/11 budget information

For 2010/11 the Outer East Area Committee has been delegated (controllable budget) £121,800. A summary of the budget for each centre is outlined in the table below.

Centre Name	Delegated Budget 2010/11 £,000	Notes
Allerton Bywater Y & A Centre	12,330	
Allerton Bywater Welfare Hall	5,780	
Fieldhead	27,500	
Kippax YC	14,330	
Methley Village Centre	18,640	
Micklefield YC	18,500	
St Gregory's Y & A Centre	22,740	
Firthfields (leased)	1,680	
Garforth Welfare Hall (leased)	240	
Kippax CC (leased)	60	

Appendix 2 of this document provides a detailed breakdown of the controllable budgets delegated to each of the centres in the committee's portfolio.

3.8 Income

All Area Committees have now agreed their pricing and lettings policies for the hire of space in community centres, the policies will be implemented from 1st October 2010.

In order to support Area Committees to generate income to invest in improvements to their local portfolio, it was agreed that a new procedure is put in place from 1st April 2010, which enables Area Committees to retain new income over and above the agreed income targets (based on previous years income).

For 2010/11 the Outer East Area Committee has an income target across the whole portfolio of £52,790. Subject to the overall revenue budget balancing, any income achieved over and above this amount, will be retained by the committee in 2011/12.

3.9 Capital Budgets

A ring-fencing arrangement for capital receipts arising from the disposal of community centre assets was agreed by Executive Board in 2006 and was incorporated into the Capital Strategy and Asset Management Plan 2007-08. This allows for up to 100% of the receipt to be retained by Area Committees to address category 1 (immediate) and 2 (essential) backlog maintenance on other Community Centres within the same area.

3.10 There has been no disposals in Outer East In 2009/10.

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

4.0 Rental Support

4.1 Rental Support for Leased Out Centres

A rental support programme for leased centres is currently administered by the Regeneration Service through an annual assessment process and is based on a market rental assessment of the property. In the Outer East Area the following organisation benefit from this arrangement:

Organisation	Centre	Market rent assessment	Rental Support Approved by RMT (30 April 2010)	Rent payable 2010/11	% of rent payable
Firthfields Community Association	Firthfields CC	£10,000	90%	£1,000	10%
Garforth Community Association	Garforth Welfare Hall	£23,600	90%	£2,360	10%
Kippax Community Association	Kippax CC	£9,500	100%	£0	0%

4.2 Rental Support for Permanent Users of Office Accommodation and Activity Space

The Executive Board report of March 2006 specifies that Rental Support Agreements are put in place for organisations that are providing community services from Community Centres which meet local priorities.

Market rental assessments have now been carried out for all permanent occupiers of accommodation, including offices and activity space, in community centres. The confidential table at appendix 3 provides details of the organisations, activities and the value of the market rental assessment (MRA). It also outlines whether the organisation currently pays a fee, not necessarily the MRA rate, for the space they occupy.

As is evident from the table, most organisations do not pay for space occupied. Work is ongoing to develop a fair charging policy for organisations with permanent use of accommodation. This will be presented to a future area committee meeting for discussion.

5.0 Maintenance Update

The CPM Service, Resources Directorate is responsible for building maintenance of all Council buildings and miscellaneous land (except schools and ALMO housing property) and provides facilities management for community centres. All revenue maintenance budgets have been consolidated to form a corporate building maintenance budget which has been managed by CPM since 1 April 2009. As a

result, the repair maintenance of community centres is no longer part of the delegated function for Area Committees.

- 5.1 Appendix 4 gives a break down of expenditure for work undertaken in community centres in 2009/10 and the first quarter of 2010/11.

6.0 Performance Management and Reporting

- 6.1 Baseline Position and key targets for the Service. Area Committees will receive mid year and year end budget update reports. Reports on key issues affecting centres in the committee's area will be provided alongside these.
- 6.2 From April 2011 reports will be available on the level of bookings in each centre, potential income and level of waived fees. This will enable area committees to identify centres that are well / under used etc which can help inform future management and development plans.
- 6.3 Performance will be reported to area committees twice a year, at the June/July and Nov/Dec committee cycles.

7.0 Equality Considerations

- 7.1 There is a perception that some centres are only accessible to some sections of the community. All centres need to demonstrate that they comply with the Council's equality commitments. This applies to both directly managed centres and leased centres. Advice and guidance and appropriate monitoring procedures need to be developed and implemented to better address this issue.

8.0 Recent issues relating to Outer East Community Centres

- 8.1 ***St Gregory's Youth & Adult Centre.*** The kitchen facilities were recently condemned after the flue and ventilation system were found to be inadequate. After making inquiries with Corporate Property Management (CPM) it was determined that these facilities were not covered by the maintenance budget as the kitchen had been installed without acquiring the necessary adoption by the department managing the centre at the time of installation. The funds to renew the kitchen (£12,500) have now been sourced from Swarcliffe PFI credits.
- 8.2 ***Micklefield Youth & Adult Centre.*** A similar position has arisen here where CCTV cameras were installed as part of the major refurbishment of the centre in 2003. The improvements were funded from a Yorkshire Forward grant with one item being the installation of CCTV cameras. This system has been surveyed and judged to be beyond economic repair. The cost to replace is £8,000. At this moment there appears to be no obvious source of funding to replace these cameras.
- 8.3 ***Fieldhead Carr Community Centre.*** The user group continues to try and attract new users and new activities. There have been a few challenging issues to deal with between users of the centre, the challenges are mainly based upon long time users now having to share space with new users. The centre had considerable investment from the Area Committee Well Being Budget in 2009/10.
- 8.4 ***Allerton Bywater Welfare Hall.*** This community centre had been leased until the start of 2009 when it was returned to the council after the community organisation running the centre had financial difficulties. A meeting recently took place with the bowling club and cricket club who are interested in taking on the lease jointly. If there

are further development Ward Members for Kippax & Methley will be kept up to date with progress.

9.0 Implications for Council Policy and Governance

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

10.0 Consultation

10.1 Members and centre users have been consulted on the delegation of community centres for a number of years. Discussion has also taken place with the 10 Area Chairs, Area Management Teams and colleagues from Corporate Property Management (CPM) in compiling this report.

11.0 Legal and Resource Implications

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

12.0 Conclusions

12.1 The report gives a budget statement for the community centre's in the Outer East portfolio and highlights the current position regarding rental support for organisations that have permanent occupation of office and/or activity space within community centres and explains that this issue is being looked into with a further report coming back to Area Committee later in the year. The report also gives details of maintenance undertaken in 2009/10 and planned work for 2010/11. Area Committee is also informed of that capital receipts obtained from the sale of any of its community centres are ring fenced to invest in its remaining community centres should that situation ever arise.

13.0 Recommendations

13.1 The Outer East Committee is asked to agree the content of this report and to raise any questions.

Background Papers

- Community Centres report to Executive Board, March 2006
- Community Centres report to Area Committee, February 2008
- Community Centres report to Area Committee, October 2008
- Community Centres report to Area Committee, March 2009
- Community Centres report to Area Committee, July 2009
- Community Centres report to Area Committee, December 2009

Appendix 1:

	Expenditure			Income			Net
	<u>Budget</u> <u>09/10</u>	<u>Outturn</u> <u>09/10</u>	<u>Variance</u>	<u>Budget</u> <u>09/10</u>	<u>Outturn</u> <u>09/10</u>	<u>Variance</u>	<u>Variance</u>
	£	£	£	£	£	£	£
St Gregory's Centre	54,000	51,988	-2,012	-29,550	-28,494	1,056	-956
Micklefield Youth Centre	17,120	15,759	-1,361	-2,610	-60	2,550	1,189
Kippax Youth Project	14,220	11,300	-2,920	0	0	0	-2,920
Allerton Bywater Youth Project	18,130	16,996	-1,134	-4,880	-4,643	237	-897
Methley Village Centre	23,140	18,820	-4,320	-1,000	-1,058	-58	-4,378
Fieldhead Centre	26,370	24,967	-1,403	-200	-136	64	-1,339
Firthfields Community Centre	2,620	3,802	1,182	-1,000	0	1,000	2,182
Garforth Welfare Hall	620	1,848	1,228	-480	-475	5	1,233
Allerton Bywater Hall	70	4,045	3,975	0	0	0	3,975
Kippax Community Centre	70	2,890	2,820	0	0	0	2,820
	156,360	152,415	-3,945	-39,720	-34,866	4,854	909

Appendix 2:

OUTER EAST	<u>Caretakers</u>	<u>Premises</u>	<u>Supplies</u>	<u>Total Expend</u>	<u>Intl Income</u>	<u>Extl Income</u>	<u>Total Income</u>	<u>Net Cost</u>
ST GREGORY'S CENTRE	43,850	21,060	630	65,540	-32,800	-10,000	-42,800	22,740
MICKLEFIELD YOUTH CENTRE	11,970	9,040	100	21,110	0	-2,610	-2,610	18,500
KIPPAX YOUTH PROJECT	10,970	3,360	0	14,330	0	0	0	14,330
ALLERTON BYWATER YOUTH PROJ	11,640	5,390	0	17,030	-4,500	-200	-4,700	12,330
METHLEY VILLAGE CENTRE	14,070	5,220	350	19,640	0	-1,000	-1,000	18,640
FIELDHEAD CENTRE	10,440	17,260	0	27,700	0	-200	-200	27,500
FIRTHFIELDS CC (LEASED)	0	2,680	0	2,680	0	-1,000	-1,000	1,680
GARFORTH WELFARE HALL	0	720	0	720	0	-480	-480	240
ALLERTON BYWATER HALL	0	5,780	0	5,780	0	0	0	5,780
KIPPAX CC (LEASED)	0	60	0	60	0	0	0	60
TOTAL OUTER EAST	102,940	70,570	1,080	174,590	-37,300	-15,490	-52,790	121,800

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Appendix 4 Environment and Neighbourhoods - Regeneration & Area Management

Community Centres as at 10 August 2010

(Actual Costs)

2009/10

1st Quarter
2010/11

1 April 2009 t 25 March 2010
March 2010 t 30 June 2010

					Actual	Actual
Allerton Bywater Welfare Hall (AKA Cricket Club)	03509ABW	AA0172	ASSET/2142/BLDG	Centre	67	0
Allerton Bywater Youth and Adult Centre Leeds	03509ALL	LT1069	ASSET/0213/BLDG	Community centre	477	224
Alston Lane Community Centre	03509ALSC	AA0158	ASSET/0212/BLDG	Community Centre	1847	398
Bangladeshi Centre (Roundhay Rd)	03509BAN	AA2001	ASSET/0210/BLDG	Community Centre	200	0
Barleyfields Youth Centre	03509BAR	AA2002	ASSET/0209/BLDG	Community Centre	1561	0
Beckett Park Centre	03509BEC	AA0173	ASSET/4157/BLDG	Community Centre	0	0
Blackburn Hall Commercial Street Rothwell	03509BLA	AA0156	ASSET/2143/BLDG	03142000000	4750	0
Boston Spa YC	03509/BOS	AA0175	ASSET/0206/BLDG	Youth & Community Centre	771	0
Burley Lodge Centre 42-46 Burley Lodge Road			ASSET/5147/BLDG	Community Centre	0	0
Calverley Mechanics Institute Blackett Street	03509CAL	AA0152	ASSET/1294/BLDG	03134000000	4472	1345
Chapelton, Louis Street No 53	03509LOU	AA3050	ASSET/4926/BLDG	Community Centre	0	0
Churwell Community Centre (AKA Churwell Par	03509/CHL	AA0176	ASSET/2471/BLDG	Community Centre	317	0
Cranmore & Raylads Community Centre	03509/CRA	LA0954	ASSET/0517/BLDG	E&N Reg Centre	0	0
Cross Green YC (Otley)	03509CRS	LT1047	ASSET/0187/SITE	Site Record	319	272
Cross Green YC (Otley)	03509CRS	AA2004	ASSET/7012/BLDG	Community Centre	2687	573
Crossgates Community Centre Maryfield Avenu	03509CRO	AA0160	ASSET/0188/BLDG	Community Centre	5406	0
Deepdale Community Centre	03509/DEE	AA0178	ASSET/4819/BLDGC	Community Centre	0	0
East Ardsley Community Centre	03509/EAS	AA0179	ASSET/0519/BLDG	Community Centre	0	0
Ebor Gardens Community Centre	03509/EBC	AA2005	ASSET/0185/BLDG	Community Centre	1135	361
Fairfield Community Centre	03509/FAI	AA0180	ASSET/0516/BLDG	Community Centre	1195	745
Fieldhead Youth and Adult Centre, Whinmoor	03509/FIE	AA2006	ASSET/5943/BLDG	Community Centre	5036	269
Firthfields Community Centre	03509/FIF	AA0181	ASSET/5939/BLDG	Community Centre	194	0
Garforth Miners' Welfare Hall	03509/GAR	AA0151	ASSET/2139/BLDG	Community Centre	505	0
Gildersome Youth Club Street Lane	03509GYC	AA2007	ASSET/0183/BLDG	Youth Centre	17667	178
Greenacre Hall, Rawdon	03509/GRE	AA0182	ASSET/2193/BLDG	Community Centre	0	0
Harehills Place Community Centre	03509/HAR	AA2008	ASSET/0756/BLDG	Community Centre	3123	0
Headingley Community Centre North Lane	03509/HEA	AA0166	ASSET/0179/BLDG	Community Centre	2940	0
Henry Barren Centre	03509/HEN	AA0157	ASSET/0178/BLDG	Community Centre	1631	2591
Holbeck Youth Centre			ASSET/0177/BLDG	Community Centre	0	0
Kentmere Community Centre	03509/KCC	AA2010	ASSET/0175/BLDG	Community Centre	1793	830
Kippax Community Centre, Gibson Lane	03509/KPX	AA0185	ASSET/0514/BLDG	Community Centre	387	0
Kippax Youth Centre, Crosshills (AKA Kippax	03509/KIP	AA2011	ASSET/0181/BLDG	Community Centre	0	0
Lewisham Park Centre	03509/LEW	AA2033	ASSET/0585/BLDG	Community Centre	6571	221
Lincoln Green Youth Base Cromwell Mt No 29	03509/LGB	AA2013	ASSET/0173/BLDG	Community Centre	150	144
Little London Community Centre	03509/LIT	AA2014	ASSET/0172/BLDG	Community Centre	3445	0
Lower Wortley Community Centre	03509/LOW	AA0165	ASSET/9037/BLDG	Community Centre	1679	0
Mandela Centre	03509/MAN	AA2015	ASSET/0154/BLDG	Community Centre	1994	265
Meanwood Community Centre	03509/MEA	AA0016	ASSET/0171/BLDG	Community Centre	0	0
Methley Village Centre	03509/MET	AA2017	ASSET/0170/BLDG	Community Centre	1932	508
Micklefield Youth Club	03509/MIC	AA2018	ASSET/0169/BLDG	Community Centre	607	725
Middleton Skills Centre	03509/MID	AA0168	ASSET/0168/BLDG	Community Centre	7014	139
Morley Town Hall		AA0017			12985	616
New Wortley Community Centre	03509/NWC	AA3070	ASSET/4865/LAND	Community Centre	0	0
Nowell Mount Community Centre	03509/NOV	AA2019	ASSET/4864/BLDG	Community Centre	725	0
Old Cockburn Sports Hall	03509/OLD	AA2020	ASSET/0157/BLDG	Community Centre	1339	1133
Otley Civic Centre Cross Green LS21 1HD	03509/OCC	AA0150	ASSET/2157/BLDG	Community Centre	1942	0
Palace Project	03509/PAL	AA2022	ASSET/0159/BLDG	Community Centre	6110	52
Peel Street Community Centre, Morley	03509/PEE	AA0170	ASSET/0155/BLDG	Community Centre	0	0
Richmond Hill Community Centre	03509/RIC	AA0169	ASSET/0069/BLDG	Community Centre	2139	0
Rose Lund Centre John O'Gaunt's Recreation	03537/JOB	LT1140	ASSET/2281/BLDG	11001ROS0000000	1379	109
Sandford Community Centre	03509/SAN	AA0159	ASSET/0165/BLDG	Community Centre	0	0
Shantona Centre	03509/SHA	AA2023	ASSET/6801/BLDG	Community Centre	268	86
South Gipton Community Centre (AKA South S	03509/SOU	LT1078	ASSET/0160/BLDG	Community Centre	3711	128
St Gabriel's Community Centre	03509/GAB	AA2024	ASSET/0151/BLDG	Community Centre	670	280
St Gregorys Youth Adult Training Centre: Stan	03536/STG	AA2025	ASSET/0832/BLDG	03247000000	8093	283
St Matthews Community Centre	03509/STM	AA2026	ASSET/0202/BLDG	Community Centre	2615	187
Stanhope Drive Centre, Horsforth	03509/STD	AA3075	ASSET/0201/BLDG	Community Centre	84	0
Strawberry Lane Community Centre	03509/STR	AA2028	ASSET/0200/BLDG	Community Centre	8629	386
Swinnow Community Centre	03509/SWI	AA0186	ASSET/0512/BLDG	Community Centre	2955	93
Tingley Youth and Community Centre (AKA We	03509/WAF	AA2029	ASSET/0197/BLDG	Community Centre	515	0
Treetops Community Centre (Formerly Shadwe	03509/TRE	LH0965	ASSET/8510/BLDG	Community Centre	1532	60
West Ardsley Community Centre	03509/WAC	AA0189	ASSET/5169/BLDG	Community Centre	31	0
Weston Lane Community Centre	03509/WES	AA0163	ASSET/0196/BLDG	Community Centre	3588	790
Westroyd Park Annexe (AKA Westroyd Studios)	03509/WPA	LH0138	ASSET/0354/BLDGC	Community Centre	485	0
William Gascoigne	03509/WIL	AA3089	ASSET/0195/BLDG	Community Centre	1970	82
Windmill Youth Centre, Rothwell	03509/WIN	AA2030	ASSET/0192/BLDG	Community Centre	2715	0
Woodhouse Community Centre	03509/WDH	AA2031	ASSET/0194/BLDG	Community Centre	1101	86
Yeadon Town Hall Town Hall Square High S	03508/YEA	AA0159	ASSET/1293/BLDG	03136000000	3759	0

Total	151212	14159
--------------	---------------	--------------



Originator: Martin Hackett

Tel: 39 50705

Report of the South East Area Manager

East Outer Area Committee

Date: 19 October 2010

Subject: Well Being Budget (Revenue) 2010/11

Electoral Wards Affected:

Cross Gates & Whinmoor
Garforth & Swillington
Kippax and Methley
Temple Newsam

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council
Function

Delegated Executive
Function available
for Call In

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

Executive Summary

This report updates Area Committee on the Well Being budget for 2010/11. The revised budget for 2010/11 is £210,985 which is £9,705 lower than anticipated. However an underspend in 2009/10 has been carried over and this meets the expenditure commitments agreed by Area Committee at its meeting in March 2010. The report also details recent applications for funding.

1.0 PURPOSE OF THIS REPORT

- 1.1 The Well Being budget for Outer East Area Committee is £210,985 in 2010/11.
- 1.2 The budget has one commitment of £38,500 to cover the cost of LeedsWatch CCTV monitoring and maintenance for its 11 cameras.
- 1.3 The remainder of the budget was set against particular projects and priority themes in the Area Delivery Plan at its meeting in March 2010.
- 1.4 This report updates Area Committee on a number of recent requests for funding.

2.0 BACKGROUND INFORMATION

- 2.1 The Well Being Budget for 2010/11 is £210,985.

