



EAST (OUTER) AREA COMMITTEE

**Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Tuesday, 5th July, 2011 at 3.00 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;
K Mitchell	- Temple Newsam;

**Agenda compiled by:
Angela Bloor
Governance Services Unit
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LEEDS LS1 1UR
Tel: 24 74754**

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

A BRIEF EXPLANATION OF COUNCIL FUNCTIONS AND EXECUTIVE FUNCTIONS

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

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

A G E N D A

Item No	Ward/	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25* of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting.)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p>	

Item No	Ward/	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATIONS OF INTEREST</p> <p>To declare any personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
7			<p>MINUTES</p> <p>To approve the minutes of the East Outer Area Committee held on 22nd March 2011</p> <p>(minutes attached)</p>	1 - 4

Item No	Ward/	Item Not Open		Page No
8			<p>NOTIFICATION OF APPOINTMENT OF AREA COMMITTEE CHAIR FOR 2011/2012 AND REVISIONS TO AREA COMMITTEE PROCEDURE RULES</p> <p>To consider a report of the Chief Officer (Democratic and Central Services) providing formal notification of Councillor K Parker's election to the position of Committee Chair for the 2011/2012 municipal year, whilst also notifying of the revisions made to the Area Committee Procedure Rules</p> <p>(report attached)</p> <p>(Council Function)</p>	5 - 12
9			<p>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES</p> <p>To consider a report of the Chief Officer (Democratic and Central Services) on Local Authority Appointments to Outside Bodies</p> <p>(report attached)</p> <p>(Council Function)</p>	13 - 30
10	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam;		<p>NORTH EAST DIVISIONAL COMMUNITY SAFETY PARTNERSHIP ANNUAL REPORT</p> <p>To consider a report providing an overview of the performance of the North East Divisional Community Safety Partnership and ward based Neighbourhood Policy Teams providing information on initiatives delivered in local communities to reduce crime and disorder</p> <p>(report attached)</p> <p>(Executive Function)</p>	31 - 48

Item No	Ward/	Item Not Open		Page No
11	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam;		<p>CCTV REPORT FOR LEEDS CITY COUNCIL COMMUNITY SAFETY CCTV SERVICES IN EAST (OUTER) AREA COMMITTEE</p> <p>To consider a report of the Director of Environment and Neighbourhoods highlighting the services provided by LCC Community Safety CCTV in reducing the fear of crime and facilitating the apprehending and detection of offenders</p> <p>(report attached)</p> <p>(Executive Function)</p>	49 - 58
12			<p>AREA COMMITTEE ROLES FOR 2011/12</p> <p>To consider a report of the Assistant Chief Executive (Planning, Policy and Improvement) providing the Area Committee with a summary of its Area Functions and Priority Advisory Functions for 2011/2012</p> <p>(report attached)</p> <p>(Executive Function)</p>	59 - 130
13	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam;		<p>WELL BEING BUDGET (REVENUE) 2011/2012</p> <p>To consider a report of the Assistant Chief Executive (Planning, Policy and Improvement) updating Members on the Well Being budget for 2011/12 with details of commitments and seeking confirmation of approval for new project work and information on work already funded</p> <p>(report attached)</p> <p>(Executive Function)</p>	131 - 138

Item No	Ward/	Item Not Open		Page No
14	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam;		<p>OUTER EAST AREA COMMITTEE BUSINESS PLAN 2011-2012</p> <p>To consider a report of the Assistant Chief Executive (Planning, Policy and Improvement) on the proposal to replace the Area Committee's Area Delivery Plan with a new annual Business Plan outlining local priorities and actions for the Outer East</p> <p>(report attached)</p> <p>(Executive Function)</p>	139 - 146
15	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam;		<p>DELEGATION OF ENVIRONMENTAL SERVICES UPDATE</p> <p>To consider a report of the Director of Environment and Neighbourhoods providing an update on the progress towards the delegation of certain environmental services to Area Committees, in addition to detailing information relating to the current review of street cleansing services</p> <p>(report attached)</p> <p>(Executive Function)</p>	147 - 150
16	Cross Gates and Whinmoor;		<p>BUILDING SCHOOLS FOR THE FUTURE PHASE 5 - E-ACT LEEDS EAST ACADEMY PROJECT</p> <p>To consider a report of the Director of Children's Services seeking comments on the proposals to build the new E-ACT Leeds East Academy on the site of Parklands Girls High School</p> <p>(report attached)</p> <p>(Executive Function)</p>	151 - 164

Item No	Ward/	Item Not Open		Page No
17	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam;		<p>SUMMARY OF KEY WORK</p> <p>To consider a report of the Assistant Chief Executive (Planning, Policy and Improvement) providing a summary of key work over recent months, including community engagement activities, partnership work and project work</p> <p>(report and appendices attached)</p> <p>(Executive Function)</p>	165 - 208
18			<p>DATE AND TIME OF NEXT MEETING</p> <p>Tuesday 13th September 2011 at 3.00pm in the Civic Hall, Leeds</p>	

EAST (OUTER) AREA COMMITTEE

TUESDAY, 22ND MARCH, 2011

PRESENT: Councillor K Parker in the Chair

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

71 Chair's Opening Remarks

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

On behalf of the Area Committee, the Chair paid tribute to Lynne White, who it was reported was retiring from the Council on Friday 25th March 2011. Members thanked Lynne for her hard work and positive contribution during her time at Leeds City Council.

72 Declarations of Interest

Councillor Armitage declared a personal interest in agenda item 8, Wellbeing Budget (Revenue) 2010/11 and proposals for expenditure in 2011/12, in her capacity as Chair of Swarcliffe Good Neighbours. (Minute No. 76 refers)

A further declaration of interest was made at a later point in the meeting. (Minute No. 77 refers)

73 Apologies for Absence

An apology for absence was submitted by Councillor James Lewis.

74 Minutes - 8th February 2011

RESOLVED – That the minutes of the meeting held on 8th February 2011 be confirmed as a correct record.

75 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 by members of the public.

76 Well Being Budget (Revenue) 2010/11 and proposals for expenditure in 2011/12

Draft minutes to be approved at the meeting
to be held on Tuesday, 5th July, 2011

The South East Area Leader submitted a report which updated the Area Committee on project work funded through the Well Being Budget for 2010/11. The report also provided details of the budget available in 2011/12 and how this could be used to improve local services.

The following information was appended to the report for Members' information:

- Outer East small grant position as at 4 March 2011
- Well Being Revenue Budget Spending Plan for 2011/12 – Options 1 and 2.