- 2.2 In 2010/11 Area Committee has a total commitment of £38,500 for CCTV monitoring and maintenance costs.
- 2.3 At its meeting held in March 2010 Area Committee approved the following projects:
- a gardening service for elderly and disabled people - £39,000
 - community payback probation scheme - £15,000
 - small grants budget - £10,000.
 - the cost of an additional Community Environment Support Officer(CESO) - 27,700 per year (including on costs).
 - Funding towards the provision of a Credit Union at Halton Moor One Stop Centre - £5,000.
- 2.4 The CCTV commitment and cost of the other projects amounts to £135,200. There is a carry over from unspent Well Being from 2009/10 of just under £15,000. This leaves a balance of £90,000 to be split evenly across the 4 wards.
- 2.5 Area Committee agreed that the remainder of the budget was allocated against the following priority areas of work with these allocations:
- Additional Activities for young people
 - Community Engagement
 - Tasking Team (Community Safety and environmental work)

3.0 MAIN ISSUES

3.1 Small Grants

- 3.1.1 There is £10,000 available within the small grants budget which provides up to £500 per application. Small grant expenditure in 10/11 is detailed on **appendix 1**.

3.2 Community Engagement

- 3.2.1 The breakdown of community engagement expenditure by ward is detailed below.

Project Application	Requested	Allocated	XG&W	TN	G&S	K&M
Forum costs (est)	£2,145.00	£2,145.00	£1,072.00	£715.00	£179.00	£179.00
Older Persons Week (est)	£3,300.00	£3,300.00	£825.00	£825.00	£825.00	£825.00
Year of Volunteer 2 (est)	£1,500.00	£1,500.00	£375.00	£375.00	£375.00	£375.00
Garforth Gala	£1,500.00	£1,500.00			£1,500.00	
Cross Gates lights	£3,110.00	£2,610.00	£2,610.00			
Methley christmas lights	£2,145.00	£2,145.00				£2,145.00
Garforth Arts Festival	£6,000.00					
Garforth Primary Proms	£2,000.00					
Cross Gates (TN) lights	£806.00			£806.00		
Total	£22,506.00	£13,200.00	£4,882.00	£2,721.00	£2,879.00	£3,524.00
Budget	£32,000.00	£32,000.00	£8,000.00	£8,000.00	£8,000.00	£8,000.00
Balance	£9,494.00	£18,800.00	£3,118.00	£5,279.00	£5,121.00	£4,476.00

3.2.2 Christmas Lights in Cross Gates area situated in Temple Newsam ward

3.2.3 At the meeting of Area Committee held in September Members for Temple Newsam inquired about Christmas light fittings being installed in lamp posts opposite the Cross Gates centre that are within that ward. This was after discussions regarding Christmas lights being installed along Station Road and Austhorpe Road that fall within Cross Gates & Whinmoor ward.

3.2.4 Discussions were held with Leeds Lights and these fittings can be installed in time for Christmas at a cost of £806.28 for the two street lights. The funding will be provided from the Temple Newsam wards community engagement allocation from the Well Being Budget. The cost of the motif hire for both lights, £313.76, will be met from Ward Member MICE money. .

3.2.5 Garforth Arts Festival and Primary Prom in the Park

3.2.6 Applications have been received from Garforth Arts Festival Schools Partnership Trust and Garforth Primary Prom in the Park for their respective summer events in 2011.

3.2.7 **Garforth Arts Festival** is an ambitious community festival managed by the School Partnership Trust (SPT). It aims to provide access to high quality arts education and cultural experiences for people in the ex coalfield areas of East Leeds. This year the Educational project strand of the Festival will work with every single child in all of the 7 SPT primary schools, as well as the whole of year 7, 8 and 10 of Garforth Community College through participatory arts projects, including Music, Dance, Drama and art.

3.2.8 The festivals objectives are:

- To raise mutual awareness between cultures, (people of minority ethnic communities are significantly under-represented in this area of Leeds), thus promoting community cohesion through cross cultural artistic activities, that are community focused but not insular.
- To involve 3 key target groups of people in the festival: local school children, local community groups, and professional artists, both local, national and international.
- To use the festival as a focus for educational projects thus providing opportunities for young people beyond that of the curriculum. The projects are aimed at developing confidence in and through performance ,developing artistic skills, fostering and developing creativity and widening young people's cultural awareness/interests
- To bring the best artists to the area, and thus help facilitate the growth of cultural opportunities within the area.
- To encourage local people to become involved in various activities, either as participants or audience members by creating a programme that contains elements that are both new and familiar to its audiences.
- To 'put the area on the map' – to encourage people from outside the area to visit Garforth for the festival and in turn contributing to economic regeneration. .
- To provide opportunities for inclusion, participation and excellence.

3.2.9 Garforth Arts Festival are requesting Area Committee support the project with award of £6,000. Any award by Area Committee will go towards the costs of employing an Arts Practitioner. The total cost of the project is £65,000.

3.2.10 **Primary Prom in the Park** have also submitted an application to hold a music event that includes all of the primary schools in the School Partnership Trust. The project is being led by Musicability and will cost in total £4,000 with the request to Area Committee for a £2,000 contribution.

3.2.11 The project objectives are:

- To help raise the number of pupils participating in musical activities.
- To help extend existing multi-cultural musical activities and opportunities.
- To contribute towards enabling pupils to perform on a regular basis.
- To assist in offering musical activities to a wide range of ability levels.
- To help primary schools to work independently yet still maintain support to each other as necessary helping to maintain a highly united team, working together effectively.
- Helping to encouraging participation of the smaller primary schools in the area.
- Music has a positive impact on a person's well being. The project will reach a very wide audience, encouraging the community to become involved and be inspired to play a musical instrument, take part in a group and encourage their children.
- Bringing together local community groups.

3.2.12 The Area Committee funding will pay for:

- Stage hire - £1400
- wc facilities - £300
- Sound engineer and equipment - £200
- Advertising, tickets, admin - £100

3.2.13 As detailed in 2.1 Garforth & Swillington ward has £5,121 remaining in its budget and is therefore not in a position to support both projects with the full amounts requested.

3.2.14 Area Committee has the option of funding both projects with reduced awards or alternatively could choose not to fund one or both projects. When considering the options available Area Committee may wish to consider the following:

- Garforth Arts Festival does engage with over 2,000 children during the festival. However, since 2005 Area Committee has contributed £28,000 to the annual event and may therefore wish to award a reduced and final amount this year.
- Primary Prom in the Park is a new event and this is therefore the first request for funding from Area Committee.

4.0 IMPLICATIONS FOR COUNCIL POLICY AND GOVERNANCE

4.1 The details described in this report and the recommendation fits with existing Council policy and governance arrangements.

5.0 LEGAL AND RESOURCE IMPLICATIONS

5.1 There are no new legal implications arising from this report.

6.0 CONCLUSIONS

6.1 The Well Being Budget will continue to fund projects that support its Area Delivery Plan and deliver local outcomes in relation to its key priorities of community safety, community engagement, improving the environment and providing activities for younger and older people. The projects contained in this report will contribute towards the outputs of the Area Delivery Plan.

7.0 RECOMMENDATIONS

7.1 Area Committee is asked to note the content of this report and raise any questions.

7.2 Area Committee is requested to agree to support the following project with funding from its Well Being Budget:

- Christmas lights in Cross Gates (area within Temple Newsam ward) - £806.28

7.3 Area Committee is requested to consider the 2 applications submitted from Garforth Arts Festival and Garforth Primary Proms for funding from the allocation of Well Being Funding set aside for community engagement.

Background papers

- Outer East Area Committee Report, 8 July 2008 – Area Delivery Plan 2008-11
- Executive Board Report, 16 July 2008 – Area Committee Roles 2008/09
- Well Being Report to Area Committee, March 2010.

This page is intentionally left blank

Appendix 1 Outer East small grant position as at 29 Sept 2010 (from 10/11 budget)

Cross Gates & Whinmoor ward		Ref	Paid?	£
8th Seacroft (St Gregorys) Rainbows	Trips out (2010)	OE 10 03 S	Yes	165.00
1st Manston Guides	London trip	OE 10 05 S	Yes	500.00
				<u>665.00</u>

Garforth & Swillington ward		Ref	Paid?	£
Garforth in Bloom	New planters	OE 10 01 S	Yes	500.00
Coupland Road Residents Association	Environmental project	OE 10 04 S	Yes	500.00
Swillington Saints FC / Swillington Welfare	Replacement (Second Hand) Tractor	OE 10 06 S	Yes	500.00
				<u>1,500.00</u>

Kippax & Methley ward		Ref	Paid?	£
Kippax Welfare Sports & Social	Storage container (from 09/10)	OE 09 18 S	Yes	500.00
Ledston Luck Community Group	Ledston Luck fete 21 August 2010	OE 10 02 S	Yes	500.00
Methleyfest	Methley Festival 2010	OE 10 07 S	Yes	500.00
				<u>1,500.00</u>

Temple Newsam ward		Ref	Paid?	£
Sutton Park Assoc Residents Committee	SPARC Showcase Gala	OE 10 08 S		500.00
				<u>500.00</u>

This page is intentionally left blank



Originator: Keith Lander

2243040

Report of the South East Area Manager

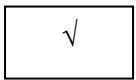
Outer East Area Committee

Date: 19th October 2010

Subject: Actions, Achievements and update report

Electoral Wards Affected:

Garforth & Swillington
Kippax & Methley
Temple Newsam
Cross Gates & Whinmoor



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 provides Members with details of actions and achievements of the Area Management Team relating to priorities and work of the Area Committee since the Area Committee meeting in July 2010. It also provides an update on issues relating to the work of the Area Management Team.

Purpose of this report

1. This report provides Members with an update on actions, partnership work and progress since the last meeting in September 2010, particularly in relation to the Area Delivery Plan.

Background Information

2. The ADP has been developed following the headings contained within the Leeds Strategic Plan and the Vision for Leeds. It is a local expression of the city's commitment to the Local Area Agreement and partnership working. The themes of the ADP are:

- Culture
- Harmonious Communities
- Enterprise and Economy
- Transport
- Environment
- Health and Wellbeing
- Thriving Places
- Learning.

3. The refreshed version of the Area Delivery Plan was approved by Area Committee in July 2010.

Updates by Theme

Culture

Providing new and improved leisure facilities in Outer East

4. The position regarding the installation of floodlights to the lower pitches at Fieldhead Carr is progressing with a compromise between Fieldhead Carr Primary School and Whinmoor Warriors Junior Rugby League Football Club being reached. A planning application has now been submitted. Funding for the scheme was provided by Area Committee. It is anticipated that an agreement between Housing and Education Leeds will be reached whereby all the land, including the car park and sports pitches, will be transferred to Education Leeds. The lease agreement for the pitches will then be between Education and the Whinmoor Warriors rather than Housing who have no experience in such matters. The sports pitches and car park are currently vested with Housing because historically that land had been set aside for housing development but had never been transferred once the development did not happen.
5. The work to provide new and safer facilities in the kitchen at St Gregory's Youth & Adult Centre starts on the 18th of October. The costs of over £12,000 were met from Swarcliffe PFI credits.

Enterprise and Economy

Training for young people on Social Enterprise projects

6. Swarcliffe Good Neighbours Scheme (SGNS) continues to provide a gardening and decorating service to elderly people across Outer East Leeds. An apprentice from Corpus Christi High School has now started working with the scheme and will attain a gardening accredited qualification to City & Guilds standard at the end of the apprenticeship. In total 165 households have requested the gardening service; to date there have been 343 gardening jobs completed; there are 67 jobs outstanding. The breakdown by ward is detailed below:
- Temple Newsam - 68
 - Cross Gates & Whinmoor - 29
 - Garforth & Swillington - 27
 - Kippax & Methley - 41

There has also been 17 decorating requests made to date and work will start in November.

Learning

Jobs Employment & Training (JET) Partnership

7. The most recent meeting of the JET partnership was on the 11th of October. This partnership, set up to improve employment and training opportunities, is represented from the Area Committee by Cllr Tom Murray. The minutes of the meeting were not available at the time of writing this report.

Children Leeds – East Leadership Team

8. The Area Committee champion for this partnership is Cllr Tom Murray. The work that this partnership is involved in crosses the boundaries of a number of themes in the Area Delivery Plan(ADP). The most recent meeting was held on the 15th of July 2010. The minutes of that meeting were not available at the time of writing this report.
9. Key issues discussed at the July meeting included the Children's Trust arrangements and integrated working in Children's Services.

Environment

10. All of the Community Environmental Support Officers (CESO's) working in Outer East Leeds have been appointed and allocated specific areas. They are all involved in providing reports to their respective community forums as well as playing a key role in the tasking partnerships. The concerns raised by Members for Cross Gates & Whinmoor were addressed at a meeting held on the 20th of September. Some of the main actions from that meeting include: providing Members in that ward with a weekly report on the activities of their CESO's; agreeing direct telephone access to the CESO's rather than by contacting Dewsbury Road office; the CESO's will have a local working base; CESO's will provide contact cards to residents.
11. The Community Payback Team (Probation Services) was used to support a number of pieces of work in the last couple of months. These include:
 - Open plan grassed area outside 18 St Mary's Walk, Micklefield – shrubs cut and pruned.
 - Kippax Community Centre repainted internally
 - Path that leads to A64 from the gable of 20 Hebden Chase – litter picked, grass strimmed and general tidy up
 - Hebden Path – litter pick and general tidy up.
 - Birch Grove, Kippax, old shop site – cut back and remove weeds and brambles
 - Grove Rd Ginnel behind Nos 14-40 – cut back vegetation to open up the alley way and create access for bin collection.
 - St Mary's Church, Allerton Bywater – cut and prune, strim around graves, general tidy up.
 - St Mary's Church Swillington – cut overgrown grass and shrubs
 - Fix commemorative plaques and secure decorative fencing in Micklefield.
 - Repainting of drying area at Brayton Bungalows.

Health and Wellbeing

Health & Well Being Partnership

12. The Health and Well Being partnership meets quarterly at the Civic Hall and its representative from Area Committee is Cllr James Lewis. The minutes of the meeting held on the 22nd of July are attached at the end of this report (appendix 1).
13. The most recent meeting was held on the 30th of September. The main item on the agenda at that meeting was the First Contact Signposting Scheme proposal for Leeds. First contact is a multi agency referral checklist used to increase access to and take up of services to enable people to stay safe and independent in their own homes. There are schemes currently operational in Nottingham and Newcastle. Aimed at the over 50's if a member of staff from any partner agency goes into a home e.g. police, fire fighter etc they complete a simple checklist to find out if the person has any other particular needs for services such as fire safety check, home security check, home repairs or mobility adaptations, energy saving improvements, confidential advice etc. It is run through a contact centre and funded by various organisations.

The benefits and objectives of the scheme are:

- It maximises the opportunity of the existing contacts that frontline staff have with people
- Gives frontline staff a tool to effectively refer people into preventative services
- People are helped to stay safer and more independent in their own homes by giving them easy access to a range of services
- People will get to where they need to without getting lost in the system (this is crucial as signposting can sometimes occur with little or no contact)
- Provide access to advice, information and services which enables choice and control for people
- Provide a streamlined service within the home where the person is made aware of accessible services
- Provide a service to hard to reach people
- Reduce the risk of accidents within the home and reduce hospital admission
- Identify gaps in service
- Facilitate partnership working within statutory and voluntary sector widening the knowledge of local community initiatives
- Determine issues affecting older people and ways of reducing the impact of these

Thriving Places

Creating Safer Environments

14. The North East Divisional Community Safety Partnership met on the 9th of September 2010 and the minutes of the meeting are attached as appendix 2 to this report. Cllr Mark Dobson represents the Area Committee on this partnership. Some of the key issues discussed included:
 - Proceeds of Crime Act (POCA) funding has been topped up. Maximum grants are now £250.

- Serious acquisitive crime is being targeted by the division. There have been recent increases in vehicle crime and assault.
- Community confidence is improving.
- The group considered impending budget cuts and how this may impact on performance.

Tasking Teams

15. Since the last meeting of Area Committee the Tasking Team meetings were held on the following dates:
- Temple Newsam – 22 September
 - Cross Gates & Whinmoor – 22 September
 - Garforth/Kippax & villages – 13 October.
16. In all wards there has been an increase in burglary rates and this has been reflected across the city. At the Cross Gates & Whinmoor meeting the group agreed to provide 500 ‘trembler alarms’ for residents in areas suffering from the highest increase in burglaries as well as vulnerable residents in sheltered accommodation. These alarms will be distributed and fitted during the next Operation Champion in that ward scheduled for early November. Although burglary has increased there has been a significant reduction in all 4 wards in the number of call outs for ASB. However, the Police and partner agencies remain vigilant in dealing with this when it arises and target known individuals involved in ASB.
17. At the recent bi-annual meeting of tasking managers the following was agreed:

Tasking Cycle Jan 11 Onwards

- Tasking cycle will continue in its current format meeting every six weeks on Wednesdays
- Divisional Intelligence Unit will continue to produce six weekly tasking packages
- Schedule dates for the year 2011 to be circulated in November
- NPT Inspectors and Tasking Co-chairs to secure venues for 2011
- Areas that are currently paying for room hire to consider looking at alternative options

Environmental Issues

- Acknowledgement that the crime element of tasking is working well but improvements need to be made with regards to the environmental aspect of tasking. Ideally a package that should be presented that summarises the areas key issues. Agreed to look at ways of improving and producing reports and for non-policing co-chairs to take a more proactive role in ensuring that part of the agenda was clear and relevant.
- Noise nuisance was raised as a key issue where agencies would like to see partners working closer together.

Operation Champion Jan 11 onwards

- Agreement reached that Op Champion would continue in its current format 1 day of action per six weekly tasking cycle and be themed focussed.
- Agreed to establish preferred days of week for each NPT and draw up draft timetable

Aire Valley Homes

18. The Chief Officer of Aire Valley Homes has expressed an interest in attending this and future meetings of Outer East Area Committee to provide a verbal update on current issues, discuss the evolving role of ALMO's and provide an opportunity for Members to raise and have a response to questions and concerns. The estates of Halton Moor and Osmondthorpe are the only areas in Outer East that fall under East North East Homes and Area Committee may think it appropriate to invite the Chief Officer of East North East Homes to also attend some future meetings.

Harmonious Communities

Community Forums

19. The following forums have been held since the last meeting of Area Committee on the 7th of September 2010.
 - Garforth & Swillington – 6th of September 2010 (minutes attached appendix 3)
 - Kippax & Methley – 27 September 2010 (minutes attached appendix 4)
 - Swarcliffe – 6th of October 2010. The minutes were not available at the time of writing this report.
 - Whinmoor – 11th of October 2010. The minutes were not available at the time of writing this report.
 - Cross Gates – Next meeting 20th of October. Minutes of meeting held on 27th of July 2010 that were not available at time of last Area Committee are attached (appendix 5)
 - Halton Moor & East Osmondthorpe – Next meeting 26th of October. Minutes of the meeting held on the 3rd of August 2010 that were not available at that time of the last meeting are attached (appendix 6)
 - Halton – Next meeting 28th of October. Minutes of the meeting held on the 5th of August 2010 that were not available at that time of the last meeting are attached (appendix 7)

Older Persons Event Week 2010

20. The week of events was once again a spectacular success with numbers of people attending topping 800 over the course of the 5 days. The formula remained the same as last year with information and advice being available from a range of service providers and organisations including:

- West Yorkshire Police
- Care and repair
- Aire Valley Homes
- Leeds Building Society – free will service
- Customer Services
- Help the Aged and Age Concern – now combined called Age UK
- Energy Efficiency
- Message in a bottle
- In Bloom Groups

This year the entertainment was provided by the Pocket Panto and including repartees such as ‘the war time music hall’.

Implications for Council Policy and Governance

21. No specific issues are identified.

Legal and Resource Implications

22. No specific issues are identified

Recommendations

23. Area Committee is asked to note the report and raise any questions.

Background papers

- Outer East Area Committee Report, 8 July 2008 – Area Delivery Plan 2008-11
- Executive Board Report, 16 July 2008 – Area Committee Roles 2008/09

This page is intentionally left blank

Minutes of South East Leeds Health and Wellbeing Partnership Meeting 22nd July 2010

Present:

Dave Mitchell (Chair) – Practice Based Commissioner
Bash Uppal – Leeds City Council Adult Social Care, Health & Wellbeing
Keith Lander – Environment and Neighbourhoods
Shaïd Mahmood – South Pathfinder
Tom O’Donovan – Area Management Outer South
Martin Hackett – Area Management Outer East
Joanne Davis – NHS Health Improvement Specialist South Leeds
Bob Mason – LINK
Mick Ward – Adult Social Care Head of Commissioning
Nigel Gray – NHS Leeds Head of Commissioning
Cllr Kim Groves – Health Champion Inner South
Aneesa Anwar – LCC Support to Health & Wellbeing Partnerships

1. Welcome, introductions and apologies

Round table introductions were made.