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

In brief summary, the key areas of discussion were:

- Concern about the lack of alternative gardening provision.
- The need for greater monitoring of the scheme and encouraging feedback from customers.
- Clarification about the criteria for undertaking gardening work – the Area Management Officer reported that only a handful of cases had been rejected on the basis that gardening work had already been undertaken on previous occasions and needed to be more evenly distributed across the area. The Chair advised that he was arranging monthly meetings to discuss with the provider the number of gardens completed, etc.
- Concern about funding implications relating to the future of Good Neighbours and other similar schemes.
- Clarification under appendix 3 to the report that the decorating aspect of the scheme would continue, but would no longer be subsidised by the Council. The Area Management Officer reported that a maximum rate of £100 per room had been agreed with the provider.
- There was a need for further work in relation to publicising the gardening scheme.

RESOLVED –

- (a) That the report and information appended to the report be noted
- (b) That the Area Committee approves a gardening scheme for 2011 at a cost of £20,000. This is a reduction in cost on last year of almost £17,000, with this money being carried over into the budget for 2011/12. This scheme does not provide for subsidised decorating.
- (c) That the following commitment for 2011/12 be noted

- Monitoring and maintenance of 11 LeedsWatch CCTV cameras – £33,000

(d) That the Area Committee approves option 2, as identified in Appendix 3 to the Well Being Budget report, to provide a gardening service whilst at the same time providing funding of £29,000 per ward to be targeted at ward based priority work.

This option includes the following:

- Small grants budget - £10,000
- Community Payback scheme - £15,000
- Gardening scheme in 2012 - £20,000
- Cost of Community Environment Support Officer (CESO) - £27,700
- Neighbourhood Management 'tasking teams' - £40,000
- Community Engagement and Involvement - £40,000
- Additional Services to young people - £36,000

(e) That the Area Committee allocates £20,500 from its well being budget to increase the opening hours at Garforth Leisure Centre for a maximum 10 week period until an alternative provider is found. This allocation will be met from funding allocated specifically to that Ward.

77 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:

- The Job Stop, Leeds Kirkgate Market – Cumulative Outline of Activity
- Minutes of the South East Health and Wellbeing Partnership meeting held on 27th January 2011
- Minutes of Swarcliffe Forum and PACT meeting held on 2nd February 2011
- Minutes of North Whinmoor Forum and PACT meeting held on 10th January 2011
- Minutes of Cross Gates Forum held on 12th January 2011
- Minutes of Halton Moor Forum held on 18th January 2011
- Minutes of Halton Forum held on 20th January 2011
- Minutes of Garforth and Swillington Forum held on 7th March 2011
- Briefing paper for Elected Members on 2011 Census.

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

In brief summary, the main highlighted points were:

- Confirmation that revenue raised from fixed penalty notices in relation to dog fouling was redistributed back to LCC.
- Update on the environmental services delegation and the role of Elected Members, particularly in terms of their involvement at Member workshops to inform the development of a service level agreement.

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

(Councillor Murray declared a personal interest in this item due to his involvement with a charitable organisation which was involved in the establishment of the Job Shop at Kirkgate Market.)

78 Dog Control Orders - Phase Two

The Director of Environment and Neighbourhoods submitted a report on proposals to introduce further Dog Control Orders in the City.

The Chair welcomed to the meeting, Graham Wilson, Head of Environmental Action and Parking, to present the report and respond to Members' questions and comments.

In brief summary, the key points of discussion were:

- The need for more strategic location of dog waste bins.
- Concern about the lack of dog waste bins. Members were advised that dog waste could be disposed in plastic bags in general waste bins. Members felt that this needed to be publicised as generally dog owners were not aware of this.
- Concerns about proposals to restrict the number of dogs on leads, particularly the impact on professional dog walkers. It was advised that a licence scheme was being established – currently a maximum of 4 dogs on lead permitted, but under new licence arrangements this was being extended to 6.
- The need to extend the consultation exercise to private clubs and businesses that may be affected by the proposals.

RESOLVED – That the contents of the report be noted.

79 Dates, Times and Venues of Area Committee Meetings 2011/12

The Chief Democratic Services Officer submitted a report which requested Members to give consideration to agreeing the dates, times and venues of their meetings for the 2011/12 municipal year.

RESOLVED – That the following meeting dates be approved for 2011/12 to take place at the Leeds Civic Hall at 3.00 pm.

Tuesday 5th July 2011, Tuesday 13th September 2011, Tuesday 18th October 2011, Tuesday 13th December 2011, Tuesday 14th February 2012 and Tuesday 20th March 2012

(The meeting concluded at 4.15 pm.)



Originator: Angela M Bloor

Tel: (0113) 247 4754

Report of the Chief Officer (Democratic and Central Services)

East (Outer) Area Committee

Date: 5th July 2011

Subject: Notification of Appointment of Area Committee Chair for 2011/2012 and Revisions to Area Committee Procedure Rules

Electoral Wards Affected:

Ward Members consulted (referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council Function

Delegated Executive Function available for Call In

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

Executive Summary

This report is submitted to formally notify Members of the appointment made by Council at its Annual Meeting on the 26th May 2011 to the position of East (Outer) Area Committee Chair, whilst also advising of the revisions agreed at the same meeting in respect of the Area Committee Procedure Rules.

1.0 Purpose Of This Report

1.1 The purpose of this report is to formally notify Members of the appointment of Councillor K Parker to the position of East (Outer) Area Committee Chair for the 2011/2012 municipal year which was made by Council at its Annual Meeting on 26th May 2011. In addition, the report explains the amendments made to Area Committee Procedure Rules 5 and 6.7, also approved at the Annual Meeting of Council, which respectively relate to the annual election of Area Committee Chairs and those items of business which an Area Committee shall consider.

2.0 Background Information

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

- 2.2 Paragraph 5 of the Area Committee Procedure Rules, attached as appendix 1, details the process by which Chairs of the Area Committees are elected. This revised process was approved by Council at its Annual Meeting on 26th May 2011 and requires that any appointments made to a position of Area Committee Chair by full Council is reported to the relevant Area Committee.
- 2.3 Paragraph 6.7 of the Area Committee Procedure Rules, attached as appendix 2, details the agenda items which Area Committees shall consider.

3.0 Main Issues

3.1 Appointment of Chair for 2011/2012

3.2 At its Annual Meeting on 26th May 2011, Council appointed Councillor K Parker to the position of East (Outer) Area Committee Chair for the 2011/2012 municipal year.

3.3 In line with Area Committee Procedure Rule 5.11, any appointments of Area Committee Chairs made by Council are required to be formally reported to the relevant Area Committee.

3.4 Amendments to Area Committee Procedure Rule 5 – Election of Chair

3.5 At its Annual Meeting on 26th May 2011, Council approved a revised Area Committee Procedure Rule 5, which deals with the election of Area Committee Chairs. The revised Procedure Rule is attached as appendix 1, however, for ease of reference the key provisions are detailed below:-

- Each political Group¹ with Members elected within an Area Committee area may put forward a nomination from amongst Members on the Area Committee to Chair the Area Committee. An Independent Member may also put forward a nomination, with all nominations being notified to the Head of Governance Services 1 clear working day prior to the issue of the Summons for the Annual Council Meeting.
- Following the closure of nominations, and before the Annual Council Meeting, Area Committees will meet to agree the election of Chair for the forthcoming Municipal Year. The Chair will be elected by overall majority and by those Members eligible to do so and present at the meeting. All agreed appointments will be reported to the Annual Council Meeting.
- Where an overall majority of votes cannot be obtained, or it is not possible for the Area Committee to meet in advance of the Annual Council Meeting, the Annual Council Meeting will appoint the Chair.
- Where the Annual Council Meeting is required to appoint the Chair and there is more than one nomination, the Chair will be elected by overall majority of votes cast by those Members of the Area Committee present at the Council meeting.

¹ A nomination from a political group must be forwarded by a Whip

If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration and the vote repeated.

- Where an overall majority of votes cannot be obtained by votes cast by those Members of the Area Committee present at the Council meeting, the vote will be widened to include all Members of Council. The nominee with the overall majority of votes cast by Members of Council will be appointed as the Chair.
- Where it has not been possible to hold a meeting of the Area Committee and the Annual Council Meeting is required to consider an unopposed nomination for the position of Chair, the unopposed nominee will be elected by the Council.

3.6 Amendments to Area Committee Procedure Rule 6.7 – Agenda Items

3.7 At the 2011 Annual Meeting, Council approved the inclusion of the Area Chairs' Forum minutes within Area Committee Procedure Rule 6.7, which details those items of business which an Area Committee shall consider. The revised Procedure Rule is attached as appendix 2.

4.0 RECOMMENDATIONS

The Area Committee is requested to note the following:-

- (a) That Councillor K Parker was elected as Chair of the East (Outer) Area Committee for the duration of the 2011/2012 municipal year by Council at its Annual Meeting on 26th May 2011;
- (b) The revised arrangements for the annual election of Area Committee Chairs, as approved by Council on the 26th May 2011 and as reflected within the amended Area Committee Procedure Rules; and
- (c) The revision to Area Committee Procedure Rule 6.7, as approved by Council on the 26th May 2011, which now requires the minutes from the Area Chairs' meetings to be formally considered by Area Committees.

Background Papers

Area Committee Procedure Rules

Schedules 6 and 7 of the Annual Meeting of Council – 26th May 2011

Report to General Purposes Committee entitled, 'Annual Review of the Constitution' – 17th May 2011

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Extract from the Area Committee Procedure Rules**5.0 ELECTION OF CHAIR**

- 5.1 The Chair of each Area Committee will be elected, from amongst the City Councillors eligible to serve on that Committee.
- 5.2 Each political Group¹ with Members elected within an Area Committee area may put forward a nomination from amongst Members on the Area Committee to Chair the Area Committee. An Independent Member may also put forward a nomination.
- 5.3 All nominations must be notified to the Head of Governance Services 1 clear working day prior to the issue of the Summons for the Annual Council Meeting. The Head Of Governance Services will give appropriate notice to whips and Independent Members of this deadline.
- 5.4 Following the closure of nominations, and before the Annual Council Meeting, Area Committees will meet to agree the election of Chair for the forthcoming Municipal Year.
- 5.5 The Chair will be elected by overall majority of first votes cast by those Members eligible to do so and present at the meeting, the member presiding at the meeting will have no second or casting vote. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration and the vote repeated.
- 5.6 All agreed appointments will be reported to the Annual Council Meeting.
- 5.7 Where an overall majority of votes cannot be obtained, or it is not possible to convene, or hold, a meeting of the Area Committee, or, for any other reason a decision is not possible in advance of the Annual Council Meeting, the Annual Council Meeting will appoint the Chair.
- 5.8 Where it has not been possible to hold a meeting of the Area Committee and the Annual Council Meeting is required to consider more than one nomination for the position of Chair, the Chair will be elected by overall majority of votes cast by those Members of the Area Committee eligible to do so and present at the Council meeting. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration and the vote repeated.
- 5.9 Where an overall majority of votes cannot be obtained by votes cast by those Members of the Area Committee eligible to do so and present at the Council meeting, the vote will be widened to include all Members of Council. The nominee with the overall majority of votes cast by members of Council will be appointed as the Chair of the Area Committee.

¹ A nomination from a political group must be forwarded by a Whip

- 5.10 Where it has not been possible to hold a meeting of the Area Committee and the Annual Council Meeting is required to consider an unopposed nomination for the position of Chair, the unopposed nominee will be elected by the Council.
- 5.11 Where Council has made an appointment of Chair of an Area Committee the decision will be reported to the relevant Area Committee.

Agenda Items

6.7 Area Committees shall consider the following business:

- appeals against refusal of inspection of documents;
- exclusion of public;
- late items;
- declarations of interest if any;
- apologies for absence;
- open forum;
- consideration of the minutes of the last meeting;
- consideration of the minutes of the Area Chairs' Forum;
- issues arising from the Committee's Area Delivery Plan;
- appointments to outside bodies;
- reports from Outside Bodies; and
- additional matters set out on the agenda for the meeting.

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Originator: Angela M Bloor

Tel: 0113 247 4754

Report of the Chief Officer (Democratic and Central Services)

Name: East (Outer) Area Committee

Date: 5th July 2011

Subject: Local Authority Appointments to Outside Bodies

Electoral Wards Affected:

Cross Gates & Whinmoor
Garforth & Swillington
Kippax and Menthley
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 outlines the procedures for Council appointments to outside bodies, and the Committee are requested to consider and appoint to those bodies listed at Appendix 2 to the report.

1.0 Purpose of this Report

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

- Agree the nominations to those organisations which fall to the Committee to make an appointment to.