Apologies were received from: Bridget Emery, Julie Bootle, Judy Carrivick, Sheila Fletcher, Cllr Lewis and Cllr Renshaw.

2. Minutes of meeting held on 27th May 2010

Agreed as an accurate record.

3. Matters arising

Item 6 – Keith asked for a revision to the minutes to include a note outlining the that the partnership supported the approach being taken to develop an area management charter.

Not to use abbreviations in the minutes in the future.

4. Chair 2010 – 11 – Bash Uppal

It was agreed following the nomination process that Dave Mitchell will chair future partnerships and that Councillor Groves will be the Deputy Chair.

5. South East Health & Wellbeing activity overview – Joanne Davis

Joanne presented about health and wellbeing activities / projects currently taking place in inner South Leeds. It was noted that the neighbourhood team within Public Health focuses on:

- Lowest 10% super output areas
- Partnership working
- Building capacity
- Coordinate the work to address health inequalities

A lot of work has been done to address health inequalities and support key agendas such as the tackling excess winter deaths. Some examples included the sloppy slipper campaign, the change 4 life work programme and activities promoting a healthy diet and uptake of physical activity in the local community .

There is work underway around community health development and healthy lifestyles. Health and wellbeing working groups have been established in Belle Isle; Holbeck, Beeston Hill and Cottingley with action plans. With plans to develop a similar action plan for Hunslet. Examples of work delivered are included in the attached presentation.

Joanne highlighted that a number of SLAs were currently under review to which the partnership recommended renewed agreements should only be established on a short term basis to provide an opportunity for the partnership to engage in influencing and informing future priorities.

Noted that the infant mortality rates in the most deprived areas is significantly higher. To work to address this the Beeston Hill and Holbeck demonstration site has been set up. The work programme in this demonstration site includes Making Every Penny Counts programme.

Discussion took place about impact of the current service delivery and user feedback. Joanne confirmed the feedback from service users has been used in determining service delivery and had significant impact.

Generally the partnership agreed the their were communication gaps in key areas and the need for a robust communications structure.

Joanne outlined the national framework model used for developing the work programme of the Beeston Hill and Holbeck IM demonstration site. (As this was not readable on the slide action was agreed to circulate presentation with minutes) Joanne also confirmed that NHS Leeds had a clear monitoring framework / tool in place that was used to assess the impact of current service delivery that was currently commissioned, which included service user and worker feedback. Case studies as well as quantifiable data on numbers of sessions, outcomes and impact.

The partnership expressed interest in seeing this monitoring system including detail on how numbers of people benefiting from the activity were quantified.

Actions: Aneesa to circulate Joanne's presentation with the minutes as well as the local monitoring criteria that Joanne referred to.

6. ADPs Inner South, Outer South & Outer East – Sheila / Tom / Martin

Tom O'Donovan (South Outer Area Management Officer) and Martin Hackett (Outer East Area Officer) Outer East went through the Area Delivery Plans for their area. They explained that the plans are developed by liaising with community groups, elected members outside agencies and council partners. This work is framed in a community engagement plan for each area. The plan is a working document and can be revised at Area Committee meetings during the year. The current format is being reviewed, along with a review of the Leeds Strategic Partnership (LSP) themes that currently provide the structure of the plan. This may see a shorter more focused document in future years. A public facing document called a 'Charter' is also being developed for distributing to local residents. One of the challenges in managing the plan is in accessing appropriate and up to date monitoring information to set against actions in the plan to demonstrate progress.

Tom exemplified the Area Committee investing £20,000 for out of school activities through the school clusters. This money contributed to a larger pot of over £200,000 which was being invested in out of school activities across outer south.

Noted that £36,000 funding has been provided for school holiday activities.

Noted that the leisure activities take up is very good in the area.

Area Committees support 11 luncheon clubs.

The allotments are being used with high demands of the use of space, waiting lists are set up for the Council allotments.

A bid for the first green gym in Leeds is currently being put forward.

Keith informed the group that the Inner South has the same set up as the above with some additional priorities under health and wellbeing.

The Neighbourhood index informs the plan.

Noted that in general NHS and the Council work to specific pieces of work but in some areas there is a good link in with both departments.

Actions: Tom, Martin and Sheila to send in summary copy for circulation with minutes of health and wellbeing priorities for the wedge.

7. ASC Commissioning – Mick Ward

Mick presented Adult Social Care commissioning framework and process. He highlighted the breadth of the commissioning process.

He gave examples of how commissioning supported the whole putting people first agenda:

- Choice and control – personalisation, self directed support (giving people a choice to the services available)
- universal services - same rights for all people regardless of their impairment or age

- Early intervention and prevention - more proactive services e.g. free swimming in Leeds has seen a 40 % rise, although Government funding for this is now coming to an end. Libraries do a range of innovative work with disabled people and older people.
- Social capital – organising and potentially purchasing things as a community. Mick informed the group that Leeds is one of Department of Health pilots in regard to Social Capital, with work done thorough neighbourhood networks.

Need to ensure that all services are accessible and not just the responsibility of any one organisation.

There are significant challenges ahead: e.g. There is an increased demand on homecare, also whilst the dementia strategy evaluation of Leeds demonstrated good practice we want to develop this further.

There are radical efficiencies to be made and the dialogue between colleagues/agencies is even more important than it has been.

Action: A full copy of Mick's presentation is attached.

8. NHS Commissioning – Nigel Gray

Nigel presented about commissioning in health care. The strategic planning is done 3 – 5 years in advance with partners, the contracts are made in multimillion pounds budgets.

Nigel explained how a lot of pathway redesigns are done to ensure the needs of the patient are met and how patients are given more choice of decision making in the care that they receive in hospitals, decisions met by professionals can be challenged by the patients.

Continuous performance management processes are in place. It is clear that the finance coming in is significantly lower than previous years.

Specific work is underway in the South due to high numbers of lung and breast cancer in LS10 and LS11 (as these are fast growth cancers intervention needs to be better in the South).

Following the publication of the white paper discussions are being made about the options of where Provider Services will fit in the future, the NHS Board meeting has discussed some potential options this week.

Nigel encouraged the group to read the NHS White Paper which is a must read, a summary and a consultation paper are also available. The timeframe for the changes of the white paper to take place are:

- GP consortia – shadow – 11/12, full responsibility – 12/13
- NHS Commissioning Board – shadow – April 2011 live April 2012
- Strategic Health Authority & Primary Care Trusts abolished – April 2013.

Action: See attached full presentation.

9. Sub group updates – Bash Uppal

Bash updated the partnership that the communications sub group is looking at service design. The West North West area management team are developing a citizens panel and running themed surveys with one on health and wellbeing in September. The draft will be shared with the 3 partnerships to help shape this as a robust mechanism for gathering local views that can then be used to shape local health and wellbeing plans in the wedges. Bash to keep partnership posted on any drafts and timescales for roll out in the south.

Referral Pathways sub group met recently with wide range of stakeholders present. Decision was taken at the meeting to liaise with public health colleagues in developing a whole systems approach and engaging their support in taking this forward. Subsequently a working group to scope the programme has met. Dave and Bash are to be involved on the steering group and feedback on progress at future meetings.

10. Any other business

Locality pathfinder workshop was held on 16th July looked at cross cutting issues using case studies. Clear messages came out about the need for a more integrated working approach. A paper is to go to the programme board outlining proposed delivery plan in the near future and this is to be shared with partners. Ian Cameron is a member of the programme board.

Action: Shaid to keep partnership updated on progress of pathfinder in south east area.

Bash went through next meeting agenda items and asked that as lead officers from outside authorities are coming to the meeting to present 'first contact' initiative that has been mainstreamed as a best practice model for joint referral toolkit that this be the initial item with 45 minutes slot followed by partnership business.

11. Next meeting

30th September 1.30 – 4 at Civic Hall (timings may change and will be confirmed asap)

Agenda items

- Environment & Neighbourhoods – **Andy Beattie**
- Smoke Free Homes – **Gemma Mann**
- First Contact – **Bash Uppal/Aneesha Anwar** (colleagues from Newcastle and Nottinghamshire invited to present their approach)

This page is intentionally left blank

**East North East Divisional Community Safety Partnership Meeting
9th September 2010, 2:00pm Unit 1, Acorn Business Park**

Present:

Tim Kingsman	West Yorkshire Police (Chair)
John Woolmer	East North East Area Management, LCC
Maggie Bellwood	EASEL
Graham Heath	WYFS
Nick Bartrum	ASBU
Victoria Fuggles	Youth Service
James Nundy	South East Area Management, LCC
Steve Vowles	ENEHL
Neil E Bowden	Youth Service
Jon Lund	Youth Service
Leanne Manning	East North East Area Management, LCC (Minutes)

Apologies: Jeff Clarke (Aire Valley Homes), Beverley Yearwood (LCC)

		Action
1.0	Minutes of Previous Meeting	
1.1	Agreed as an accurate record.	
2.0	Matters Arising	
2.1	<ul style="list-style-type: none"> (3.3– regarding DV analysis): Tim Kingsman to chase the statistics for Domestic Violence offences where school children are present. 	
3.0	Burglary – Divisional Picture	
3.1	TK did a run through of an audit update on Burglary Dwelling, comparing this years statistics to last years. The start of this year was very good April/May/June however there was a rise in burglary dwelling in August, this may be due in part to local policing resources being diverted to carnivals and festivals.	
3.2	The current hotspots are Killingbeck and Seacroft with the most significant rise mainly in the Foundry Area. Only Gipton and Harehills, Harewood and Chapel Allerton wards have not had a recent increase. Gipton and Harehills remain a priority area though.	
3.3	TK explained that through Operation Bellweather we will try get on top of this now, one way will be getting uniformed and non uniformed police officers dispatched at peak times. TK asked what else can be done?	
3.4	JW explained that burglary dwelling needs to be focussed on it tasking meetings and finding out what else is happening to target burglary. JW to check that tasking makes burglary a priority.	JW
3.5	SV explained that through the Serious Acquisitive Crime group free burglar alarms have been given to victims and also ENEH have looked at repeat victims in Gipton and Harehills and they are mainly BME. We need to think if this is hate crime or burglary.	
3.6	NB explained that you cant use evidence after 6 months from the offence to the asbo.	
3.7	TK asked if there are any opportunities please prioritise burglary dwelling.	

4.0	Progress On Changes to PACT Meetings	
4.1	TK ran through a PACT Meeting update for each area. If there are any issues regarding these please feed them into the inspectors.	
4.2	Insp. Harrison and Bev Yearwood are waiting to have a meeting with Cllr Gruen regarding CWT PACT meetings to make sure the members are happy with the new proposed format. James Nundy to link into Inspector Harrison to get this moved forward.	JN
5.0	POCA Expenditure Update	
5.1	JW explained that the POCA fund has been topped up again with some more funding. Now we are giving away £250 maximum rather than £500 it seems to be working better and is helping to build relationships with community groups that have applied. JW will circulate the POCA spend table to everyone. Everyone was reminded to promote the scheme with frontline staff to help them build relationships with local community groups.	JW
5.2	SV commented that more publicity is still needed for POCA. TK to take this up as the publicity is through the police press office.	TK
6.0	Team Neighbourhood Update	
6.1	JW explained that Team Neighbourhood isn't just something happening in ENE, but has corporate backing to progress. In ENE it will focus initially on Gipton, Seacroft and Chapeltown. Gipton is the trailblazer for the city. Inner East Area Committee currently funds 2 Neighbourhood Manager posts, interviews for the post covering the Burmantofts and Richmond Hill area will take place tomorrow, 10/9/10.	
6.2	JW explained that a CLT (Community Leadership Team) will be developed which is a resident only leadership team with people with a civic role in the area. JW will bring an update to the next meeting about the CLT.	JW
7.0	Performance Matrix/Executive Highlights Report	
7.1	TK explained that Serious Acquisitive Crime is under target at the moment, Vehicle Crime is up and assault with injury is up from last year. Confidence is above target and we are nearly top of the country. Generally in a good position at the moment.	
8.0	Gang Prevention in Chapeltown - Update	
8.1	TK explained that Chapeltown is in the top two areas for gangs, he asked how can we prevent this happening in the next generation? We need to take this on now or things will get worse in years to come. TK will bring a list of names to the next meeting to see what we can do.	TK
8.2	A bid to the lottery fund for Gang prevention work not just for individuals is to take place. Think about targeting people who have come out of prison and don't want to go back to this way of life, how do we pull them out?	
8.3	A good quality Community Leadership Team in Chapeltown can also help gang prevention.	
8.4	TK told the group that Richard Jackson would now take over his old boss Gerry Broadbent as he has now retired. Richard Jackson knows the area well.	
9.0	Effects of Budget Reductions/Spending Review	
9.1	TK explained that the Deputy Chief Constable has sent a message to all divisions about the current budget reductions. Nothing is off the table at the moment but no decisions have yet been made. If you have 30 years police service you can be forced to retire.	
9.2	GH explained that in the fire service with 25 year service and over 50 years old you can be forced to retire. Frontline staff will be reduced and fire engines will be reduced.	

9.3	Everybody explained what they understand about the current budget reductions in their areas but will have a better understanding on 20 th October.	
9.4	JW explained that the well being budget will have no more capital funding but will still have revenue.	
9.5	TK explained that the BCU fund will be lost and 3800 officers hours. Partnership working is more important than ever at the moment and needs to be kept going.	
10.0	Date of Future Meetings	
10.1	The meeting dates for next year are: 16 December 2010 All meetings are 2.00 – 4.00 and are held at Unit 1, Acorn Business Park, Killingbeck Drive.	
11.0	Any Other Business	
11.1	JL explained that there has been an increase Eastern European travellers, mainly females and are committing crime, who deals with these people? VF explained that there is a steering group especially for this and will pass JL the name of the chair of it.	VF

This page is intentionally left blank

Appendix 3

Present: Cllr Dobson (Chair), Lynne White (LCC), Michelle McGill (CESO LCC), Graham Ambler (West Yorkshire Fire Service), PS 1065 Steve Goodwill (West Yorkshire Police NPT), Phil Dunwell (Garforth Tenants and Residents/Garforth in Bloom), Susan Ashworth (Garforth in Bloom), June Rollins (Windermere Watch), Shirley Raisey (GRA), Ian Forster (GRA), Elizabeth Crossley (Gt & Little Preston PC), Janet Winn (Gt & Little Preston PC), Eric Crossley (Great Preston Resident),

Apologies: Dave Evens (Garforth Community College), Sharon Elliott (Leeds Learning), Pat Watson (Youth Service), Insp Chris Jones (West Yorkshire Police NPT), Eric Pepper,

	<p>PACT MEETING</p> <p>SG gave details of PACT meetings which should be held in separate areas to ensure local issues could be addressed; these have been poorly attended although advertised widely. PD and said Police were always welcome at the Tenants and Residents, likewise at the Great & Little Preston Parish Council Meeting – SG will pick this up. Cllr D advised Police to advertise PACT meetings through the School Newsletter (Contact Mrs Horner at Garforth Community College)</p> <p>IF raised concerns about speeding on the A6412 – SG will chase up. PD raised issue about traffic lights. Cllr D said speeding still occurred on the A642 which is one of the best signed roads in Leeds</p> <p>SG informed crime figures were down (74 less offences since last year) Burglary figures down. Cllr D informed Garforth & Swillington area has lowest crime figures in the city.</p> <p>Cllr D complimented the PCSO's and CESO's for their good work with the community.</p> <p>EC raised concerns again about the picnic site at Swillington. SG informed consultation is ongoing. Cllr D will speak to Inspector Jones to help progress the issue and will attend the next Great & Little Preston Parish Council meeting</p>	
1.0	Introductions and Apologies	Action
1.1	Councillor Dobson welcomed everyone to the meeting, introductions made and apologies noted	
2.0	Minutes of the last meeting held on 10th November 2009 and matters arising	
2.1	The minutes were agreed as an accurate record	
2.2	Minute 2.6 – Bird in the Hand Public House MD informed now re-occupied. JR said everything is quite now and no concerns	
2.3	Item 5 – MD - Garforth Library is everything and more than expected and well used i.e. Health Checks, Children's Story Time, Baraka Café, Customer Services etc.	
2.4	MD concerned about Swillington Library and is currently under review. MD meeting with Library Head and Cllr Ogilvie to look at alternatives	

3.0	10 Minute Open Floor	
3.1	LW – informed of Older Persons Celebration Event 20 th to 24 th September 2010 to be held in Great & Little Preston, Swarcliffe, Kippax, Halton and Garforth.	
3.2	PD/SG informed Garforth in Bloom started through Garforth Tenants and Residents and entered Yorkshire in Bloom Competition for the first time and received Silver. GA said the Fire Service were on board with them. MD – Gascoigne Public House have developed a small garden also Gaping Goose’s flower beds have made the area better. They have 20 members and need more. PD thanked Cllr Dobson for his support.	
3.3	Coupland Road have started their own little group.	
3.4	JR – Neighbourhood Watch was well attended and Police really sorted out their problems. Meetings now cancelled as problems have gone away but still distribute crime figures – thanked the Police for making it a success	
3.5	GA – West Yorkshire Fire Service – Garforth quiet – 400 calls a year – other areas over 1,000 calls. Fire Services having a review but Garforth should remain the same with 24 hour service. MD had been given assurance that there would be sufficient cover to deal with all calls. GA informed they attend community groups and put an effort into prevention. MD thanks GA	
3.6	MM explained her new role as Community Environmental Officer (CESO) has started training for dog fouling issues, littering etc which carry up to £1,000 fine and now covers Swillington.	
3.7	LW – informed of Community Payback Scheme – if a referral form is needed contact Lynne White on 2268940 or lynne.white@leeds.gov.uk	
4.0	Services to Young People	
4.1	MD informed forum that Aileen Larsen although not in attendance was doing a fantastic job in the area along with Sharon Elliott who had left programme of activities from the summer informing that it had been popular and went well with 95% of the projects/activities being full. SE details are on the back of the leaflet should anyone have any queries.	
4.2	Pat Watson not in attendance but left information to be distributed.	
5.0	Any other business	
5.1	PD informed the Tenants and Residents were opposed to closure of swimming pool at Kippax and asked if building for pool at Garforth could be progressed. Cllr D informed presently looking at private partnership and does want to progress this if funding available, looking for land possibly available free i.e. school provide the land and Karl Beven provide the building. Cllr D informed that Kippax is not closing.	
6.0	Date and time of next meeting	
6.1	Next meeting to be held on Monday 6 th December at 6.00 at Garforth Community College	

Present:

Councillor Keith Parker (Chair), Martin Hackett (LCC - SE AMT), Cllr Lewis, Cllr D Morgan, (Kippax PC), P J Roden (OPSG), Pat Samy (Kippax in Bloom), Cllr Doug Morley (Kippax PC), Cllr Jack Bate (Kippax PC), Cllr Joy Bate (Kippax PC), Mike Weaver (NHW LCC), Simon Norman (CESO), PCSO 818 Lisa Tate (West Yorkshire Police), PS 4029 Lock (West Yorkshire Police), PCSO 941 Butler (WYP), Cllr A Needham (KPC), Cllr Paul Spivey (Kippax PC), Jim Kerr (M&MRA), Harold Wilson (Park Ave NHood Watch), Joanne Harper (Voluntary & Community Forum), Ken Asprey (Allerton Bywater PC)

Apologies: Cllr Keith Wakefield, Cllr Ron Shaw, Michael Johnson, Pat Watson, Barbara Walton.