2.0 Background

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

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

3.0 The Appointment Procedure - Community and Local Engagement Category

- 3.1 The Area Committee must first consider whether it is appropriate for an appointment to be of a specific office holder² either by reference, if this is available, to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Area Committee. Such appointments will then be offered on this basis.
- 3.2 Nominations will then be sought for the remaining places, having regard to trying to secure an overall allocation of places which reflects the proportion of Members from each Political Group on the Area as a whole.

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

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

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

4.0 Appointments 2010/11

- 4.1 This year there are 12 appointments to be made by the East (Outer) Area Committee. In accordance with para 4.8 of the Appointments to Outside Bodies Procedure Rules, nominations should try to reflect the proportion of Members from each Political Group on the Area Committee. This would indicate that for 2010/11 10 of the appointments should be from the Labour group and 2 from the Conservative group. All the appointments are annual. Information on the individual organisations is included in Appendix 3 to the report.
- 4.2 Current appointees are:
- Crossgates & District Good Neighbours Scheme – **Councillor P Grahame**
 - HOPE (Halton Moor & Osmondthorpe project for Elders) – **Councillors W Hyde and Lyons**
 - Neighbourhood Elders' Team – **Councillor J Lewis**
 - Swarcliffe Good Neighbours Scheme – **Councillor Armitage**
 - Outer East Area Panel of East North East Homes ALMO – **Councillor Lyons**
 - Outer South East Area Panel of Aire Valley Homes Leeds ALMO – **Councillors Murray and Parker**
 - North East Divisional Community Safety Partnership – **Councillor Dobson**
 - Children Leeds East Leadership Team – **Councillor Murray**
 - South East Leeds Health and Wellbeing Partnership – **Councillor J Lewis**
 - Area Jobs, Employment and Training Partnership (JET) – **Councillor Murray**

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

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

5.0 RECOMMENDATIONS

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

Background Papers

Appointment Procedure Rules - Appendix 1 (attached)

APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

Body/Person with authority to
change the document

Full Council

APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

1.0 Scope

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

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

- 2.1 The Head of Governance Services will maintain a list of all Outside Bodies to which the Council appoints an Elected Member.
- 2.2 Each year the Member Management Committee will review the list of notified Outside Bodies and will determine whether the Council should make/continue to make an appointment to those bodies.
- 2.3 Determination will be based on one or more of the following criteria being met:
 - the proposed appointment is a statutory requirement;
 - the proposed appointment would be consistent with the Council's policy or strategic objectives; and/or
 - the proposed appointment would add value to the Council's activities.
- 2.4 Requests from an Outside body to make an appointment received after such an annual review will be referred to the relevant Director who will:
 - Provide advice on whether the Outside Body meets one or more of the criteria in Rule 2.3; and;
 - Identify the Lead Officer to work with the appointed Member should an appointment be made to the Strategic and Key Partnerships category.
- 2.5 Such requests will then be referred to the Member Management Committee for determination by reference to the same criteria.

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

3.0 Determination of how an Appointment should be made

- 3.1 Where an organisation is deemed to have met one or more of these criteria, the Member Management Committee will allocate it into one of the following categories.
- **Strategic and Key Partnerships** – participation contributes to the Council's strategic functions, priorities and community leadership role.
 - **Community and Local Engagement** – not necessary to fulfil strategic or key partnership role but, nonetheless, beneficial in terms of leading, engaging and supporting the community from an area or ward perspective
- 3.2 Where an Outside Body has been categorised as **Strategic and Key Partnership**, appointment to it will be made by the Member Management Committee.
- 3.3 Where an Outside Body has been categorised as **Community and Local Engagement**, appointment to it will be made by the appropriate Area Committee.
- 3.4 Where it is not clear as to which particular Area Committee should make an appointment, the Member Management Committee will refer the request to the relevant Area Committee Chairs who will determine which is the appropriate Area Committee to make the appointment. This will be reported to the next meeting of the Area Committee.

4.0 The Appointment Procedure

Strategic and Key Partnerships

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

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

³ Section 249 Local Government Act 1972 states that Aldermen and Honorary Freemen may attend and take part in civic ceremonies but do not have the right to attend Council/committee meetings or receive any

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such circumstances vacancies will be notified to the Member Management Committee and agreement sought as to whether the vacancy will be filled.

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

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

Community and Local Partnerships

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

allowances or payments under a Members Allowance Scheme. This establishes the principle that such persons should not to be treated as Councillors, and therefore cannot be appointed to outside bodies in place of a Councillor if the request from an organisation is for a Councillor

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

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

Appointments to Outside Bodies Procedure Rules

replacements) runs for the municipal year, ending at the next Annual Council Meeting.

- 4.11 A vacancy occurring during the municipal year will normally be referred to the Area Committee for an appointment to be made, having regard to the principles as described above.
- 4.12 Area Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to the Member Management Committee.
- 4.13 The Director of Resources will have Delegated authority to make an appointment where an organisation requires an appointment prior to the next meeting of the relevant Area Committee, subject to all Members of that Area Committee being consulted on the proposals.
- 4.14 That any instances of this delegation being used be reported to the next meeting of the relevant Area Committee.

Support for Elected Member Appointees To External Organisations

Lead officer: A lead officer will be identified by the relevant Director for all relevant appointments in the Strategic and Key Partnerships category .

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

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

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

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Area Committee Appointments to Outside Bodies (East Outer) 2009/10

Outside Body	Charity /Trust	No of Places	Review Date	No of places to review	Current appointees	Cllr Y/N	Review Period	Group

INFORMATION ON OUTSIDE BODIES – EAST (OUTER) AREA COMMITTEE

1.0 Cross Gates & District Good Neighbours Scheme

This organisation is a registered charity (no. 1119526). Its Management Committee consists of up to twelve Trustees and meets at least six times per year. The Scheme provides a variety of activities and services to promote healthy and independent living and to reduce social isolation to older people aged 60+ living in the Cross Gates and surrounding LS15 districts. These activities and services include group work, advocacy, advice and information and practical support.

This is an annual appointment and the current appointee from the East (Outer) Area Committee is Councillor P Grahame.

2.0 HOPE (Halton Moor & Osmondthorpe Project for Elders)

This organisation is a registered charity (no. 1096626). The Management Committee meets at least twice a year and consists of up to 16 Trustees. The objectives of the organisation are for the benefit of the elderly living within east Leeds to relieve poverty, sickness or distress and provide or assist in the provision of facilities for general welfare, recreation and leisure time activities with the object of improving the conditions of life of the elderly.