1.0	Welcome / Introductions and Apologies	Action
1.1	Councillor Parker welcomed everyone to the meeting.	
2.0	Minutes of the meeting held 25 January 2010	
2.1	Minutes agreed as a true record.	
3.0	Matters arising from those minutes	
3.1	Item 3.2 – DM raised issue of dangerous building on Kippax High Street. Cllr Parker informed the meeting that Jim Wiggington had inspected and did not think it was dangerous. DM requested a second opinion. Cllr Parker agreed to investigate.	
3.2	Item 6.7 – Has the funding for Methley Youth Shelter been withdrawn? Cllr Parker agreed to inquire with Pat Watson.	
3.3	Item 6.11 – Belle Isle Youth Centre. This is a city facility – will free transport to it be available for young people in the villages? Cllr Parker agreed to inquire with Pat Watson.	
4.0	10 Minute open floor	
4.1	Bus Stop at Park Lane, Allerton Bywater. HW concerned the stop is moving 200 yards down the road from current location. Most users are elderly. AB PC did object to the relocation but this did not affect the decision. Agreed to make inquiries with METRO.	
4.2	Speeding in Allerton Bywater. HW raised this issue. Unfortunately the highways budget has been cut by 20%.	
4.3	No parking sign on Kippax High Street. Can a larger more visible sign be fitted? The current sign is too small. Also can parking wardens visit more regularly? It was agreed to investigate.	
4.4	Progress on sale of old School. Anticipated that the building will be demolished in the new year.	

4.5	Kippax in Bloom. PS reported that Kippax had won the gold award and thanked the 3 Ward Councillors and all the residents of Kippax involved in the project for their support.	
5.0	Community Safety	
5.1	Police Report Overall crime is down by 25% which equates to 64 crimes less. However there is a slight increase in burglary.	
5.2	The NPT has altered its shift patterns to target high crime hours.	
5.3	The Police feel that the DPPO is making a difference. A lot of alcohol is being confiscated especially at weekends.	
5.4	A project to install trembler alarms for vulnerable residents is ongoing.	
	Questions/issues raised	
5.5	It was reported that travellers are regularly touring the area looking for scrap metal. SN reported that those collecting scrap metals needed a licence.	
5.6	Bargain Booze delivery wagon parking dangerously when delivering. PCSO agreed to investigate.	
	Community Environment Support Officer (CESO)	
5.7	SN distributed a report on his activities that has been in the main dealing with enforcement issues. A number of queries were raised about Kippax PC employing a lengthsman. Members of Kippax PC asked if LCC was involved in the lengthsman scheme. Agreed to pass this inquiry to Andrew Mason in streetscene.	
6.0	Youth Service and Activities for Young People	
6.1	PW was off sick and this item was deferred.	
7.0	St Aidens	
7.1	KA raised concerns about the RSPB managing the St Aidens site and further concerns about potential flooding of Allerton Bywater as St Aidens will be unable to take the high levels of water that may occur in heavy rain.	
7.2	Cllr Parker reported that the scheme had not yet been passed to LCC but when it is LCC intend to have the RSPB manage the site.	
7.3	The general consensus was that the infrastructure is not in place to handle the number of visitors and their cars that is expected once the visitor centre opens.	
7.4	Cllr Parker agreed to set up a meeting with Ward Members, Parish Councillors, the RSPB and the Environment Agency to discuss the concerns.	

**Minutes from 27 July 2010
at Cross Gates and District Good Neighbours Building**

Present:

Attendance register was not returned / left at the end of the meeting.
Councillor Pauleen Grahame (Chair), Cllr Peter Gruen, Cllr Suzi Armitage, Martin Hackett (LCC – Area Management), James Nundy (LCC – AM, minutes)

Apologies:

Steve Seymour (Cross Gates Shopping Centre), Barbara Lister (Devonshire Neighbourhood Watch), Rev. Fran Rhys (Cross Gates Methodist Church)

1.0	Welcome, introductions and apologies	Action
1.1	Cllr Grahame welcomed everyone to the meeting and the above apologies were noted.	
2.0	Minutes of meeting held on 14 April 2010	
2.1	Agreed as an accurate record.	
3.0	Matters arising from those minutes	
3.1	Good Neighbours schemes The councillors are still fighting for the continuation of the current set-up and Cllr Gruen will be taking it up again at Executive Board.	
4.0	10 minute open floor	
4.1	None.	
5.0	Parking issues – Silkstone Way	
5.1	Parking has been an issue in the Silkstone / Kennerleigh areas for many years. Thought to be commuters parking for free then using the train to get to Leeds.	
5.2	The emergency services and bin wagons have also mentioned having problems getting through.	
5.3	Greg Sharp to be chased about responses to previous points raised at the forum.	
5.4	It was queried whether parking restrictions could be introduced, or maybe single white lines (with t-bars) across driveways as some residents are getting blocked in their own driveways.	
5.5	Private hire cars congregate opposite the Devon pub also causing obstructions on the blind bend.	
5.6	Grass verges are being damaged. Culprits can be fined / action taken if culprits can be traced.	
5.7	Issue with mobility scooter advertising by the Silkstone's is being dealt with.	
5.8	The forum were asked if they would like a public residents meeting with the	

	<p>councillors, LCC Highway officers and the Police etc.</p> <ul style="list-style-type: none"> • The forum agreed it would be a good idea • Cllrs agreed to arrange the meeting but the attendance register was not returned so names of the new attendees are not known 	
6.0	Speed cameras – Dylan Turner (Casualty Reduction Partnership)	
6.1	Traffic speed survey on Austhorpe Road has been compiled from 2005-2010 data. Need to prove accident statistics but there was no data to suggest speed restriction will help.	
6.2	Cost of speed cameras are prohibitive (approximately £14,000 each), and is a reactive measure rather than proactive. Police don't act on speeding until 35mph is reached in a 30mph zone.	
6.3	Austhorpe Road is in the top 80 roads in Leeds.	
6.4	The survey produced two main findings for the accidents logged: <ul style="list-style-type: none"> • Pedestrians • People falling off buses Therefore no justification for speed cameras.	
6.5	Speed survey showed busy times are 7am-7pm and one in ten vehicles were recorded as travelling at 40mph.	
6.6	Between 9pm and 11pm, there have only been two recorded accidents in the last five years.	
6.7	Data for A6120 could also be analysed, along with the stretch of ring road from Station Road to Colton roundabout.	DT
6.8	PCSOs offered to put the item down as a briefing item for the beat.	
6.9	LCC is responsible for producing safe roads. The Police are responsible for enforcing the speed.	
6.10	Could look into alternatives like speed detection signs or beacons? <ul style="list-style-type: none"> • Greg Sharp to be invited to the next forum 	AMT
7.0	Community Safety	
7.1	Police Quarterly review of NPT. Newsletter was distributed. Burglaries are still a high priority but 50% lower than a few months ago	
7.2	Devon pub: residents having issues with private hire vehicles	
7.3	Silkstone parking: cars were not found to be obstructing drives when the area was visited so nothing could be done at that time. Patrols will continue. <ul style="list-style-type: none"> • Cars parking with two wheels on the pavement: as long as there's enough room for a buggy or mobility scooter to get past, the police are ok with it. • No double parking has been seen on patrols. 	
7.4	Manston Park: alcohol has recently been seized but the park has been quiet lately.	
7.5	Community Environmental Support Officers (CESOs) The Neighbourhood Warden service has now been removed. CESOs are now working across Leeds in an environmental action capacity. Cross Gates and Whinmoor have two CESOs – Simon Norman (tel: 07891 278 378) and Wendy	

	Rogers (Tel: 07891 277 700), who patrol the area with enforcement powers and deal with environmental and noise issues.	
7.6	Issues tackled so far: <ul style="list-style-type: none"> • Lots of illegal street banners have been removed from Station Road. • Collapsed sewer in Kennerleigh's • Commercial waste issues on Austhorpe Road • Issues with bins on Sandiford Terrace 	
7.6	CESO uniform was modelled by Simon.	
7.7	Guides: The building is still getting attacked but not as much as it used to be. <ul style="list-style-type: none"> • Additional patrols were requested. 	Police
7.8	Issue of noise at the Devon Pub was raised - speakers had been positioned outside and the music level was above acceptable.	
8.0	Christmas lights	
8.1	The Heritage style street lights have now been painted and the scheme for festive lights is progressing well.	
9.0	Youth Service update – John Holmes	
9.1	Summer programme is ongoing and Manston Park is regularly attended, although no serious issues have been seen.	
9.2	Sessions are running 2:30-7:30pm for 9-13 year olds.	
9.3	Summer activities programme was tabled.	
9.4	ASB hotspots are targeted as informed by the Police, and the team will be happy to visit problem areas as highlighted by residents if the residents pass the necessary details to John.	
9.5	Contact details were tabled.	
10.0	AOB and date of next meeting	
10.1	The extension to the licence for the Barnbo pub has been objected against.	
10.2	Mr Pickles raised a point about the allotment next to Manston School : Half of the site near the Grafton ginnel was fenced off. Will allotments be introduced? <ul style="list-style-type: none"> • Progress is being made to introduce allotments in the area – there is currently no provision in the area • A survey of underground services came back showing there are no services at the site • Although thought likely, it is not yet known if a planning application will be required • The land highlighted is in a poor state of repair, so would become a much better place should an allotment be introduced 	
10.3	Theft of Yorkshire stone in the area <ul style="list-style-type: none"> • Extra Police / PCSO / CESO patrols were requested • DI Wakefield suggested removing the temptation 	

10.4	Items for next agenda <ul style="list-style-type: none">• Greg Sharp to be invited to the next forum• Discussion about fencing for properties along Grafton ginnel being damaged by ASB	
10.5	Date of next meeting is scheduled for 20 October 2010.	

Appendix 6

Present:

Cllr Mick Lyons (Chair), Cllr David Schofield, Martin Hackett (LCC – South East Area Management), James Nundy (SE AMT, minutes), Sylvia Marsh (resident), Brian Mumby (Halton Moor Residents Association), Ron Bool (Leeds Federated Tenants and Osmondthorpe Tenants and Residents Association), John Pearson (LCC – Environmental Action Team), Chris Walters (West Yorkshire Police), Tracy Murphy (WYP), Jonathan Day (WYP), Rachel Hollins (Affinity Sutton), Mike Shaw (Meadowfield Primary School), Gladys Townend (Save Our Homes and Environment), K.Townend (SOHE), D.Gill (SOHE), V.Broadley (SOHE), Vicki Hooper (East North East Homes), Debbie (ENEH), Tracy (ENEH)

Apologies:

Inspector Tom Harrison (WYP), Maggie Bellwood (LCC – EASEL Team)

Item	Welcome, introductions and apologies	Action
1.0	Cllr Lyons welcomed everyone to the meeting and the above apologies were received.	
2.0	Minutes of the meeting held on 23 February 2010	
2.1	(4.1) Shanklin / Demolition of properties on Osmondthorpe Lane – due to the credit crunch, nothing is happening at the moment. It is still not known what will happen to the land and no planning application has been submitted. It was noted that residents are not opposed to a mixed use development.	
3.0	Matters arising from those minutes	
3.1	None.	
4.0	10 minutes open floor	
4.1	Condition of roads in the Nevilles area A member of the forum stated that no major maintenance has been carried out on the local streets, pavements or housing for two years. Any superficial works carried out were regarded as botch jobs (eg filling of potholes).	
4.2	Operation Champion, 22 July 2010 Members of the partnership were seen in the area on the day, but a member of the forum reported that none of them visited Neville Garth or Neville Avenue. <ul style="list-style-type: none"> Police attended the Operation, but it was reported that many of the agencies didn't turn up on the day 	
4.3	John Pearson (Community Environment Officer) offered to visit Gladys Townend to note and action her concerns.	JP
4.4	An LCC Highways officer to be asked to check condition of local roads and pavements and give an update at next forum.	JP

4.5	Meadowfield Primary School MUGA A Multi-use Games Area (MUGA) is to be built at Meadowfield Primary. It will be available for community groups and will be floodlit at night. A booking system will be in place. Please phone 336 8010 for more information.	
5.0	Whitebridge Site – Affinity Sutton update	
5.1	Rachel Hollins attended the forum to give an update on plans for the former school site.	
5.2	Although only at the feasibility study stage, a plan was tabled showing a design for 46 homes with the following arrangement: <ul style="list-style-type: none"> • 2x two bed bungalows • 18x two bed two storey houses • 4x three bed wide fronted houses • 19x three bed three storey houses • 3x four bed three storey houses 	
5.3	It is hoped a planning application will be submitted in October or November, with building starting in summer 2011.	
5.4	If sufficient funding is made available, more of the properties will be rentals, if there is less funding they will have to be for private sale. The rentals will be available via the Choice Based Letting system.	
5.5	An open event will be arranged when the drawings are complete and Rachel will attend a future forum to give another update.	RH
5.6	Concerns were raised by the forum about the site in the short term as it could become a fly-tipping site if not kept clean and tidy.	
5.7	Cllr Lyons informed Affinity Sutton he had received some complaints regarding repair work. RH to take details and investigate.	RH
6.0	Community Safety / environmental issues	
6.1	Police <ul style="list-style-type: none"> • There have been seven burglaries from void properties recently for copper pipes and boilers. Four of these were in Carden Avenue. Convictions will lead to action under the tenancy agreement • The other three offences were Europrofile break-ins • There have been seven thefts from vehicles – opportunist criminals looking for satnavs and mp3 players • One theft of motor vehicle had been recorded • There was one burglary of a shed / garage where tools were stolen • There were 20 criminal damage reports • The main anti social behaviour complaint was motorbikes / quadbikes. Police off-road motor bike team are off the road at the moment due to a crash. Two new riders are in training at the moment • PCSOs are to undergo cycling proficiency tests then take the the streets with headcams • The CCTV van will be in the area from two weeks starting on 16 August • CASAC’s target hardening funding has now run out. Police to look 	Police

6.2	<p>into alternative funding sources such as Cross Gates Good Neighbours or Age Concern, etc</p> <ul style="list-style-type: none"> • Operation Confidence is underway. 18,000 homes will be visited on a door knocking / flier exercise <p>Community Environment Officer (CEO) – John Pearson John gave an introduction to his new role which started in March this year and gave out his contact details: Telephone 07891 272 168.</p> <ul style="list-style-type: none"> • Shift pattern is Monday to Friday, but not always on the streets • Based at Dewsbury Road One Stop Centre and Halton Moor One Stop Centre • Requested information, communication and team work • 120 Waste in Garden (WIG) letters have been served. No prosecutions needed yet as all the offenders have tidied up their gardens to the necessary standard • Ten notices have been served for trade waste offences. One traders has been fined, the other nine complied • 15 orders for overgrown vegetation have been served 	
6.3	<p>Questions:</p> <ul style="list-style-type: none"> • How often are the street sweepers supposed to visit the area? • Noise pollution issue in Estwaite Gardens – John asked for details and will investigate 	JP JP
7.0	Youth Service update	
7.1	Deferred.	
8.0	Update from East North East Homes – Vicki Hooper	
8.1	<p>Vicki introduced Tracy and Debbie, two new starters at the Halton Moor One Stop Centre (OSC).</p> <ul style="list-style-type: none"> • The Halton Moor OSC is the best performing OSC in the ALMO • There are only 19 void properties at the moment • An environmental audit was completed in June • 99 untidy gardens were issued notices • There are 40 open cases for tenancy breaches due to ASB • Action is being taken over some residents with motorbikes. Section 59 orders are being served on them • Improvements are to be made to the block paving on Halton Moor Road • Management of the community house at 119 Kendall Drive is hoped to be moved to the community. Bills are being paid by the Police and a meeting is to be arranged and Vicki to inform the councillors • A community User Group is needed. Vicki to chase Simon Jordan and report back to councillors 	VH VH
8.2	A discussion took place regarding decency standards and scheduling of works	
9.0	AOB and date of next meeting	
9.1	Next meeting is scheduled for 26 October 2010	All

This page is intentionally left blank

Appendix 7

Present:

Cllr David Schofield (Chair), Cllr Mick Lyons, Cllr Bill Hyde, Martin Hackett (LCC - South East Area Management Team), James Nundy (LCC - SE AMT, minutes), Tracy Murphy (West Yorkshire Police), David Foster (WYP), James Martin (WYP), Chris Walters (WYP), John Pearson (LCC - Community Environmental Officer), Michelle McGill (LCC - CESO), Howard Claxton (LCC - Highways), Alex McCloud (Education Leeds), Paul Norman (EL), Leslie Savage (EL), Jack Fitzpatrick (resident), Joanne Goodall (resident), Audrey Linley (resident), Yvonne Thornton (resident), Heather Sanderson (resident), Joyce Schofield (resident), Margaret Walsh (Templegate Neighbourhood Watch), Barbara Stevenson (T NW), Margaret Ward (T NW), Thelma Dixon (resident), Tricia Wynter (resident), Liz Hayes (Friends of Temple Newsam Park & Colton Primary School / Temple Moor High School), Joan Boucher (resident), Maria Thornton (resident), Ann and Peter Conlon (residents), Patricia Wragg (resident), Gwen Green (resident), Michelle Bell (resident), Jackie Flannagan (resident), Terry Dennis (resident), Edward Fryer (resident), Mona Illingworth (resident)

Apologies:

None

1.0	Welcome, introductions and apologies	
1.1	Cllr Schofield welcomed everyone to the meeting.	
1.2	Cllr Lyons arrived from another meeting at 6:30pm	
2.0	Minutes from 5 August 2010	
2.1	Agreed as an accurate record.	
3.0	Matters arising	
3.1	(5.0) The future of the residual waste treatment facility scheme is now unclear due to the current financial climate.	
4.0	10 minute open floor	
4.1	Field End Crescent / Grove Road ginnel It was reported that there had been no visits by LCC staff since autumn 2009 to cut the vegetation back / litter pick. The Chair of the neighbourhood watch had the help of a local girl and removed six black bags of litter, at a cost of £20.	
4.2	Brooksbank House demolition The building from 1960 was demolished because of structural problems and asbestos. There are also more older people staying in their own homes longer, so there wasn't the demand for such a housing complex. It was hoped that the blue plaque for Major Brooksbank would be preserved.	
4.3	A discussion about a 'residents only' parking scheme in Templegate Walk was discussed.	
4.4	Issues regarding noise were raised following a recent event for young people in Temple Newsam Park (Cocoon in the Park). Noise levels were measured and found to be below the allowed 60db level.	