Up to two appointments can be made from the East (Outer) Area Committee to HOPE's management committee, however these are restricted to Members in the Temple Newsam Ward. **These are annual appointments and the current appointees from the East (Outer) Area Committee are Councillors W Hyde and Lyons.**

3.0 Neighbourhood Elders' Team

This organisation is both a registered charity (no. 1088836) and a company limited by guarantee (no. 422178). It was first established in April 1995 by the four churches in Garforth (Churches Together in Garforth). Charitable status was obtained in 2001.

The Management Committee comprises six local people and there is a staff team of three. Some 70 volunteers work with the charity in a variety of roles. The Team is based in Garforth and provides services to older people in 13 villages in East Leeds. Its aims are: 'to identify and respond to the needs of older people and their carers, to provide services that fill the gaps in statutory provision and enable older people to remain within their own community.'

This is an annual appointment and the current appointee from the East (Outer) Area Committee to the Management Committee of this organisation is Councillor J Lewis.

4.0 Swarcliffe Good Neighbours Scheme

This local voluntary organisation was established in 1994 to work with and for older people and their carers living in the Whinmoor Ward, covering Stanks, Swarcliffe and Whinmoor. It is based at St Gregory's Youth and Adult Centre on Stanks Gardens, Leeds 14. In 1996 the organisation became a registered charity, (no. 1055018).

The Scheme's aims are: 'to provide services which promote the health and well being of older people and their carers to live independently within the local community.' The Management Committee comprises 13 local people. There are four members of staff as well as a team of volunteers.

Councillor Armitage is the current appointee of the East (Outer) Area Committee to the Management Committee of the Swarcliffe Good Neighbours Team. This is an annual appointment.

5.0 ALMO Area Panels

Although the appointments to the ALMO Board of Directors are now made by the Member Management Committee (see Paragraph 2.6 of report), Area Committees appoint to the ALMO Area Panels. This Committee appoints one Member to the Outer East Area Panel of East North East Homes ALMO and two Members to the Outer South East Area Panel of Aire Valley Homes ALMO.

Outer East Area Panel of East North East Homes

The two main roles of East North East Homes Area Panels are:

- To ensure that the organisation is providing a good service to its customers; and
- To deliver environmental and community safety schemes that benefit its customers.

The four Area Panels of East North East Homes are called 'Inner North East', 'Outer North East', 'Inner East' and 'Outer East'.

The Outer East Area Panel covers Seacroft, Cross Gates, Halton Moor and Osmondthorpe (Wykebeck and Nevilles).

The Area Panel meets every 6 weeks to discuss priorities they have identified within Outer East areas. Priorities identified by the Panel so far are:

- Tenancy management
- Tenant involvement
- Repairs and empty properties, and
- Budgets.

The Panel also discuss Estate Investment Bids and smaller environmental schemes which have been identified through an Estate Walkabout and which have been put forward by local groups or tenants for funding approval. The

Outer East Area Panel also considers requests for funding from voluntary organisations which deliver their work within Outer East.

The Panel consists of two Ward members, one Board representative and 12 tenants. **The Council's current representative from the East (Outer) Area Committee is Councillor Lyons.** Councillors Morgan and Pryke were appointed by the East (Inner) Area Committee and there was one vacancy. These are annual appointments.

Outer South East Area Panel of Aire Valley Homes Leeds

The main roles of Aire Valley Homes Area Panels are:

- To monitor the performance of Aire Valley Homes, including tenant satisfaction with services; and
- To consult on new policy initiatives being considered by the Board.

The three Area Panels of Aire Valley Homes are called 'Inner South', 'Outer South' and 'Outer South East'.

The Outer South East Area Panel meets on a regular basis. The Panel has a broad remit which includes managing an annual budget of £100,000 for environmental projects and £10,000 for community activities. Their Terms of Reference include:

- Budget responsibility
- Business Plan and Delivery Plan
- Tenant Inspection
- Performance
- Tenant Participation
- Tenancy Management
- Repairs and Improvements
- Lettings
- Tenant Satisfaction
- Staff Issues
- Service Development

The Panel is made up of six tenants, a Board Member and two Ward Councillors. **The Council's current representatives from the East (Outer) Area Committee are Councillors Murray and Parker.** These are annual appointments.

6.0 District and Area Based Partnerships

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

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

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

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

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

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

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

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

- North East Divisional Community Safety Partnership – **Councillor Dobson**
- Children Leeds East Leadership Team – **Councillor Murray**

- South East Leeds Health and Wellbeing Partnership – **Councillor J Lewis**
- Area Jobs, Employment, and Training Partnership (JET) – **Councillor Murray.**

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Report of the East North East Divisional Community Safety Partnership

Outer East Area Committee

Date: 5 July 2011

Subject: North East Divisional Community Safety Partnership Annual Report

Electoral Wards Affected:

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

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council Function

Delegated Executive Function available for Call In

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

Executive Summary

This report provides Members of the Area Committee with an overview of the performance of the North East Divisional Community Safety Partnership and ward based Neighbourhood Policing Teams. It will also include details of the key initiatives that have been delivered in local communities to reduce crime and disorder. The report focuses upon the period 1st April 2010 to 31st March 2011.

Recommendations

The Area Committee is asked to note the contents of this report of the North East Divisional Community Safety Partnership.

Members are asked to continue supporting the Divisional Community Safety Partnership in relation to prioritising and tackling Burglary Dwelling during 2011/12 through partnership work at neighbourhood level.

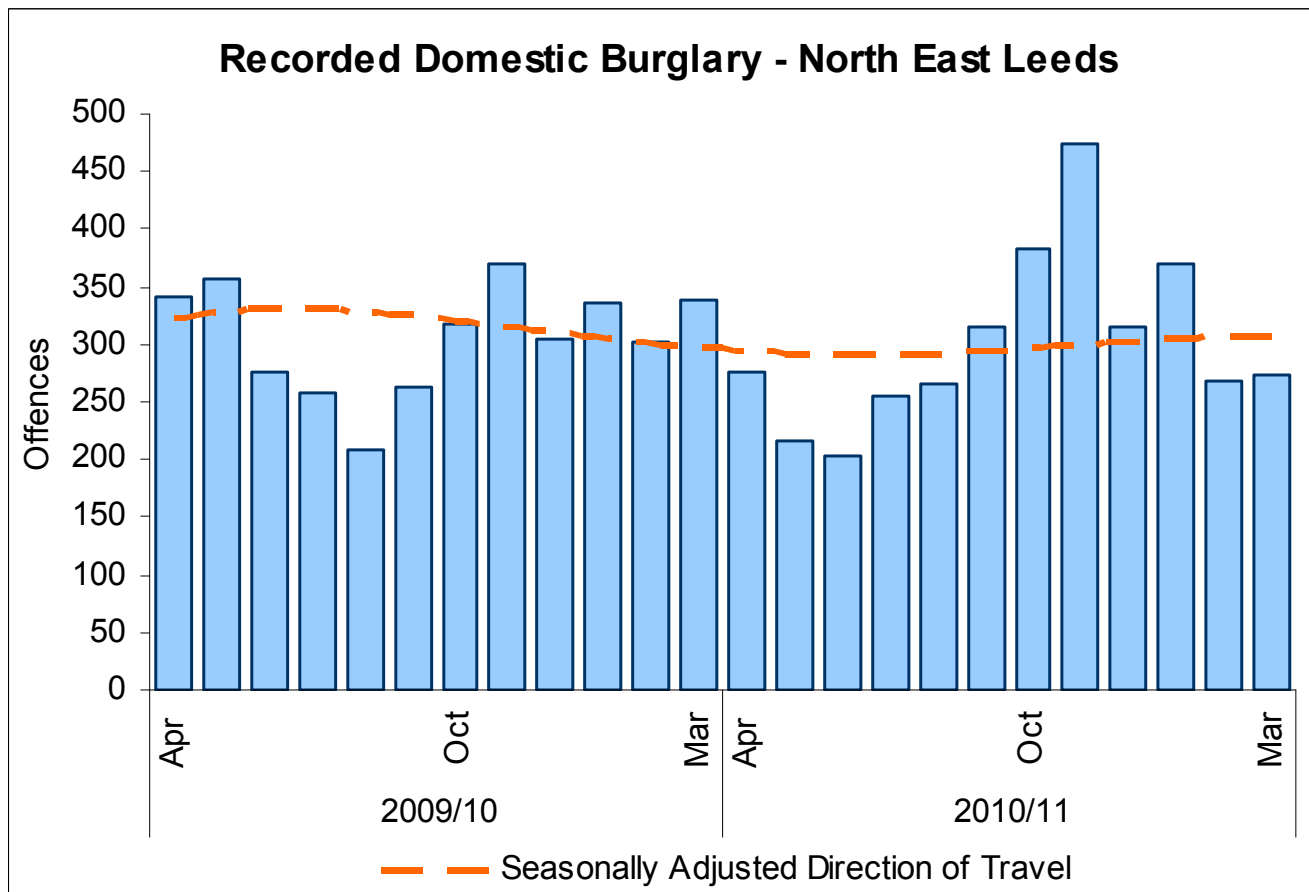
Purpose of this report

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

Main issues

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

2. The Divisional Community Safety Partnership (DCSP) Strategic Plan 2011- 2015 is currently in development and will be the framework upon which the DCSP will develop activity and management performance against strategic outcomes of the city, defined by The Safer and Stronger Communities Board Partnership plan 2011-2015 which will focus on delivering the following strategic priorities:
 - Reducing crime levels and its impact across Leeds
 - Effectively Tackle and Reduce Anti-social behaviour in our Communities
3. We are currently awaiting ratification of the Safer Leeds performance targets and performance framework for 2011/12.
4. Attached is a brief of the final Divisional targets (10/11) based on actual outturns and Divisional Targets set for 2011/12 (see Appendix A).
5. Burglary Dwelling remains a key pressure in relation to allocation of resources both staffing and financial. Tackling burglary dwelling remains a key priority within the Division and across the whole of Leeds, we are working closely with Safer Leeds Strategic burglary group to maximise opportunities for closer working and sharing good practise and continue to deliver initiatives at a local neighbourhood level. Although we missed our divisional target by 357 offences we still achieved a 1.6% reduction on 2009/10 despite high peaks in October, November and January (see chart on next page).



6. Attached is an updated structure chart for the North East Divisional Community Safety Partnership (see Appendix B) with details of the relevant lead officers. The structure will be reviewed to ensure delivery against new priorities.
7. A review took place in September to discuss multi-agency operations 'Operation Champion' across neighbourhoods and how it would be delivered during 2011. It was agreed to continue delivering a minimum of one day of action per Neighbourhood Policing Team per six weekly tasking cycle. The themed approach has proved successful and has led to more focussed targeting of issues/areas. A timetable has been produced for 2011. Please note that on occasions these dates may change due to operational demands or unforeseen circumstances.

POCA

8. Following the success of the project during 2009/10, the North East Division allocated a total of £39,639 funding confiscated from criminals under the Proceeds of Crime Act to the Divisional Community Safety Partnership during 2010/11 to continue to support local groups with community projects/activities. In total, across the whole division, we approved and funded 124 applications and spent £38,677. We have received numerous emails showing appreciation and thanks for support. Information regarding the awards continue to be advertised in the neighbourhood management/ Neighbourhood Policing Team newsletters and on the police Neighbourhood Policing Team websites. We will be continuing the scheme into 2011/12 and have received funding for the first quarter of the year. Appendix C provides a summary of projects funded in the Outer East area.

Public Confidence and Satisfaction

9. North East Leeds continues to have the highest Public Confidence in Local Policing during 2010/11 at 60.3% (March 2011) compared with the West Yorkshire force average of 52.3%.
10. Operation Confidence commenced in February 2009 and is a contributing factor to the high rates of public confidence. The North East Division produces 11 neighbourhood management newsletters detailing partnership activity around crime and grime within the Neighbourhood Policing Team and delivers to 128,000 households. Feedback from residents continues to be positive and illustrates they are pleased to be kept informed around crime and grime issues. Funding has been secured for 2011 and contributions have been agreed by North East Police Division, East North East Homes, Aire Valley Homes and Safer Leeds Partnership.

Neighbourhood Management Tasking Key Achievements 2010/11

11. The eleven neighbourhood management tasking teams continue to meet six weekly and are still firmly embedded into agencies day to day business and members continue to attend and support meetings.
12. This is not an exhaustive list of activities but includes key achievements from each of the 3 Outer East neighbourhood management tasking teams (data extracted from Divisional Community Safety Partnerships executive quarterly highlight reports).