5.0	Traffic issues at Whitkirk Primary School – Education Leeds										
5.1 5.2 5.3 5.4 5.5 5.6 5.7 5.8 5.9 5.10	<p>Issues were raised about the increased number of cars visiting the school and causing traffic problems in the area.</p> <p>A consultation took place last Christmas and it was decided that Whitkirk Primary was the best option for expansion as it had the capacity to be expanded. It was reported that the number of pupils has grown from 290 last year to 365 this September, with a maximum capacity of 420. The increases equate to a rise of approximately 15 pupils per year group.</p> <p>The school is looking into using a yellow bus scheme, park and ride, park and stride and a walking bus scheme to try and alleviate the issues. Rewards are issued for walking to school. A minibus drop off point is currently being built.</p> <p>The school operates a popular breakfast club which opens at 7:30am.</p> <p>For LCC Highways to formally address the issues, they will need evidence of a problem.</p> <p>There are issues with parking permit schemes and an 'access only' order is not an option at this location.</p> <p>[Cllr Lyons arrived at 6:30pm]</p> <p>The school needs to encourage parents to use the travel plan.</p> <p>Parking Services to be asked to send traffic wardens into the local streets at appropriate times to catch the people parking illegally.</p> <p>Templegate Green widening is on hold at the moment.</p>	School AMT									
6.0	Community Safety / Environmental issues										
6.1 6.2 6.3	<p>Police</p> <p>Crime statistics were tabled, covering the Temple Newsam ward:</p> <ul style="list-style-type: none"> • Priority crime is currently burglary (dwelling) with 22 reports, compared to 19 in the last six week period • Hotspot is the Halton Moor estate • Burglaries via attacking Europrofile locks was highlighted again and advice offered • No recorded robberies • Vehicle crime: <table data-bbox="287 1545 1085 1646" style="margin-left: 20px;"> <thead> <tr> <th></th> <th>this period</th> <th>last period</th> </tr> </thead> <tbody> <tr> <td>○ theft of motor vehicle</td> <td>3</td> <td>4</td> </tr> <tr> <td>○ theft from motor vehicle</td> <td>21</td> <td>12</td> </tr> </tbody> </table> • No patterns or trends in recorded crime at the moment • Assaults have increased and domestic violence reports make up 28% of all crime in the area • ASB for the ward is down 38% on the last period. Majority of calls received are for rowdy behaviour. Peak hours are 6pm-11pm at weekends <p>Members of the forum reported that the ginnel from Selby Road down the side of Temple Moor High School is an ASB hotspot for young people causing problems eg threatening behaviour, particularly on Fridays.</p> <p>Quad bikes have been seen/heard at the far side of the golf course. Both members of the Police off-road bike team are out of action at the moment due to an ongoing investigation. It is hoped they will return to their duties soon.</p>		this period	last period	○ theft of motor vehicle	3	4	○ theft from motor vehicle	21	12	
	this period	last period									
○ theft of motor vehicle	3	4									
○ theft from motor vehicle	21	12									

6.4	Section 59 warnings can be issued for ASB on a vehicle.	MM
6.5	Leedswatch CCTV know to watch and record motorbikes / quads. Offences can lead to tenancy action, bikes seized, fines issued for no licence / insurance.	
6.6	CESO to advertise the LCC bikers daytime response contact details in the library.	
	LCC - Environmental Action	
6.7	John Pearson (Community Environmental Officer) and Michelle McGill (Community Environmental Support Officer) introduced themselves to the forum. Their roles are similar to neighbourhood wardens, except their focus is on environmental issues rather than ASB. They have more powers than a neighbourhood warden did.	
6.8	Intelligence was requested, so they can investigate and take appropriate action. John Pearson mobile: 07891 272 168 Michelle McGill mobile: 07891 277 577	
6.9	Examples of recent actions: <ul style="list-style-type: none"> • Rear of Grove Road cleared with help from the Community Payback team • Fixed penalty notice fines of £75 for dog fouling, littering etc • Young people stopped from fishing in Temple Newsam lake • Noise nuisance issues • Action against untidy gardens • Action against overgrown vegetation 	
7.0	Programme of activities for young people during summer holidays	
7.1	Virgil was not in attendance. Councillors gave a brief summary of the LCC Youth Service summer programme. Activities are advertised in schools, libraries and online.	
7.2	Whitkirk cricket week, funded by the Outer East Area Committee, will be running from 16-20 August at Whitkirk Cricket Club. 180 young people have already signed up for the sessions run by Yorkshire County Cricket. For more information please call the Area Management Team (number below)	
8.0	AOB / Date of next meeting	
8.1	Everyone involved in moving the travellers out of the area within two days of setting up camp were thanked by the forum.	All
8.2	The next PACT meeting will take place at Colton Chapel on 7 September 2010, at 7:15pm. If you would like to set a local priority for the Police, please attend the meeting.	
8.3	The next Halton forum meeting is scheduled for 28 October 2010.	

This page is intentionally left blank



Originator: Martin Dean

Tel: 78931

Report of the Leeds Initiative

Outer East Area Committee

Date: 19th October 2010

Subject: Vision for Leeds 2011 to 2030 – progress with development and next steps

<p>Electoral Wards Affected:</p> <p>All Wards</p> <div style="border: 1px solid black; display: inline-block; padding: 2px; margin-top: 10px;">√</div> Ward Members consulted (referred to in report)	<p>Specific Implications For:</p> <p>Equality and Diversity <input checked="" type="checkbox"/></p> <p>Community Cohesion <input checked="" type="checkbox"/></p> <p>Narrowing the Gap <input checked="" 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 provides Area Committees with developmental progress and the next steps in relation to the Vision for Leeds 2011 – 2030.

1.0 Introduction

Members will be aware that this will be the third Vision for Leeds. The Leeds Initiative Executive agreed that a new Vision should be commissioned at their meeting of 25 March 2009. It was agreed a new Vision would look ahead to Leeds in 2030, and that the Leeds Strategic Plan from 2011 to 2014 would be the first three-year delivery plan for the Vision.

2.0 Progress to date

The ‘Where are we now?’ report developed at the end of 2009 formed the basis of discussions held during the stakeholder engagement phase with almost 40 different groups of people, third sector events, business events, Leeds Initiative strategy and development groups, specific interest groups, all the Leeds City Council political groups, and scrutiny boards.

A joint meeting of the Narrowing the Gap and Going up a League Boards took place on 8 February to consider and discuss the conclusions drawn from the discussions around the ‘Where are we now?’ report to firm up a proposition which formed the basis of the consultation draft.

The project team, comprising officers from across the full Leeds Initiative and Partnerships team, meets on a monthly basis, to drive the project forward and ensure the process is fully coordinated with other strategies and plans.

The team has:

- developed the consultation document;
- identified the impact assessments that need to be undertaken on risk, sustainability and equality;
- drawn up communications and consultation plans; and
- commissioned an agency to develop a campaign brand and consultation website – ‘What if Leeds ...? Talk today. Shape tomorrow’.
- The Vision Steering group, comprising senior members of the Leeds Initiative’s partners, has met three times since January to give their views on progress and inform the consultation process and the thinking behind the consultation document.

3.0 Next steps

The **public consultation phase** on the new Vision for Leeds runs from September to December 2010. The consultation approach will allow the public to respond on both shorter term priorities and the long term. The exercise will therefore create evidence for the Vision and the Leeds Strategic Plan. A full list of consultation activity both planned and already undertaken is attached at appendix III, but includes:

- a printed consultation document available across the city in public buildings, including libraries, community centres and one stop centres;
- a double-page spread and survey in the council’s ‘About Leeds’ September edition;
- a week-long series of articles and features in the Yorkshire Evening Post;
- joint activities and blogs with www.guardian.co.uk/leeds ;
- a bespoke, time-limited website – www.whatifleeds.org - inviting people to get involved in a debate about the kind of city they want Leeds to be and their ideas for how to make it happen;
- ‘Whatifleeds’ Facebook, LinkedIn and Twitter accounts; and
- consultation with specific interest groups at events across the city;

The consultation timetable is constantly being added to as we continue to look for more community groups to engage with.

Timetable:

- Close consultation 31 December 2010
- Drafting of final Vision for Leeds document from December 2010 to February 2011
- CLT- LMT- Executive Board approval process
- Partnership approval processes
- Full Council – April 2011
- Formal public launch July 2011

4.0 Recommendations

Members of the area committee are invited to:

- note and comment on the work carried out to date to develop a new Vision for Leeds 2011 to 2030
- note and comment on the consultation document, 'What if Leeds ...'; and
- give support to the process of consultation.

Background Papers

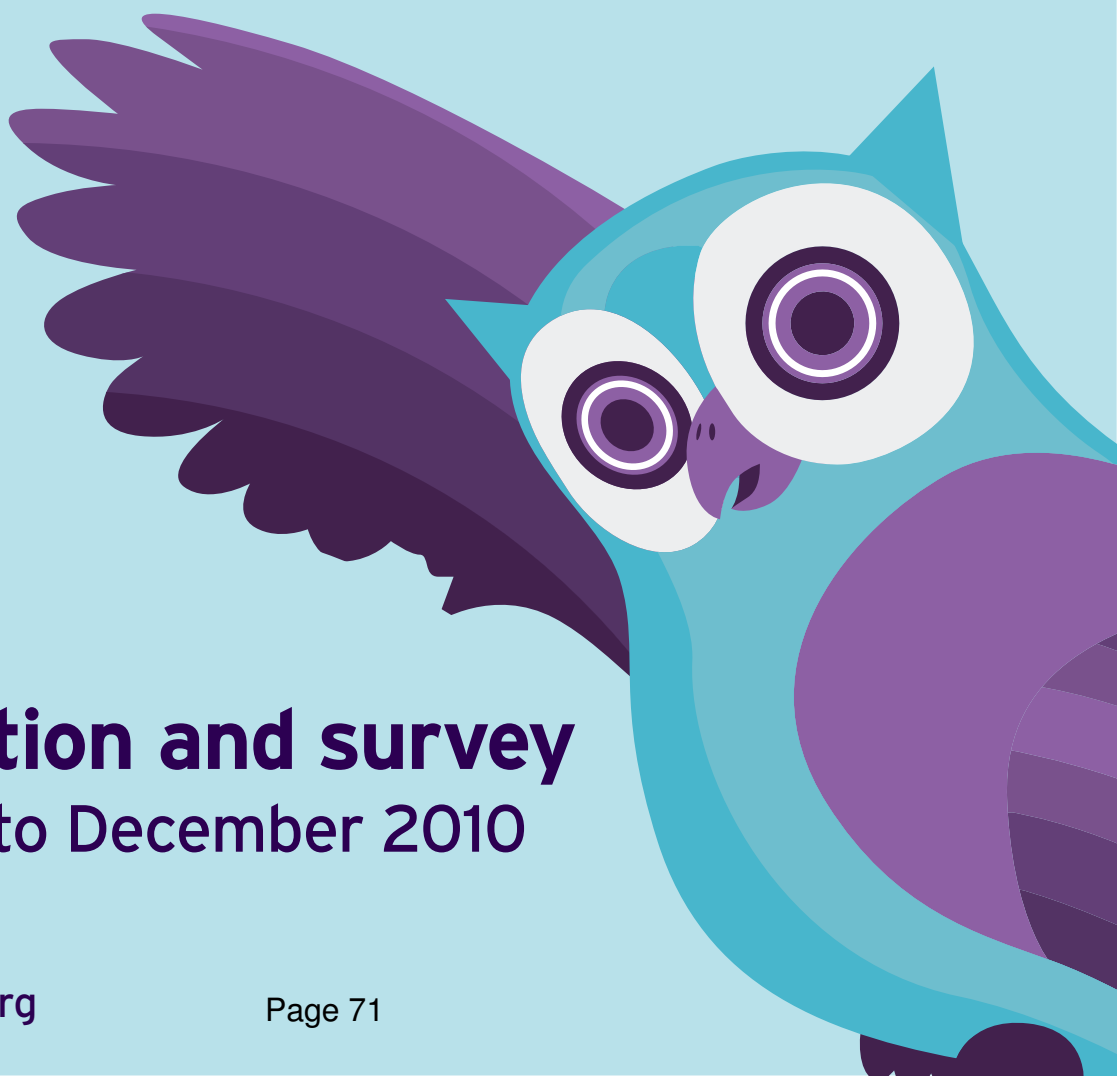
- Leeds Strategic Plan 2011 -14

This page is intentionally left blank



What if **Leeds...**

Talk today. Shape tomorrow



Consultation and survey
September to December 2010

Want to have your say? Visit **whatifleeds.org**

If you want to have your say on the future of your city then our website offers you the chance to do so, right now.

Visit whatifleeds.org to submit your answers to the survey quickly and easily. You can also search for and join the debates that are of interest to you. And, if you have something you want to talk about, you can bring up a topic that has yet to be discussed.

Join in the debate at **whatifleeds.org**

What if **Leeds...**
...becomes the most child-friendly city in the UK?

What if **Leeds...**
... becomes a city where people have a chance to get out of poverty?

What if **Leeds...**
...continues with its growing population - can we cope?

What if **Leeds...**
...fails to adapt to climate change?



What if **Leeds...**
...becomes the greenest city in the UK?

What if **Leeds...**
...fails to plan for the future?

What if **Leeds...**
...has the best quality of life in the UK?

What if **Leeds...**
...becomes easier to get around without using a car?

What if **Leeds...**
...sees a widening of the gap between rich and poor?



What if Leeds... is your chance to shape the long-term future of the city through our public consultation to develop a Vision for Leeds 2011 to 2030.

The Leeds Initiative is the city's local strategic partnership. Founded in 1990, we bring together a wide range of people and organisations from the public, private, community, voluntary and faith sectors to work together to improve the city and overcome problems for the benefit for everyone. We work with over 500 organisations throughout the city. Our formal partners include:

Leeds City Council
Leeds, York and North Yorkshire Chamber of Commerce and Industry
Third Sector Leeds
Arts Council
Education Leeds
English Heritage
Environment Agency
Government Office Yorkshire and The Humber
Highways Agency
Jobcentre Plus
Leeds City College
Leeds Civic Trust
Leeds Faiths Forum
Leeds Metropolitan University
Leeds Partnership Foundation Trust

Leeds Teaching Hospitals Trust
Leeds Voice
Museums Libraries & Archives Yorkshire
NHS Leeds
Natural England
Skills Funding Agency
Sport England
University of Leeds
West Yorkshire Fire and Rescue Service
West Yorkshire Metro
West Yorkshire Police
West Yorkshire Police Authority
West Yorkshire Probation Service
Yorkshire Forward
Youth Offending Service

All our documents, and the notes of all our meetings, are on our website at www.leedsinitiative.org
We can make this document available in Braille, large print and audio format on request.



A new Vision for Leeds

The Leeds Initiative, the partnership organisation for the city led by Leeds City Council, is developing a new, long-term plan for the future of the city. It is called Vision for Leeds 2011 to 2030, which is also the sustainable community strategy for the Leeds area. This Vision will also help to decide the shorter term priorities that need to be delivered for the city over the next three years.

This document is a consultation and sets out principles and broad aims. It provides an opportunity to debate, raise issues and challenges as we seek to gain agreement. The Leeds Initiative will engage with the people of Leeds to develop this Vision. Each place and community can and will benefit from thinking through how the Vision will be made real for them, for example, in individual neighbourhoods or places of business, in the city centre or our market towns.

A Vision for all of Leeds

This Vision is for everyone who lives and works in the Leeds Metropolitan District, an area covering 217 square miles. Leeds is the second largest metropolitan authority in the country and the largest in the north of England. It is a rich and varied place, including a vibrant city centre - well known for its shopping and nightlife - with built-up areas surrounding it, some more rural areas, and several towns and villages. These stretch from Otley in the north-west, Wetherby in the north-east, the rural areas of Bramham and Aberford to the east, Rothwell, Allerton Bywater and Methley to the south and south-east, and Pudsey and Morley to the west and south-west. A unique and distinctive place, two-thirds of the district is green belt and is in easy reach of two national parks.

Leeds is a city of 750,200 people¹. In general, people are living longer and Leeds has as many people over 60 as under 16. There is a higher proportion of young people than the national average, including a large student population. Leeds is also a city with many cultures, languages, races and faiths. 11% of our population is made up of people from black and ethnic-minority communities².

Leeds is the regional capital and the main economic driver for Yorkshire with major road, rail and air connections to neighbouring towns and cities and to national and international networks. The city is home to some of the largest financial institutions in the country and is known as the leading financial and legal centre in the UK outside London. It has a varied economy, excellent universities and world-class culture and sport. Despite becoming wealthier as a city over the last 20 years, Leeds still has too many deprived areas, where there is a poor quality of life, low educational performance, too much crime and anti-social behaviour, poor housing, and families where no-one has worked for generations. We need to continue to tackle the multiple problems of poverty and to improve all parts of Leeds.

1 Office of National Statistics, 2006

2 Census of Population 2001

A changing environment

We last published a long-term plan for the city in 2004. This set out a plan to 2020, much of which has been achieved or is underway. But since then much has changed both globally and locally, which is why we are now revising this plan. We are facing a series of major challenges following the global recession, which has led to a significant fall in the public money available to spend. Nevertheless, we still have to think ahead and plan for future success. We have set out some of the other main changes below.

Tackling climate change

In 2004 there was little public information on how climate change would affect our city. Regardless of the reasons for our changing weather patterns, it is generally accepted that climate change is a fact. In Leeds we have already seen how small changes can have a dramatic impact on our daily lives – such as the flooding which caused havoc to our communities and businesses. We are also using up the planet's natural resources at an alarming speed – as early as 2020 our demand for oil could exceed supply. We need to plan for this and look at alternatives.

Responding to the global recession

Over the last ten years, Leeds has gained a national reputation as a city of economic growth, creating jobs in a range of industries and sectors. But the recession has posed a number of serious questions about the future of our local economy. There has been a real impact on some of Leeds' key sectors, including construction, and business and financial services. Combined with the challenge of tackling climate change, we will also need to find new ways to remain competitive.

Anticipating changes to our population

Leeds' population is forecast to grow. This growth will include:

- greater numbers of children and young people;
- more people aged 75 years and over; and
- more people from black, ethnic-minority and mixed race backgrounds.

Like other successful big cities, it is also likely we will attract a larger number of people from elsewhere in the UK and EU. We need to start planning now to make sure that the city can manage these predicted changes to our population.

We are facing a series of major challenges following the global recession, nevertheless we still have to think ahead and plan for future success.



What we have achieved since 2004

In 2004 we set the direction for the future of Leeds.

“Our Vision for Leeds is an internationally competitive European city at the heart of a prosperous region where everyone can enjoy a high quality of life.”

The three aims of the current Vision are:

1 **“Going up a league as a city - making Leeds an internationally competitive city - the best place in the country to live, work and learn, with a high quality of life for everyone.”**

This aimed to capture the magical mixture of economic development, quality of life and competitiveness that makes cities great, and makes them recognised in the world. We are now firmly established as an international city and are named as one of the top 30 European cities in which to do business¹. But there is still more to do, and the current economic situation has given us new challenges.

2 **“Narrowing the gap between the most disadvantaged people and communities and the rest of the city.”**

We have ‘narrowed the gap’ – but not enough and not always with lasting results. We have made good progress in achieving some targets – our young people are getting better exam results, the number of people smoking has fallen, and fewer of our neighbourhoods are in the 3% most deprived in the country.

But progress remains slow in other areas such as the health gap between our richer and poorer areas. Despite all our efforts, one in five people in Leeds still lives in poverty. Many people are unable to afford to heat their homes adequately, live in poor quality housing, and lose out further because they cannot access basic financial services that many of us take for granted.

3 **“Developing Leeds’ role as the regional capital, contributing to the national economy as a competitive European city, supporting and supported by a region that is becoming increasingly prosperous.”**

Leeds is now firmly established as the regional capital. We are working closely together with ten other local authorities to develop a regional approach, which recognises the impact of Leeds’ economic strength on the wider Leeds area, and have created ways of planning more effectively at that level.

The Vision for Leeds 2004 to 2020 also set out twelve priority projects, based on what the people of Leeds told us was important, to improve the quality of life in the city and the region. You can read more about our progress on these projects on our website - www.leedsinitiative.org

Our challenge for the future

Our challenge now in 2010 is to look to the future beyond the plans we have set to think through the big issues affecting Leeds and how we tackle them.

We need to look again at where the city is going and ask ourselves where we want to be in 2030.

For example:

- What if Leeds has the best quality of life in the UK?
- What if Leeds is the UK’s most family friendly city?
- What if Leeds has the strongest and most sustainable economy in the country?
- What if Leeds ...? You tell us!

¹ Cushman & Wakefield’s European Cities Monitor

Developing our new Vision

The Leeds Initiative's partners regularly listen to people's views on how we can improve. We have used these day-to-day insights to help us make a start on developing some new aims for the city. In addition, over the last year, we have held events and workshops with many of Leeds' organisations and people, who have also told us how they think Leeds should develop in the future. All of this has resulted in the following proposals about where we should aim to be as a city by 2030. We now want your views on these.

Our Vision

By 2030, Leeds will be internationally recognised as the best city in Britain - a city that is fair, open and welcoming with a prosperous and sustainable economy, a place where everyone can lead safe, healthy and successful lives.

Our aims

By 2030, Leeds will be fair, open and welcoming.

Leeds will be a place where everyone has an equal chance to live their life successfully and realise their potential. Leeds will embrace new ideas, involve local people, and welcome visitors and those who come here to live, work and learn.

To do this Leeds will be a city where:

- people from different backgrounds and ages feel comfortable living together in communities;
- people are treated with dignity and respect at all stages of their lives;
- we all behave responsibly;
- people have a shared sense of belonging;
- there are good relations within and between communities;
- the causes of unfairness are understood and addressed;
- people feel confident about doing things for themselves and others;
- our services meet the diverse needs of our changing population;
- people can access support where and when it is needed;
- local people have the power to make decisions that affect us;
- people are active and involved in their local communities; and
- everyone is proud to live and work.



Developing our new Vision (Continued)

By 2030, Leeds' economy will be prosperous and sustainable.

We will create a prosperous and sustainable economy, using our resources effectively. Leeds will be successful and well-connected offering a good standard of living. Our culture of being excellent at everything we do will create a great quality of life for all.

Leeds will be a city that has:

- a strong local economy driving sustainable economic growth;
- a skilled workforce to meet the needs of the local economy;
- a world-class cultural offer;
- built on its strengths in financial and business services, and manufacturing, and continued to grow its strong retail, leisure and tourism sectors;
- world-class, cultural, digital and creative industries;
- developed new opportunities for green manufacturing and for growing other new industries;
- improved levels of enterprise through creativity and innovation;
- work for everyone with secure, flexible employment and good wages;
- high-quality, accessible, affordable and reliable public transport;
- successfully achieved a 40% reduction in carbon emissions (by 2020);
- adapted to changing weather patterns;
- increased use of alternative energy supplies and locally produced food; and
- buildings that meet high sustainability standards in the way they are built and run.

By 2030, Leeds' communities will be safe, healthy and successful.

Everyone has the opportunity to be safe, successful and secure, and lead happy, healthy and fulfilling lives. Leeds' communities will thrive and people will be confident, skilled, enterprising, active and involved.

To do this Leeds will be a city where:

- people have the opportunity to get out of poverty;
- education and training helps more people to achieve their potential;
- communities are safe and people feel safe;
- all Leeds' homes are of a decent standard and everyone can afford to stay warm;
- healthy life choices are easier to make;
- community-led businesses meet local needs;
- local services, including shops and healthcare, are easy to access and meet our needs;
- local cultural and sporting activities are available to all;
- there are high quality buildings, places and green spaces, and
- happiness forms the basis of a good quality of life.

How will our Vision affect different places?

Our Vision needs to be relevant to all our local communities and neighbourhoods, as well as the city centre, Yorkshire region, nationally and internationally.

We have outlined below a few examples of how some of the ideas in this Vision will affect these different places.

Leeds neighbourhoods

Each community will be unique, but they can all be safe and inclusive, well planned, built and run, offering prosperity, good services and opportunities for all. We will work hard to release the potential of everyone in Leeds to make sure the Vision aims are achieved in every neighbourhood. To do this we will work with residents as equal partners who can determine their own and their communities' future. Services will be developed and delivered with local people, including older and younger people, and people of all abilities to be active and involved citizens.

Leeds city centre

Our city centre will be a key economic driver not just for the Yorkshire region, but for the country as a whole. It will remain one of the UK's leading retail destinations and a major draw for businesses and visitors alike, welcoming and well connected. It will be a place that is sustainable with a high quality environment and cultural offer, and a city that is safe, family-friendly and attractive to people of all ages and backgrounds.

Leeds Metropolitan District

Leeds is already committed to a 40% reduction in the carbon put into the atmosphere by 2020. This is a stretching target for the whole district, which requires Leeds' residents and organisations to work together to

make it happen. The Leeds Climate Change Strategy has set the direction for the city. Now the partners are planning the actions in transport, and managing buildings, including homes, and business operations. We will need to challenge and support each other to develop the new ideas needed to achieve such a challenging target. We will also need to engage with the imagination and creativity of the people of Leeds so that they can contribute.

Leeds City Region

By working with the Leeds City Region¹, we will create a sustainable and prosperous economy by engaging with business and our partners across the wider Leeds area. Working together we will achieve better results for our local economy, skills, housing, transport and innovation.

Leeds' role nationally and internationally

Leeds will punch its weight as a leading city nationally, making sure that decision makers and opinion formers understand the city and what it offers and the needs of its communities. We will make sure that Leeds gets its fair share of investment and funding. We will work to improve the reputation of the city nationally and internationally as the natural alternative to London, for investment, employment and a great quality of life.

¹ The Leeds City Region brings together the eleven local authorities of Barnsley, Bradford, Calderdale, Craven, Harrogate, Kirklees, Leeds, Selby, Wakefield, York and North Yorkshire County Council to work together on areas such as transport, skills, housing, planning and innovation.



What if Leeds works together?

The success of our city depends on all of us working together to make sure that our Vision and all our plans and strategies are robust and have been tested and challenged. We will make sure that we continue to work in partnership and with local communities to achieve the best for the people of Leeds.

We will listen to different points of view, we will be honest, open and straightforward – saying what we mean, and meaning what we say. We will use evaluation and evidence to make sure we make progress with our priorities.

You can join the debate by:

Visiting whatifleeds.org

Sending us a tweet [@whatifleeds](https://twitter.com/whatifleeds)

Visiting us at facebook.com/whatifleeds

Visiting us at whatifleeds.org/linkedin

What if you had your say?

Before we finalise the Vision for Leeds 2011 to 2030, we would like the views of as many people as possible that live or work in all parts of Leeds. We would also like your thoughts on the priorities for the next three years.

This survey is one way of telling us your views. Please take a few minutes to answer the questions on the following pages and return this survey (together with any extra comments) to the address shown (you do not need a stamp).

Why not have a conversation about the ideas in this draft Vision with friends, at work, or in your clubs and associations and tell us what you think?

Survey

What if Leeds ... becomes the best city in the UK?

What does this mean to you? How would you make this happen?

What if Leeds ... becomes fair, open and welcoming?

What does this mean to you? How would you make this happen?

What if Leeds ... has a prosperous and sustainable economy?

What does this mean to you? How would you make this happen?

What if Leeds' communities are safe, healthy and successful?

What does this mean to you? How would you make this happen?

Thinking about the next three years, what if you could choose ...?

What would the top priorities for the city be in the next few years? What are the big issues you think we need to tackle as a city?



We want to make sure that the final version of the Vision for Leeds 2011 to 2030 is accessible to people.

Please tell us your favourite options.

- A printed document
 An online document
 An online film or podcast
 A DVD
 Other (please specify)

About you

To help us make sure that we reach as wide a range of people as possible, it would help us if you could answer the questions below. The information you provide will be kept confidential.

Male Female Year of birth First part of postcode (e.g. LS10)

Ethnic origin: Please choose one section from A to E and then tick the appropriate box to indicate your ethnic background.

A. White	B. Mixed Race	C. Asian or Asian British	D. Black or Black British	E. Other ethnic groups
<input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background please write below <input type="text"/>	<input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed background please write below <input type="text"/>	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Kashmiri <input type="checkbox"/> Any other Asian background please write below <input type="text"/>	<input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background please write below <input type="text"/>	<input type="checkbox"/> Chinese <input type="checkbox"/> Gypsy/Traveller <input type="checkbox"/> Any other background please write below <input type="text"/>

Do you consider yourself to be disabled? Yes No

Type of disability:

- Physical – such as using a wheelchair to get around or difficulty using your arms
 Sight or hearing problems – such as being blind or partially blind, or deaf or partially deaf
 Mental health condition – such as depression or schizophrenia
 Learning disability – such as Down's syndrome or dyslexia – or difficulties in thinking, planning, and memory – such as autism or brain injury
 Long-standing illness or health condition – such as cancer, HIV, diabetes, chronic heart disease, or epilepsy

Sexual orientation: Heterosexual/straight Lesbian/gay woman Gay man Bisexual

Religion or belief: Please tick the appropriate box to describe your religion or belief

- Buddhist Christian Hindu Jewish
 Muslim Sikh No religion Other (please specify)

2



FREEPOST PLUS RSCS-ZTJU-CLXH
Leeds City Council
Merrion House
110 Merrion Centre
Merrion Way
Leeds
LS2 8ET



What if **Leeds...**
Talk today, *Shape tomorrow*



 **Mixed Sources**
Product group from well-managed
forests and other controlled source
www.fsc.org Cert no. SGS COC 3059
© 1996 Forest Stewardship Council

the Leeds Initiative

HA/TP/SC/08.10/8K

Published by The Leeds Initiative, August 2010

Appendix II

Consultation and communications plans for the Vision for Leeds 2011 to 2030

The sustainable community strategy, the Vision for Leeds 2011 to 2030, is the overarching plan for other local and regional plans and will take into account how they inform one another.

The Government says that it should be:

- based on local needs;
- underpinned by a shared evidence base;
- informed by community aspirations; and
- lead to improvements in the social, environmental and economic wellbeing of the area.
- the starting point for producing a sustainable community strategy is consultation.

Aims of the consultation and communications for the Vision for Leeds 2011 to 2030

The consultation and communications plans will aim to:

- increase public awareness of the Vision and engage meaningfully with local people;
- make sure the links between the Vision and other relevant strategies and plans are clear; and
- enable a wide and diverse range of people to take part and thereby influence the Vision.

Objectives

The consultation and communications plans will enable us to:

- work with partners to avoid duplication, maximise resources and participation and increase opportunities for joint consultation;
- understand the views of members of the public and other stakeholders about the future of Leeds;
- develop an understanding of alternative, innovative methods of consultation as a basis for service improvement;
- develop accessible consultation materials that will appeal to and engage with more Leeds' citizens;
- involve under-represented groups and groups at risk of exclusion;

- share intelligence and information with respect to the consultation outcomes for all partners and key consultees;
- work with partners to make sure that other key strategies are consistent with the Vision document; and
- provide staged feedback to all consultees.

Challenges

Challenges in putting into practice the consultation and communications plans to achieve effective results include:

- persuading a broader range of people to actively engage in the consultation process; and
- working with reduced capacity and limited budget to form a large-scale consultation.

Rationale for the consultation and communications approach

In order to address the issues outlined above an invitation to tender exercise was carried out to appoint an agency to develop a public-facing look and feel to the Vision for Leeds consultation and communications. Evidence has shown that successful consultation exercises that seek to engage with the general public have adopted a campaign approach creating a separate identity rather than using the brand of the commissioning organisation.

A Leeds-based agency, Home, has been appointed to develop a public-facing campaign identity and website for the 'Vision for Leeds' consultation project – 'What if Leeds ...? Talk today. Shape tomorrow'.

The aim is to:

- create an inclusive approach to the consultation;
- create an identity which is used on all communications media (website, consultation document, questionnaire) associated with the consultation,
- be instantly recognisable to the public, and
- build up momentum throughout the campaign.

Home has had previous success with this approach for several other public-sector organisations, including 'the Great Drink Debate' campaign for the COI from an original working title of 'Attitudes and behaviour towards alcohol in the Yorkshire & Humber region – a public consultation'. For this they developed a colour palette, imagery, a typography style and a strapline of "Views on booze. What's yours?". The campaign elicited 13,000 responses in three months.

The design proposition – What if Leeds ...? Talk today. Shape tomorrow.

The invitation to engage is at the heart of the proposition - the main objective being to get a response and to get people to join in to tell us where they see Leeds by 2030.

In replacement of the working title 'Vision for Leeds', the agency has developed the concept 'What if Leeds...'. And the website www.whatifleeds.org

'What if Leeds...' aims to:

- inspire people who live and work in Leeds to think to the long term;
- provoke interest by suggesting there's more to come;
- pose a question, thus opening up the subject to debate;
- use everyday language that will appeal to a broad demographic; and
- immediately make the campaign ownable to Leeds;

The concept name of 'What if Leeds...' is then substantiated with the strapline 'Talk today. Shape tomorrow'.

'What if Leeds...' acts as a stage in the development of the new Vision for Leeds by suggesting points of view that will spark debate, for example:

- what if Leeds has the best quality of life in the UK?
- what if Leeds is the UK's most family friendly city?
- what if Leeds has the strongest and most sustainable economy in the country?
- what if Leeds ...? You tell us!

The owl design device serves as a visual representation of the campaign and gives an alternative to using images of people, which is difficult when representing a broad demographic.

A stand-alone website – whatifleeds.org – has been developed to support our consultation. The website will use social media (Facebook, Twitter, YouTube, LinkedIn, Flickr, blogs, etc) to engage a wide demographic. Since the last Vision for Leeds was published, social media has become the most natural and conventional means of communication for a large majority of the population, and, in particular, young people. Recent research carried out by Nielsen showed that more people now communicate using social media than through email and 24 million people actively use Facebook in the UK (50% of these log on to Facebook in any given day) . Three million people are members of social networks associated with Leeds.

Online consultation has a number of other benefits:

- quick and easy responses;
- effective for large-scale consultation – able to reach a wider audience cost-effectively;
- information can be quickly updated;

- environmentally-friendly;
- ‘viral marketing’ can drive traffic to the site (using existing website databases, such as Breeze);
- participants can ask for more information, seek clarification and receive more immediate feedback than from traditional consultation methods;
- it encourages a two-way, more active process – people can pose their own questions rather than being the passive recipients of questions provided by ourselves;
- it gives people the opportunity to debate – something which has found a new voice in popular culture following the televised political debates for the general election;
- online tools allow for effective analysis and evaluation; and
- the website could provide a sustainable consultation platform subsequently.

Other groups e.g. Silver Surfers, and learning groups in libraries, have been approached in order to broaden participation. Guardian.co.uk/leeds is also engaged with the project.

A variety of other methods will be used in order to engage a broad range of audiences and yield both quantitative and qualitative results.

They will include:

- face-to-face (focus groups), particularly targeted at under-represented groups;
- print (newspaper, newsletters etc.) including one week of articles in the Yorkshire Evening Post with real-life case studies, and articles in a range of local newspapers;
- the communications networks of partner organisations;
- online newsletters;
- hard copies of the consultation document to be distributed to a wide range of organisations with public receptions;
- questionnaires;
- attendance at existing local community events and festivals;
- workshops for special interest groups;
- joint consultation with key strategic partners to avoid duplication;
- in-house consultation for schools, FE and HE sectors (young people and adults);
- employee engagement through staff networks (e.g. LCC, NHS); and
- presentations to a range of audiences.

Feedback will be provided to all consultees at staged intervals during the consultation process.

Key consultees will be approached to provide evaluation at the end of the consultation exercise.

Appendix III

Consultation timetable

Month	Activity
May 2010	<p>21 May - Open Space (cross-sector event with 20 workshops)</p> <p>22 May - TINWOLF (Transition Inner North West Of Leeds Forum) event – Reinventing our City – creating community solutions for a sustainable Leeds</p>
June 2010	<p>18 June - LSP challenge event</p> <p>Four-week project in Holy Rosary and St Anne's, Chapeltown for all key stage 2 students</p> <p>Robin Hood Primary pupils and parents event</p>
July 2010	<p>1 July - physical and sensory impairment event – Headingley</p> <p>6 July - LGB young people</p> <p>22 July - Hamwattan Elderly Group</p> <p>22 July - Jewish Older People</p> <p>26 July - Armley Helping Hands – older people</p> <p>27 July - Seacroft Older people</p> <p>Launch of e-consultation – email to Breezecard database</p> <p>Breeze on Tour events</p>
August 2010	<p>3 August - Leeds Black Elders</p> <p>4 August - PACTS (Police and Communities Together) meeting Hunslet</p> <p>6 August - Leeds Irish older people, Harehills</p> <p>8 August – Community Interfaith Event - Beeston</p> <p>10 August – Meeting with disabled adults (Leeds Involving People)</p>

	<p>11 August - Together for Peace – DIY Vision event for businesses</p> <p>18 August - Morley Elderly Action</p>
September 2010	<p>2 September – Otley community groups (Otley Town Council)</p> <p>3 September – Culture Vultures ‘Tales of the City’</p> <p>21 September - BettaKultcha (social media networking)</p> <p>Business event with Leeds Ahead</p> <p>Scrutiny Board meetings</p> <p>Schools</p> <ul style="list-style-type: none"> - Whitecote Primary, Bramley - Garforth Comprehensive - New Bewerley Primary, Beeston - Cookridge Primary - Rodillian School(disabled young people) <p>Institute of Directors - email to contact list 1500+ plus events</p> <p>Youth Council</p> <p>Women’s Group (Hamara Centre)</p> <p>Area management events</p>
October 2010	<p>Leeds Metropolitan University</p> <p>University of Leeds</p> <p>Leeds City College</p> <p>October 21 LINK</p> <p>Focus group GATE (Leeds Gypsy and Traveller Exchange)</p> <p>Focus group ROMA community</p> <p>Disabled young people</p> <p>Leeds Chinese Community including businesses</p> <p>Leeds Chamber Business Forum event</p> <p>LINK event</p>

November 2010

Focus group MESMAC (LGB)

PACTS meeting Wetherby

18 November – Equalities Assembly Conference



Originator: Mark Dolman

Tel: 2476362

Report of the Director of Environment & Neighbourhoods

Outer East Area Committee

Date: 19th October 2010

Subject: Reporting Health & Environmental Action Service activities to the area committees

Electoral Wards Affected:

Garforth & Swillington
 Kippax & Methley
 Cross Gates & Whinmoor
 Temple Newsam

All

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

Following consultation and feedback from area committees and sub-groups, Appendix 1 is a revised version of the Health & Environmental Action Services activity report first presented to members in January of this year. Information is now presented at ward level and includes some data mapping. The aim of the report is to provide members with information about the scope and activities of our service with particular focus on enforcement action and the work of the Environmental Action Teams aligned to strategic outcomes.

1.0 Purpose Of This Report

To provide information for members on the demand for services provided by the Health & Environmental Action Service (HEAS) with particular focus on the enforcement activities undertaken by the Environmental Action Team (EAT) and Highways & Environmental Enforcement (HEE) team. The report known as the 'HEAS Activity Report' (appendix 1) was first introduced to members in January and the subsequent feedback has been integrated into a revised report which now provides data at ward level. This particular report is a half year report for 2010-2011 as it was agreed that reports would be produced on a 6 monthly basis.

2.0 Background Information

HEAS has been operational since May 2008 when it was created out of the former Enforcement Division and Environmental Health Division. Part of its remit is to consider how best to report on its activities and maintain effective communication with area committees particularly in relation to locality working. Mindful of this Graham Wilson the Head of Environmental Action & Parking produced a pilot report for North West inner area committee in February 2009 which was well received. It subsequently created a lot of interest and enquiries from a number of other area committees who felt this sort of information would be valuable to them. Consequently the attached report was developed to present information that would be interesting to members and encourage debate about the nature and demand for our services.

3.0 Main Issues

The report gives a brief description of the work undertaken by teams within HEAS and outlines the scope and demand for our services in the South East management area.

Information has been grouped according to the strategic outcome that a teams activities most significantly contributes to. Data is provided in relation to service requests, fixed penalty notices, enforcement notices, premises inspections, private sector housing inspections, licenses issued, homes improved and adapted.

The report must be read with a health warning in that it relies heavily on service request (SR) volumes to demonstrate the demand for particular services. In reality its not feasible to draw accurate conclusions about the productivity of teams based on SR's alone because we're not comparing like with like. The notion of SR's is a broad one, ranging from requests for telephone advice that take little time to process to complaints that may take months to investigate and resolve. Consequently there is a wide variation between the type of job undertaken by teams and the time taken to complete each job, neither of which are reflected by counting SR's. Nevertheless SR's do provide a useful indication of the types of issues that are most commonly dealt with in different areas.

The report currently provides information not just on teams involved in crime and grime issues but also on the work of some of our city wide teams such as food, health and safety, housing regulation and regeneration etc There are a number of ongoing projects that have been instigated to review the councils provision of services in light of the difficult economic climate that now exists. In particular these include locality working and the regional provision

of regulatory services. The findings from both will shape future provision and could result in significant changes in the orientation of services which will need to be reflected in future issues of this report.

In the meantime information in the report as well as feedback received from members via area committees and/or sub groups will be taken into consideration and used in tasking reviews as well as to shape the drafting of next years service plan. Additionally the report will be used to inform locality working and facilitate communication between members, area management and relevant Health and Environmental Action Service functions. The latter being particularly important in the times of change that we inevitably face over the coming months.