13. Temple Newsam

- Target hardening operation completed in the Templegates Area with the neighbourhood policing team and CASAC .
- Plan of action agreed with Police, ASBU, Housing, LeedsWatch and Parks/Countryside to tackle nuisance motorbikes during the summer holidays.
- Funding bid submitted to East North East Homes Area Community Panel to remove block paving from Cartmell Drive and tarmac area. Loose bricks currently being used as missiles and incidents of attacks on buses reported through tension process. The bid was successful and the work has now been completed.
- Operation Champions have taken place in Halton Moor and Osmondthorpe with the theme of reassurance and engagement.
- Two visual environmental audits have been completed and enforcement action taken by housing and environmental action teams.
- Funding agreed from tasking and prevent to deliver '3 day train the trainer' training from 'Rewind'.
- Environmental issues resolved at Halton Moor Public House Carpark – ongoing monitoring continues.
- 'Asylum Seeker Myth Busting leaflets' distributed across the ward.
- Additional youth outreach work carried out in the 'Primrose' area by Youth Services.
- Reduction of complaints regarding nuisance motorbikes during the summer holidays. Two section 59's were served on individuals caught on CCTV cameras and joint visits with housing and police to two houses identified that were storing the bikes.
- Fortnightly visits now made to Leeds Watch by PCSO'S to view footage.

- Multi–agency meeting held with partners regarding the development of a management committee for 119 Kendal Drive.
- Research currently in progress around victims of hate crime on Kendal Drive.
- 20-22nd Dec – Further day of action targeting hardening properties in the Templegates area. Project now complete and 100 properties benefited.
- 22nd Dec – Test Purchasing operation in off licenses (Licensing & Police).
- February - Stephen Lawrence Education Standard Launch at Meadowfield Children’s Centre, supported by Tasking Partners and Proceeds of Crime funding.
- Funding allocated to provide sash jammers/door chains to properties in burglary hot spots.
- 44 houses target hardened in Wykebecks/Nevilles.
- 18th March - Licensing Operation on local Pubs involving Licensing and Police.
- Two environmental clean ups in Field End/Halton and Colton Retail Park.
- Joint work with Leeds Federated Housing Association regarding a problem tenant in Connistone Gardens which resulted in an eviction.
- Sash jammers fitted to 11 properties on Esthwaite Gardens, funded by Leeds Fed – burglary hot spot.

14. **Crossgates/Whinmoor**

- To reduce crime and ASB at Whinmoor (White Laithe) shopping parade a CCTV system has been installed to cover the shop fronts. The images will be linked to Killingbeck Police station.
- Relocation of trim trail in Stanks. This was installed under Private Finance Initiative scheme but attracted young people that used it as an area to drink and cause rowdy behaviour. Since its relocation the complaints have ceased.
- Euro profile locks – these locks have been identified as having a fault which has led to an increase in burglary. 1000 leaflets funded from tasking were delivered to houses with these locks advising them of the potential problem and giving advice.
- Problems with youth nuisance at St Gregory’s Youth & Adult Centre. Additional security and CCTV installed. The problems still continued so all youths causing problems were interviewed by the Youth Officer and given appropriate warnings. Since this happened the problems have greatly reduced.
- An environmental clean up was undertaken on the grounds of the Staging Post Public House with the assistance of Probation. This was a hotspot for underage drinking, smashing glass etc.
- Targeted nuisance motorcycles – PCSO’s, Community Environmental Support Officers and Aire Valley Homes staff photographing bikers and police identifying homes of users. Several bikes confiscated.
- 2 hotspot areas identified - Coal Road and Barnbow Factory - where youths gathering and intimidating. Youth Service outreach workers regularly meet with youths on Friday evenings.
- The emphasis at recent meetings has been to target a number of individuals believed to be involved in crime and anti-social behaviour. The Police are carrying out regular home visits to these individuals.
- Operation Hoody in Whinmoor. Complaints at forums about massive groups of youths (up to 200) gathering in Whinmoor on Friday evenings. They were drinking, fighting etc. This operation flooded the area with officers. All names were taken and over 20 of them were visited at home with parents interviewed and warned about their behaviour.

- Main project funded is with Highways to address problem of illegal and inconsiderate parking to houses near train station. There is currently a consultation exercise going ahead with proposal to install double yellow lines to streets near the station. This is joint funded by Tasking and Highways.

15. **Garforth /Villages & Kippax Methley**

- Anti Social Behaviour issues at Kippax Leisure Centre – actions (1.) removed Youth Shelter and relocated to alternative place. (2.) set up a Friday night project with Youth Service – up to 20 youths now attending.
- Bargain Booze in Allerton Bywater – appealed 3 times against licence to sell up to 11pm. Unfortunately LCC lost the appeal.
- Issues re cars speeding around Millennium Village – Police visited residents and arranged for patrols at peak times. The problems have not re-occurred.
- Ongoing issues of ASB around Garden Village Micklefield and skate park – BTP have arranged a skatepark event in July jointly funded by area committees, proceeds of Crime Funding and Youth Service. This gala is for all youths interested in skateboarding.
- Nuisance around Kippax Sports Centre on weekends. Arranged for relocation of youth shelter away from car park. Set up Friday night youth club in centre that now attracts 25 young people. Nuisance greatly reduced.
- Provided £1000 for trembler/shed alarms after increase in burglary in villages
- Hotspot area for drinking youths and nuisance/vandalism- targeted by Community Environmental Enforcement Officers and Police Community Support Officers. Joint visits were made to parents which appears to have had some impact on behaviour.
- There has been an increase in bogus callers targeting elderly and vulnerable particularly in Garforth and Kippax. The tasking group agreed to fund two covert cameras to be used in the homes of those being targeted. In the first two weeks one individual has been charged for carrying out unnecessary work at extortionate rates. The camera evidence has proved to be very useful in being able to press these charges.
- Targeted work at hotspot nuisance and ASB areas eg. Kippax Leisure Centre at weekends. Police liaison with Youth Service and ASBU to address problem causers.
- Recent meetings have focused on actions relating to 6 individuals who are causing problems with their tenancy's due to drink, noise, dirty gardens etc

Thematic Sub Groups and Activities

Most Active / Amber Nominals / Offender Management Burglary Pilot

16. Pilot commenced with regards to the offender management of known burglars. 20 nominals have been selected by the North East Division for the duration of the pilot. The group consists of Youth Offending Service, Probation, Housing, newly established anti-social behaviour unit and West Yorkshire Police. The group will identify where partnership work can be improved to ensure opportunities for closer working and management of offenders are maximised.

Media Campaign - Handling / Receiving Stolen Goods

17. A marketing design has been produced 'Don't sit on the fence', the design has now been ratified by Crime stoppers and West Yorkshire Police marketing department. The campaign was launched during April 2011 following a city wide operation around specific targeting of second hand gold shops suspected of handling or receiving stolen goods.