4.0 Implications For Council Policy and Governance

None

5.0 Legal and Resource Implications

None

6.0 Conclusions

HEAS collects and has access to a wealth of data. Conscious of the need for a relatively concise report we've had to be fairly selective about the information that has been included and how it is presented. The revised format has been developed as a result of feedback from members following presentation of the initial report earlier in the year.

7.0 Recommendations

Members are asked to note and consider the information provided within the attached report (Appendix 1) in order to facilitate decisions about work priorities as part of the intensive neighbourhood management process. Of particular interest is likely to be the work of the EAT's whose staff include the newly appointed Community Environment Officers and Community Environment Support Officers. Consequently a summary of their deployment in Outer East is included within the activity report.

Background Papers

Appendix 1 - please see the attached "*Health and Environmental Action Service activity report South East Management Area April 2010- September 2010*"

This page is intentionally left blank

APPENDIX 1

The Health and Environmental Action Service (HEAS) is part of Environmental Services and is responsible for a diverse range of functions including enforcement of over 100 Acts of Parliament, extensive private sector housing regeneration with programmes, adaptations to private sector homes, food safety and health & safety in commercial premises, pollution control of air, land and water, Houses' in Multiple Occupation (HMO) licensing, and regulation of the private rented sector to name but a few. The aim of this report is to give a flavour of the services we offer and the demand for those services as well as the outcomes we achieve which contribute to the local strategic partnerships vision for Leeds.

The service is divided into 3 sections with the broad responsibilities listed below.

Pollution Control & Housing

- Housing regeneration – group repair, empty homes and home assistance loans
- Housing regulation – HMO and selective licensing, landlord accreditation and the condition of private rented homes
- Pollution control – noise and air pollution, permitted commercial processes, landfill site monitoring.
- Aids & adaptations to the homes of people with disabilities

Commercial & Business Support

- Food Safety - food premises inspections, scores on the doors and healthy eating interventions
- Infectious disease control
- Health & safety in the workplace
- Affordable warmth - home energy efficiency improvements, health through warmth and fuel poverty initiatives
- Pest control

Parking & Environmental Action

- Parking
- Highways & Environmental Enforcement (HEE) – fly tipping, highways issues, waste carrying
- Environmental Action Team's (EAT) * 3 – littering, drainage, dog fouling, waste storage, graffiti

Scope of the report

To facilitate service delivery each of the above sections are organised into teams. It is the activity of these teams which forms the basis for the presentation of information in this report. However to make the information more user friendly, headings and groupings in the report contain a blend of outputs from different teams and where possible have been aligned to strategic themes rather than the HEAS organisational structure.

Its also worth noting that whilst a significant proportion of service requests are in effect 'complaints' the definition is much wider than that and includes requests for: advice, registrations, licences, training, planning consultations, scientific surveys, sampling as well as pro-active inspections and stop and search interventions and others.

Deployment of Community Environment Support Officers (CESO's) and Community Support Officers (CSO's)

Of particular interest to members is likely to be the work of the CESO's and CSO's. There are 4.5 Full Time Equivalent (FTE) CEO/CESO's allocated to the Outer East committee area. They work as part of the Environmental Action Team and are generally tasked to work in defined ward areas, however there is flexibility to allow CEO/CESO's to work as a team on specific area based initiatives. The current allocation is,

- Halton Moor & Osmondthorpe 1 FTE
- Temple Newsam 0.25 FTE
- Crossgates & Whinmoor 0.75 FTE
- Kippax & Methley 0.75 FTE
- Garforth & Swillington 0.75 FTE
- Swarcliffe 1 FTE

The CEO/CESO's provide a visible presence within the community, identifying and addressing local environmental issues. They undertake a combination of pro-active patrols, programmed area initiatives and reactive work to requests for service from the public, Councillors, MP's, and other agencies. Their remit is to respond and resolve environmental issues quickly at a local level. Management of the CEO/CESO's is through the Environmental Action Team with close communication with Ward Members. CEO/CESO's routinely attend community forums, Operation Champion and other multi agency tasking meetings.

Issues they are tasked to deal with at present:

- Waste in gardens
- Fly tipping
- Littering
- Dog fouling
- Obstructions to the highway
- Overgrown vegetation
- Illegal advertising
- Commercial waste issues at local shops/business's
- Empty and nuisance private properties
- Neighbour noise nuisance

Proactive work includes,

- Surveillance of flytip "hot spots"
- Area clean ups using Probation Services
- Visiting local shops and businesses to advise of their waste storage and disposal duties.
- Information stall at Older Persons Celebration Event
- Litter and dog fouling patrols of targeted areas

This first table shows the requests for service made to all teams and reflects the level of demand for our services by the public, other departments and external agencies.

Service requests received by the Health and Environmental Action Service (April 2010-September 2010)

Table 1	Inner South			Outer South				Outer East			
TEAM	Beeston/ Holbeck	City & Hunslet	Midd'ton Park	Ardsley/ Robin- Hood	Morley North	Morley South	Rothwell	Crossgates/ Whinmoor	Garforth/ Swill'ton	Kippax/ Methley	Temple Newsam
Landlord Accreditation	0	1	1	0	1	1	0	2	0	0	1
Food Safety	12	65	3	1	8	11	10	8	3	2	5
Highways and Environmental Enforcement	43	75	57	7	36	45	16	18	26	32	43
Houses in Multiple Occupation	6	7	1	0	2	1	0	1	2	1	2
Health and Safety	53	55	2	4	8	2	1	4	7	3	6
Air Pollution	34	11	0	4	4	4	0	0	11	1	2
Commercial noise and Environmental Protection	98	240	14	25	27	39	23	24	27	13	18
Pest Control	43	40	56	21	17	21	53	34	27	39	51
Private Rented Sector Housing	27	39	8	2	3	9	2	6	11	3	6
Rentokil	65	66	101	57	30	39	72	81	54	65	73
South EAT*	532	914	313	171	183	220	176	251	165	165	219
Totals	913	1513	556	292	319	392	353	429	333	324	426

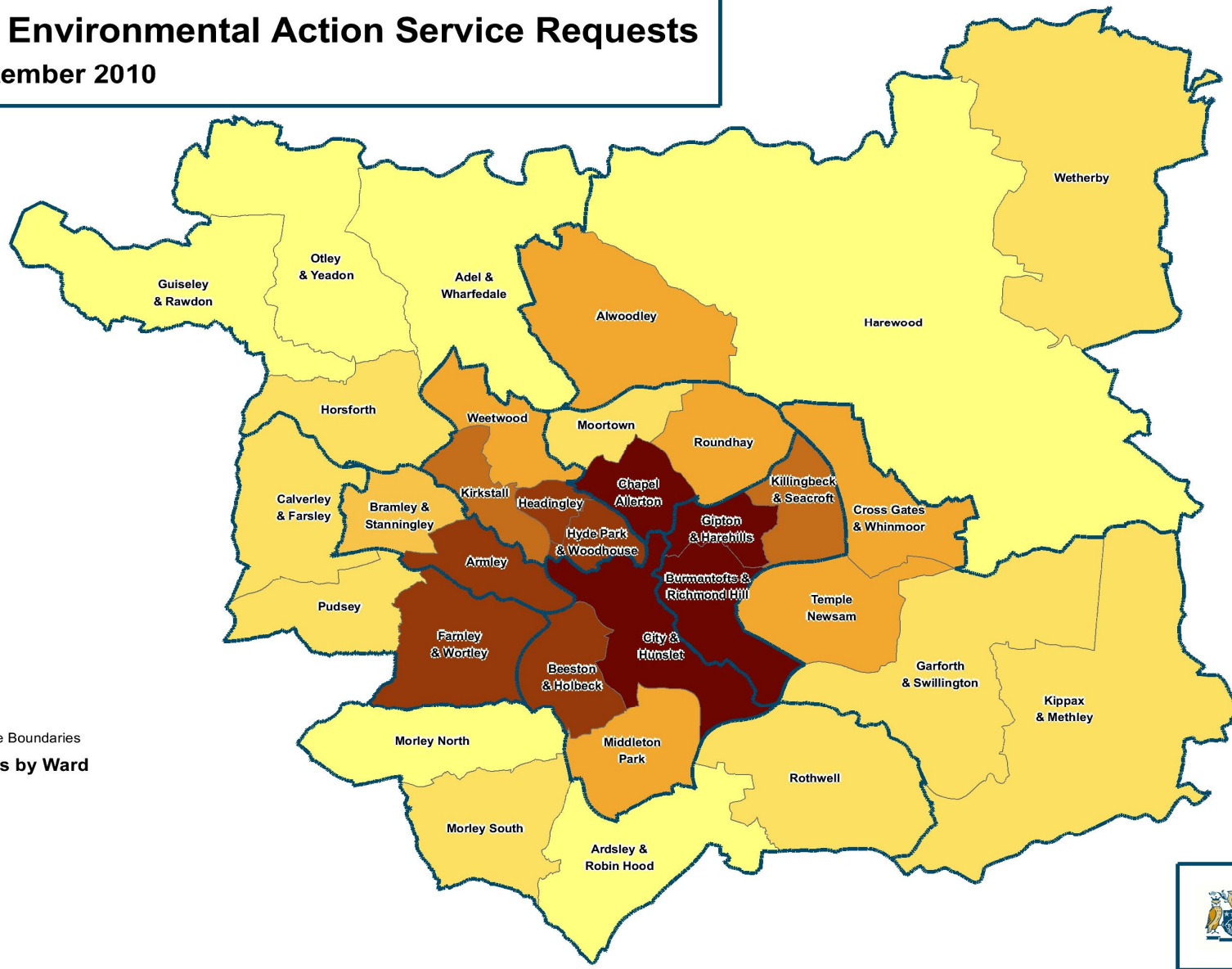
*EAT = Environmental Action Team

Service requests received by the Health and Environmental Action Service for Outer East wards - comparison with the previous 6 months data

Table 2	Oct 2009 to March 2010				April 2010 to Sept 2010			
TEAM	Crossgates/ Whinmoor	Garforth/ Swill'ton	Kippax/ Methley	Temple Newham	Crossgates/ Whinmoor	Garforth/ Swill'ton	Kippax/ Methley	Temple Newsam
Landlord Accreditation	2	0	0	0	2	0	0	1
Food Safety	4	6	5	8	8	3	2	5
Highways and Environmental Enforcement	9	46	11	43	18	26	32	43
Houses in Multiple Occupation	0	8	1	3	1	2	1	2
Health and Safety	7	7	6	1	4	7	3	6
Air Pollution	0	2	2	1	0	11	1	2
Commercial noise and Environmental Protection	17	26	14	12	24	27	13	18
Pest Control	12	10	12	22	34	27	39	51
Private Rented Sector Housing	6	8	4	8	6	11	3	6
Rentokil	68	86	71	100	81	54	65	73
South EAT*	134	91	88	99	251	165	165	219
Totals	259	290	214	297	429	333	324	426

Health & Environmental Action Service Requests

April - September 2010



Legend

Area Committee Boundaries

Service Requests by Ward

- 249 - 300
- 301 - 350
- 351 - 400
- 401 - 500
- 501 - 700
- 701 - 1150
- 1151 - 1778



The work areas in this section contribute to the strategic objective:

- *Cleaner, greener and more attractive neighbourhoods through effective environmental management and changed behaviours*

Service requests dealt with by the East Environmental Action and Highways & Environmental Enforcement teams (April 2010-September 2010)

Table 3	Inner South			Outer South				Outer East			
Job type	Beeston/ Holbeck	City & Hunslet	Midd'ton Park	Ardsley/ Robin- Hood	Morley North	Morley South	Rothwell	Crossgates/ Whinmoor	Garforth/ Swill'ton	Kippax/ Methley	Temple Newsam
Bonfires	5	4	4	5	10	6	5	4	3	4	3
Commercial waste	20	111	12	5	4	20	4	4	6	4	16
Domestic waste	93	69	22	6	17	13	15	19	15	16	11
Drainage	18	15	10	9	14	9	10	23	5	12	19
Flyers	0	38	0	0	0	0	0	0	0	0	0
Flyposting	5	17	0	3	0	1	1	4	5	7	3
Flytipping	50	78	68	17	22	16	10	27	22	15	23
Highways	23	48	12	14	23	16	14	24	10	20	16
Housing	6	9	2	3	2	5	6	8	3	3	7
Litter	26	268	7	2	3	14	7	9	5	2	5
Noise	168	209	128	68	75	89	60	85	50	52	69
Nuisance	8	8	2	4	4	5	6	3	0	3	6
Odour	0	3	0	2	1	0	1	1	0	0	2
Overgrown vegetation	40	12	20	28	12	21	27	47	36	18	26
Rodents	6	8	4	2	4	3	3	2	1	3	8
Vehicle offences	29	6	41	3	21	43	4	1	11	2	32
Waste in gardens	73	85	30	7	5	3	15	28	13	31	17
Totals	570	988	362	178	217	264	188	289	185	192	263

Service requests received by the East Environmental Action and Highways & Environmental Enforcement teams for Outer East wards - comparison with the previous 6 months

Table 4	Oct 2009 to March 2010				April 2010 to Sept 2010			
Job type	Crossgates/ Whinmoor	Garforth/ Swill'ton	Kippax/ Methley	Temple Newham	Crossgates/ Whinmoor	Garforth/ Swill'ton	Kippax/ Methley	Temple Newsam
Bonfires	1	5	8	0	4	3	4	3
Commercial waste	7	20	1	3	4	6	4	16
Domestic waste	13	3	6	9	19	15	16	11
Drainage	10	10	16	16	23	5	12	19
Flyers					0	0	0	0
Flyposting	0	0	0	0	4	5	7	3
Flytipping	13	5	12	11	27	22	15	23
Highways	15	8	11	24	24	10	20	16
Housing	6	0	3	2	8	3	3	7
Litter	5	6	0	3	9	5	2	5
Noise	51	21	16	27	85	50	52	69
Nuisance	4	2	2	3	3	0	3	6
Odour	1	0	1	0	1	0	0	2
Overgrown vegetation	9	16	12	6	47	36	18	26
Rodents	2	0	0	2	2	1	3	8
Vehicle offences	1	31	2	17	1	11	2	32
Waste in gardens	10	1	3	15	28	13	31	17
Totals	148	128	93	138	289	185	192	263

Service requests dealt with by the dog wardens (April 2010-September 2010)

Table 5	Inner South			Outer South				Outer East			
Job type	Beeston/ Holbeck	City & Hunslet	Midd'ton Park	Ardsley/ Robin- Hood	Morley North	Morley South	Rothwell	Crossgates/ Whinmoor	Garforth/ Swill'ton	Kippax/ Methley	Temple Newsam
Dog wardens											

*Information not currently available

Abandoned cars removed by the Highways & Environmental Enforcement team (April 2010-September 2010)

Table 6	Inner South			Outer South				Outer East			
Job type	Beeston/ Holbeck	City & Hunslet	Midd'ton Park	Ardsley/ Robin- Hood	Morley North	Morley South	Rothwell	Crossgates/ Whinmoor	Garforth/ Swill'ton	Kippax/ Methley	Temple Newsam
Abandoned cars	4	2	2	2	4	1	3	0	2	1	3

**Enforcement notices served by the East Environmental Action and Highways & Environmental Enforcement teams
(April 2010-September 2010)**

Table 7	Inner South			Outer South				Outer East			
TEAM	Beeston/ Holbeck	City & Hunslet	Midd'ton Park	Ardsley/ Robin- Hood	Morley North	Morley South	Rothwell	Crossgates/ Whinmoor	Garforth/ Swill'ton	Kippax/ Methley	Temple Newsam
Boarding Up's	0	4	0	0	0	0	0	2	0	2	0
Commercial waste	49	38	27	4	27	50	6	0	11	4	48
Detrimental properties	1	2	0	0	0	0	0	0	0	0	1
Domestic waste	47	14	2	2	0	1	6	6	2	1	1
Drainage	9	1	3	0	1	2	0	13	1	1	6
Highways	3	18	3	6	10	6	8	1	0	0	1
Intruder alarms	3	0	0	0	0	0	1	3	1	2	8
Littering	7	60	3	3	1	1	3	7	2	3	2
Rodents	1	4	2	0	0	0	0	0	0	0	3
Statutory nuisance	6	11	1	2		4	4	2	0	0	1
Totals	126	152	41	17	39	64	28	34	17	13	71

Enforcement notices served by the East Environmental Action and Highways & Environmental Enforcement teams for Outer East wards - comparison with the previous 6 months

Table 8	Oct 2009 to March 2010				April 2010 to Sept 2010			
TEAM	Crossgates/ Whinmoor	Garforth/ Swill'ton	Kippax/ Methley	Temple Newsam	Crossgates/ Whinmoor	Garforth/ Swill'ton	Kippax/ Methley	Temple Newsam
Boarding Up's	1	0	0	0	2	0	2	0
Commercial waste	2	28	3	25	0	11	4	48
Detrimental properties	0	0	1	1	0	0	0	1
Domestic waste	0	0	2	0	6	2	1	1
Drainage	0	0	1	0	13	1	1	6
Graffiti	0	0	0	13	0	0	0	0
Highways	2	3	3	1	1	0	0	1
Intruder alarms	0	0	0	1	3	1	2	8
Littering	1	0	0	0	7	2	3	2
Rodents	2	1	0	0	0	0	0	3
Statutory nuisance	1	0	1	0	2	0	0	1
Totals	9	32	11	41	34	17	13	71

**Fixed penalty notices issued by the East Environmental Action and Highways & Environmental Enforcement teams
(April 2010-September 2010)**

Table 9	Inner South			Outer South				Outer East			
TEAM	Beeston/ Holbeck	City & Hunslet	Midd'ton Park	Ardsley/ Robin- Hood	Morley North	Morley South	Rothwell	Crossgates/ Whinmoor	Garforth/ Swill'ton	Kippax/ Methley	Temple Newsam
Commercial waste	6	5	4	0	1	2	0	0	0	0	3
Dog fouling	0	4	1	0	0	0	4	0	0	4	1
Domestic waste	1	0	1	0	0	0	0	0	0	0	0
Littering	14	225	3	1	2	11	4	5	1	2	3
Totals	21	234	9	1	3	13	8	5	1	6	7

Fixed penalty notices served by the East Environmental Action and Highways & Environmental Enforcement teams for Outer East wards - comparison with the previous 6 months

Table 10	Oct 2009 to March 2010				April 2010 to Sept 2010			
TEAM	Crossgates/ Whinmoor	Garforth/ Swill'ton	Kippax/ Methley	Temple Newsam	Crossgates/ Whinmoor	Garforth/ Swill'ton	Kippax/ Methley	Temple Newsam
Commercial waste	1	2	1	0	0	0	0	3
Dog fouling	1	1	2	0	0	0	4	1
Domestic waste	0	0	0	0	0	0	0	0
Littering	1	2	0	1	5	1	2	3
Totals	3	5	3	1	5	1	6	7

The work areas in this section contribute to these strategic objectives:

- *Reducing health inequalities through the promotion of healthy life choices and improved access to services*
- *Improving the quality of life through maximising the potential of vulnerable people by promoting independence, dignity and respect*
- *Enhancing safety and support for vulnerable people through preventative and protective action to minimise risks and maximise wellbeing*

Adaptations to homes to support independent living

The agency consults with disabled people to identify the housing options, including re-housing and/or adaptations, which are most appropriate for their circumstances. Many of the works provided, such as grab rails, handrails, ramps, showers and lifts make a major contribution to a reduction in falls, especially by older people. A total of 480 adaptations were completed across the City between April and September 2010.

Table 11	Inner South			Outer South				Outer East			
Function	Beeston & Holbeck	City & Hunslet	Midd'ton Park	Ardsley & Robin Hood	Morley North	Morley South	Rothwell	Crossgates/Whinmoor	Garforth/Swillington	Kippax/Methley	Temple Newsam
Homes adapted	19	19	30	14	15	21	20	30	13	12	17

Page 107

Health & Safety

We protect people's health and safety by ensuring risks in the workplace are properly controlled. This is achieved through a program of risk based inspections, education and investigation of accidents. The aim of the latter is to call to account negligent employers and send out a clear message that they must meet their legislative obligations and make their workplaces safe.

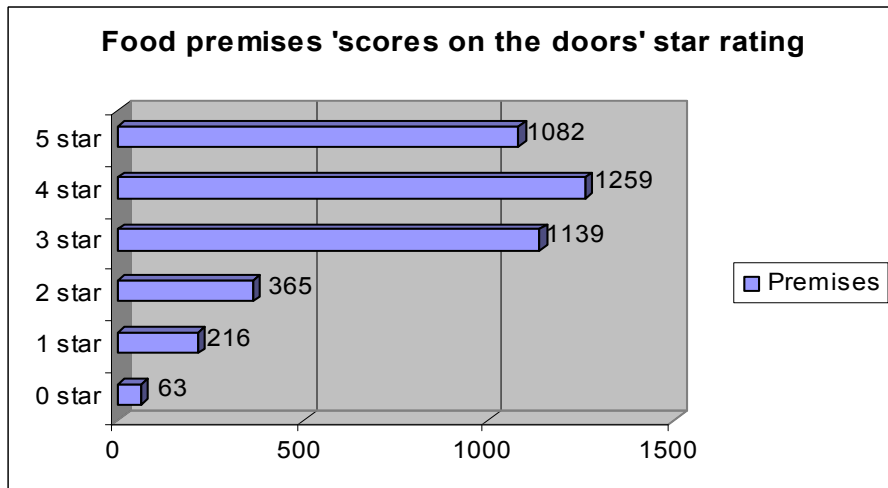
Table 12	Inner South			Outer South				Outer East			
Function	Beeston & Holbeck	City & Hunslet	Midd'ton Park	Ardsley & Robin Hood	Morley North	Morley South	Rothwell	Crossgates/Whinmoor	Garforth/Swillington	Kippax/Methley	Temple Newsam
Inspections	33	269	2	15	20	17	12	8	31	27	33
Investigations	6	42	0	3	4		4	2	5	4	4

Food safety & disease control

Our aim is to ensure that all food produced, prepared or sold in Leeds is safe to eat and will not cause ill health. This is facilitated by programmed inspections and supplemented by a portfolio of activity to encourage businesses to raise food hygiene standards “scores on the doors” has been particularly effective in this respect.

The monitoring and reporting of infectious disease notifications in the city provides essential information to aid disease control, equally important is the work done in investigating particular cases of gastrointestinal illness which may indicate problems with the food or water supply to the City. Detection of other sources of gastrointestinal illness is afforded by the food and water sampling programmes. The Animal Health function concerns itself with enforcement of disease control and welfare provisions of the food animals at farms, livestock markets and during transit.

Table 13	Inner South			Outer South				Outer East			
Function	Beeston & Holbeck	City & Hunslet	Midd'ton Park	Ardsley & Robin Hood	Morley North	Morley South	Rothwell	Crossgates/Whinmoor	Garforth/Swillington	Kippax/Methley	Temple Newsam
Food inspections	15	194	32	13	29	25	17	10	17	21	24
Animal health visits	1	1	1	0	5	0	2	1	1	1	4



The scheme displays a star rating for food businesses based on a food hygiene inspection. Ratings awarded range from 5 stars for excellent to 0 stars for very poor. Businesses selling or producing low risk food are not included in the scheme. Although it is voluntary for food businesses to display the award all ratings can be viewed on the internet at:

<http://www.scoresonthedoors.org.uk>

4,124 premises are currently rated

Housing regulation

Includes management and promotion of the Leeds Landlords' Accreditation Scheme, enforcement of Housing Act powers and controls over Houses in Multiple Occupation (HMOs) which can present higher risks to the occupants for example in terms of fire safety. Major changes introduced in the Housing Act include the introduction of licensing of all HMOs, selective licensing in areas of low demand or with severe ASB issues and generally addressing poor housing conditions which are known to have an adverse impact on health.

Most of our housing regulation work is to identify and remove category 1 hazards from properties and where possible encourage owners to bring their properties up to the decent homes standard. As such we are more active in areas with high numbers of pre 1919 properties and Houses in Multiple Occupation.

Table 14	Inner South			Outer South				Outer East			
Function	Beeston & Holbeck	City & Hunslet	Midd'ton Park	Ardsley & Robin Hood	Morley North	Morley South	Rothwell	Crossgates/Whinmoor	Garforth/Swillington	Kippax/Methley	Temple Newsam
Single homes inspected	4	2	1	0	2	0	2	1	0	2	0
HMO 's inspected	12	6	1	0	2	0	3	0	1	0	0
Accreditation inspections	0	1	0	1	0	0	1	0	1	1	0

* HMO's – Houses in multiple occupation

Empty Properties

The ward figures below are to the end of July 2010 and show the number of empty properties of all types and tenures that have been empty for longer than 6 months. By way of comparison City & Hunslet has the highest concentration of empty properties with 1,320. The total for the City as a whole is 8,725. If we exclude ALMO, registered social landlord, student accommodation and second homes the figure for the City falls to 5,891 – unfortunately ward by ward figures aren't available for this narrower definition.

Table 15	Inner South			Outer South				Outer East			
Function	Beeston & Holbeck	City & Hunslet	Midd'ton Park	Ardsley & Robin Hood	Morley North	Morley South	Rothwell	Crossgates/Whinmoor	Garforth/Swillington	Kippax/Methley	Temple Newsam
Properties empty for more than 6 months	343	1320	138	143	182	189	127	152	115	170	137

This page is intentionally left blank



Originator: Stephen Smith

Tel: 77293

Report of Chief Environment Services Officer

Outer East Area Committee

Date: 19th October 2010

Subject: Grounds Maintenance Update Report

Electoral Wards Affected:

All Wards

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

In July 2010 the Council's Executive Board gave approval for the procurement of a new grounds maintenance contract with a revised start date from 1st March 2011 to 1st January 2012. A draft specification has now been prepared incorporating feedback from ALMO tenants, Highways and Transportation services and the Area Committees.

Engaging with the Parish and Town Council's has also been raised as an issue through Area Committees and the Grounds Maintenance Scrutiny Inquiry carried out between August and December 2009. The revised procurement timetable reflects the process to engage with Parish and Town Council's.

It is recommended that the contents of the report are noted.

1.0 Purpose Of This Report

- 1.1 To advise members of the progress to date with the procurement of a new grounds maintenance contract to start 1/1/2012.
- 1.2 To advise members of the revision to the contract start date from 01/03/2011 to 01/01/2012.
- 1.3 To advise members of several key issues that have emerged to date that have influenced the approach taken to the procurement and shape of the contract.

2.0 Background Information

- 2.1 The Grounds Maintenance procurement strategy is currently being overseen by a Grounds Maintenance Programme Board chaired by the Chief Environmental Services Officer, and made up of the Chief Executive Officers from the three ALMOs and BITMO, the Highways Asset Manager for Highways and Transportation along with other key stakeholders including Strategic Landlord, Procurement Unit and Parks and Countryside. The programme board is supported by a project team made up of representatives from the four clients, procurement, environmental services and parks and countryside.
- 2.2 Looking forward, the proposals to monitor the performance of the appointed contractor will also seek to engage and actively involve the various clients so that they can feedback to their various stakeholder groups in a positive way and reflect that their interests are being represented and upheld. ALMO tenants and Town and Parish Council representatives will be encouraged to have a far greater role in the monitoring of the grounds maintenance services.
- 2.3 In overall terms the new contract will deliver the following grounds maintenance functions:
 - Amenity grass in residential areas including roadside verges, grass around sheltered areas and other areas some of which are on “In Bloom” judging routes.
 - Rough cut grass – this includes grass in urban or rural areas requiring less maintenance than amenity grass.
 - “Sight line” grass on highways – this is particularly in rural areas and at road junctions and bends, and is cut to maintain road safety standards.
 - Shrub and rose beds at various sites within the city.
 - Primary networks – typically grass verges and central reservations surrounding motorway and other key junctions.
 - Hedge maintenance

3.0 Main Issues

Progress to Date

- 3.1 The procurement strategy approach adopted to date has sought to engage and incorporate the views of the various clients whilst at the same time promoting a consistent approach to grounds maintenance across the city.
- 3.2 Below is the summary of the consultation work carried out by the clients which has been used to develop the contract specification and the contract structure

4. Consultation Arrangements and Feedback

4.1 As part of the procurement process the four clients have undertaken a range of customer consultation activities. These are summarized below with key findings:

4.2 ALMO and BITMO Boards

Consultation has taken place with customers through a variety of methods including newsletter articles, attendance at Resident and Tenant Group meetings, satisfaction surveys and a number of focus groups.

The issues that have been raised through the consultation process have been considered by the Project Team and include:

- Clarity on how customers could report problems
- Feedback when complaints are received
- Effective action when complaints are received
- Publish 'Service Standards' that are easy to obtain and understand
- Mapping of all sites needs to be up to date
- Monitoring needs to be consistent
- Financial penalties need to be imposed on the contractor
- Modern and suitable equipment needs to be used
- Litter picking needs to be undertaken prior to grass cutting

4.3 Area Committees

A report was presented to all ten Area Committees in September/October 2009 and in summary identified five key issues.

(i) Mapping of Sites

The current Grounds Maintenance mapping database has been developed over the life of this contract and now accurately records the areas of land assigned to the individual ALMOs and Highway and Transportation Services that they have authorised to be serviced. Land will only be varied in or out of the contract with the approval of the appropriate client. Current systems allow the contract monitoring team to determine whether any other identified areas of land are in Council or private ownership and will ensure that the mapping database used for the new contract is up to date.

Where land is in private ownership every effort is made to identify the owner and encourage them to maintain the land. Where ownership is not clear and more work will be done to ensure that the mapping database is as up to date as possible and maintained throughout the life of the next contract.

(ii) Contract Specification

A number of issues were raised including the possibility of collecting grass cuttings, the ability to vary the number of cuts in certain areas, the removal of cuttings from highways and footways after works have been carried out. The soft market testing exercise carried out in 2009 suggested that this option would significantly increase unit rates. Contractors that responded have indicated that grass collection would be approximately 33% more expensive.

(iii) Contract Structure

The report to Area Committees recommended that one city wide integrated contract represents the opportunity to get best value. In the main this was agreed to but some comments were made on the role of Town and Parish Councils. The agreed contract structure will provide Parish and Town Councils with an opportunity to tender for the grounds maintenance work in their areas.

(iv) Contract Monitoring

Various comments were made including the need to ensure more consistent monitoring and the deduction of payment for unsatisfactory or uncompleted work. A more robust and consistent contract monitoring procedure is being developed for the new contract.

(v) Contract Mobilisation

A general desire to ensure a longer lead in period than was allowed for the current contract. The revised procurement timetables allows for a mobilisation period of 17-20 weeks

4.4 Leeds Citizens' Panel

1,000 members of Leeds Citizen's Panel were consulted by Highways and Transportation to gather views from a range of residents in relation to grounds maintenance and grass cutting across Leeds. Questions were asked about the quality and frequency of services. 542 responses were received. The key areas for consideration from the consultation and the actions taken in preparation for the new contract are as follows:

	Summary	Response:
i	Consider clearing of footpaths after work has been done and/or collecting grass clippings.	The revised contract will test the market capability and the impact on affordability of collecting grass clippings during the mowing operation. The value of this operation will be assessed during contract evaluation.
ii	Verges adjacent to rural roads require more attention.	The grass verges of rural roads have been reviewed and remapped. The revised contract will include the trimming of a minimum 1m wide verge on all rural roads
iii	Overall respondents disagreed to an increase in Council Tax to provide an enhanced service	This suggests that respondents recognise the financial implications of improving the service and value for money will continue to be a key consideration during the tender process.

The feedback from the consultation process to date has been used to influence the contract specification and contract structure.

5 Environment and Neighbourhoods Scrutiny Board

- 5.1 Between August and December 2009 the Environment and Neighbourhoods Scrutiny Board carried out a review of the procurement process currently being followed and a report outlining the Board's recommendations along with the response of the Executive Board Member for Environmental was presented to Executive Board on the 10/03/2010.
- 5.2 Although the inquiry raised similar issues to those identified in the client consultation, it also concentrated on the approach that the Council will take to 'orphan sites' in the new contract. Orphan sites are those where ownership within or outside the Council can not easily be determined. In the majority of cases these sites impact on the visual amenity of an area and it is in the public interest to maintain them.
- 5.3 Orphan sites continue to be identified as the grounds maintenance database is improved, however the addition of such sites to the schedule of works within the Grounds Maintenance Contract continues to provide additional financial pressure to the clients. As the maintenance of these areas is within the public interest it is proposed that these are corporately funded and added to the database
- 5.4 In considering the way forward for the service consideration has been given to the options of either a traditional 'input' based specification where works and frequencies are clearly specified or an 'output' based specification where less prescription is given and more emphasis is placed on desired outcomes – e.g. 'maintain all grassed areas to a certain standard throughout the growing season' with no reference to numbers of cuts to be carried out in a given period or frequency. An 'input' based specification is the strongly recommended option as this gives far greater certainty as to the works being carried out and when and also enables far greater clarity from a contractor performance management and payment perspective.

6. Contract Duration

- 6.1 The current contract was originally let as a three year contract with the option to extend by an additional three years in one year increments. The soft market testing exercise carried out in 2009 suggests a longer term contract with the ability to extend again by one year increments provides the potential to receive lower unit cost quotes and therefore better value in the long term. It is recommended that a five year contract package be advertised with the opportunity to extend for a further five years in 1 year increments.

7. Contract Structure

- 7.1 As part of the current procurement exercise an option appraisal process was carried out to assess the contract packages available to deliver the grounds maintenance services from 01/03/2011. Two option appraisal workshops were held, facilitated by the Corporate Risk Management team; representatives from the four main clients were involved in the workshops along with representatives from Parks and Countryside, the procurement unit and Environmental Services.
- 7.2 The outcome of the workshops was to recommend the procurement of a city wide contract covering all aspects of grounds maintenance being delivered by one contractor across the city. This was felt to represent not only the most cost effective approach to providing grounds maintenance services but also the one that gives the greatest clarity and accountability in terms of performance from a contractor perspective and ease and ability of monitoring from a client/stakeholder perspective. It is anticipated that there will be strong interest in such a contract. The most recent information regarding interest from the market is the result of the soft market testing

done at the end of last year. Fourteen companies returned the documentation, out of which we assessed nine to be capable of delivering a contract of this size.

8. Revised Procurement Timetable

- 8.1 The current contract ends on 28/02/2011 however concern has been raised about the risks associated with having a new contract starting on the same day as the start of the grass cutting season.
- 8.2 In view of this, it is proposed to extend the current contract until 31/12/2011 with the contract award date around August 2011. This will allow a generous mobilisation period and a contractor handover at a point in the horticultural calendar when maintenance activity is reduced. The new contractor will have the opportunity to become established and fully resourced to start the grass cutting season on 01/03/2012.
- 8.3 The key dates and stages of the revised procurement timetable can be summarised as follows:
- Sept 2010 - seek confirmation of Parish & Town Council's involvement
 - Oct 2010 - evaluation of returns
 - Oct/Nov - report findings to Programme Board
 - Dec 2010 - publication of OJEU (Official Journal of the European Union) advert inviting expressions of interest
 - Late January 2011 - return of completed PQQs (Pre Qualification Questionnaire) documentation
 - February 2011 - PQQ evaluation
 - March 2011 - tenders invited
 - June 2011 - tenders returned
 - June/July 2011 - tender evaluation
 - August 2011- contract award
 - 1st January 2012 - contract start

This approach allows a mobilisation period of 17-20 weeks and for any other contract handover issues (such as T.U.P.E) to be resolved before the start of the grass cutting season.

9. Parish and Town Councils

- 9.1 Throughout the life of the current contract a small number of Town and Parish Councils have expressed interest in becoming more closely involved in the delivery of grounds maintenance services within their areas. In response to the report to Area Committees (September 2009) and as part of the Environments and Neighbourhoods Scrutiny review this issue has again been raised as to the practicality of allowing local council areas to be identified as separate areas of land that would then give interested Town and Parish Councils the ability to bid to carry out works within their area.
- 9.2 Although the initial option appraisal exercise recommended a city wide contract, subsequent consultation with Parish and Town Councils and Area Committees has suggested that Parish and Town Councils should have the opportunity to bid for grounds maintenance work within their areas.

- 9.3 At its meeting on 22/07/2010 the Executive Board agreed to the recommendation to advertise the Grounds Maintenance contract on the basis of a city wide contract with the option to allow Parish and Town Councils to tender for work within their areas.
- 9.4 To progress this issue all parish and Town Councils were written to on the 02/08/2010 asking them to confirm their expression of interest to be included in the provision of grounds maintenance services. Within the letter two options were offered
- (i) Parish and Town Councils to be given the opportunity to be involved in the competitive process and formally bid for the provision of grounds maintenance services within their areas
 - (ii) For Local Councils that do not wish to be involved in the competitive process, have the opportunity to be part of the formal monitoring process

The closing date for expressions of interest was 13/08/10 although this has now been extended to 13/09/10 to allow local councils to have the decision approved through their formal processes.

11 responses have been received from Parish and Town Councils, 10 of which have identified option 2 as the preferred option and two have identified option 1 (2 Parish Councils have identified option 1 and 2)

- 9.5 The next stage of the process is give a formal presentation to those Parish and Town Councils that have registered and interest. The presentation has been arranged for Wednesday 22/09/10 and will cover options 1 and 2 in more detail covering the tendering process, tender specification and monitoring procedure. It will also provide local council representatives an opportunity to ask questions and fully understand the options.

10. Contract Monitoring and Administration

- 10.1 Over the life of the current contract, monitoring and administration arrangements have improved through the commitment of the various clients. And it has been agreed that contract monitoring arrangements for the new contract need to build on the good work already done to ensure a consistent approach that holds the successful contractor to account and achieves the standards of service that is required. In response to the consultation exercises mentioned above, there is also a strong desire to look at how key stakeholders such as ALMO/BITMO tenants and representatives from interested Town and Parish Councils can contribute to the contract monitoring and contractor feedback arrangements.
- 10.2 New contract monitoring arrangements are being developed that will involve a team approach with all Clients taking part in monitoring to ensure that they can see at first hand the performance levels in their area. Staff carrying out monitoring activities will then take part in regular meetings with the contractor where performance is discussed and payment authorised. Staff from Environmental Services will organise the overall structure of meetings and also undertake the monitoring on behalf of Highways and Transportation. ALMOs and BITMO will also be working with groups in their areas to provide and receive feedback on contractor performance.

11. The Executive Board Report July 2010

11.1 A report was prepared for the Council's Executive Board seeking approval to progress with the procurement of a new grounds maintenance contract. The report presented on 22/07/2010 made five recommendations all of which were approved,

- i. The contract administration and monitoring arrangements as set out in the report.
- ii. That the contract be advertised on the basis of one, single city-wide contract with the option to require a variant bid to allow interested Parish or Town Councils to tender for work within their areas..
- iii. That a contract be advertised for five years with the option to extend for up to a further five years.
- iv. That Executive Board agree to extending the contract with Glendale and ATM until 31/12/2011 subject to the issue of a transparency notice.
- v. That a contingency sum of £60K in year 1 (financial year 2012/2013), £20K year 2 onwards, be allocated to enable any future orphan sites identified to be properly maintained.

12.0 Implications for Council Policy and Governance

The procurement of the new contract is being delivered using the Councils Delivering Successful Change methodology and is overseen by a Grounds maintenance Programme Board.

13.0 Legal and Resource Implications

Resources to progress the procurement of the new contract have been provided by the four clients with support from Environment and Neighbourhoods and Procurement'.

14.0 Conclusions

The progress to date with the procurement of a new grounds maintenance contract is on schedule with the procurement timetable to have a new contract in place starting on 1st January 2012.

15.0 Recommendations

15.1 Members to note the contents of this report.

Background Papers

- Executive Board report, July 2010 – grounds maintenance contract