Nuisance Motorbikes in Halton moor

18. Multi agency work around tackling nuisance motorbikes resulted in reduction of complaints during summer holidays to police and parks. Several Section 59's have been served on individuals identified via Leeds Watch footage and tenancy warnings served on 2 properties where bikes were being stored. Calls for service from the police have reduced compared to previous year.

Hate Crime Marac

19. Coordinated multi agency working is recognised as the most effective response to all issues of crime and disorder, including agency responses to the victims and perpetrators of Hate Crime. The hate crime sub group has been re-organised in April 2010 and become a Hate Crime Multi-Agency Risk Assessment Conference (HC MARAC) The overall objectives of the group is t :
- Support and assist victims of hate crime in order to protect them and ensure that they are not re-victimised and
 - Ensure that effective coordinated multi agency enforcement action is taken against perpetrators of hate crime to prevent their re-offending and to ensure successful prosecution outcomes at Court.
 - Contribute to the "Hate crime reduction agenda in Leeds".
20. Overall the Outer East area has shown a decrease of 23.53% of hate crimes reported, this equates to a reduction of 16 crimes - A total of 52 crimes reported compared to 68 during 09/10.

Domestic Violence Marac

21. The North East Divisional MARAC continues to meet monthly to develop multi-agency interventions to support victims of domestic violence. Overall a very successful year in relation to reduction of repeat victimisation of cases managed through the Marac.

Total ASBO'S in North East Divison – 7

22. **Current ASBO'S by ward :**
- Garforth & Swillington - Nil
 - Kippax and Villages – Nil
 - Temple Newsam 1 (interim order)
 - Crossgates & Whinmoor – Nil

23. **ASBO Warnings served:**

- Garforth & Swillington - Nil
- Kippax and Villages – Nil
- Temple Newsam – Nil
- Crossgates & Whinmoor - Nil

24. **Injunction Data**

- Garforth & Swillington - Nil
- Kippax and Villages- Nil
- Temple Newsam -Nil
- Crossgates & Whinmoor - 1

Overall Performance of North East Divisional Community Safety Partnership
and Ward crime statistics

Performance Matrix – March 2011 - North East Leeds

Safer Leeds

tackling drugs and crime

Priority Indicators	2010/11 Target	YTD	RAG Trend	Out-turn for 2010/11	Assessment	
NI 15: Reduce the level of serious violent crimes	158	151		151	Better than Target Projection: Stable Better than Peers	Out-turn is 4.4% better than the target.
NI 16: Reduce the level of serious acquisitive crimes	6,850	7,169		7,169	Better than Outturn Projection: Stable Worse than Peers	2010/11 out-turn is 1% better than the out-turn for 2009/10.
SL: Reduce the level of Domestic Burglary	3,258	3,615		3,615	Better than Outturn Projection: Stable Worse than Peers	2010/11 out-turn is 1.6% better than the out-turn for 2009/10.
NI 20: Reduce the level of assault with injury crime	1,704	1,741		1,741	Worse than Outturn Projection: Getting Worse Worse than Peers	2010/11 out-turn is 12% worse than the out-turn for 2009/10.
NI 32: Reduce the repeat victimisation rate for those domestic violence cases being managed by a MARAC	22%	11%		11%		Rolling year end result better than the target
WYP: Increase the proportion of residents who agree that the police and local council are dealing with the ASB & crime issues that matter in their area	54.7%	53.0%		53.0%	Worse than Outturn Trend: Stable	2010/11 out-turn is 0.7% worse than the out-turn for 2009/10.

Crime & ASB:10/11

25. The below statistics show crime and anti-social behaviour from 1 April 2009 until 31 March 2010 compared to the same dates for previous year.

Crime & ASB Comparison: 2009/2010 to 2010/11 Garforth & Swilington, Kippax & Methley

CRIME	Garforth & Swilington			
	09/10	10/11	Diff	% Inc / Dec
AGGRAVATED TWOC	2	3	1	50.00
ARSON	10	7	-3	-30.00
ASSAULT	88	85	-3	-3.41
BURGLARY DWELLING	94	127	33	35.11
BURGLARY OTHER	141	111	-30	-21.28
CRIMINAL DAMAGE - BUILDING NON DWELLING	31	13	-18	-58.06
CRIMINAL DAMAGE - DWELLING	29	40	11	37.93
CRIMINAL DAMAGE - MOTOR VEHICLE	79	93	14	17.72
CRIMINAL DAMAGE - NON SPECIFIC	49	31	-18	-36.73
ROBBERY	9	6	-3	-33.33
THEFT FROM PERSON	9	10	1	11.11
THEFT FROM VEHICLE	74	64	-10	-13.51
THEFT OF VEHICLE	15	19	4	26.67
TWOC	10	7	-3	-30.00
Grand Total	640	616	-24	-3.75
ANTISOCIAL BEHAVIOUR CALLS	853	825	-28	-3.28
Hate Crime	5	9	4	80.00

CRIME	Kippax & Methley			
	09/10	10/11	Diff	% Inc / Dec
AGGRAVATED TWOC	1	3	2	200.00
ARSON	14	20	6	42.86
ASSAULT	95	107	12	12.63
BURGLARY DWELLING	86	101	15	17.44
BURGLARY OTHER	86	106	20	23.26
CRIMINAL DAMAGE - BUILDING NON DWELLING	20	13	-7	-35.00
CRIMINAL DAMAGE - DWELLING	40	33	-7	-17.50
CRIMINAL DAMAGE - MOTOR VEHICLE	89	58	-31	-34.83
CRIMINAL DAMAGE - NON SPECIFIC	49	29	-20	-40.82
ROBBERY	3	4	1	33.33
THEFT FROM PERSON	3	6	3	100.00
THEFT FROM VEHICLE	45	50	5	11.11
THEFT OF VEHICLE	16	12	-4	-25.00
TWOC	11	7	-4	-36.36
Grand Total	558	549	-9	-1.61

ANTISOCIAL BEHAVIOUR CALLS	1018	998	-20	-1.96
Hate Crime	3	1	-2	-66.67

**Public Confidence and User Satisfaction in the Police
(Garforth & Swillington and Kippax & Villages)**

Public Confidence	March 2010	March 2011	% Increase
Confidence in local policing	55.5	59.8	4.3
NPT ASB			% Decrease
% of residents who think ASB has increased	15.0	12.2	-2.8
NPT Awareness			% Increase
% of residents aware of their NPT	49.9	48.6	-1.3
User Satisfaction	March 2010	March 2011	% Change
Overall satisfaction	78.0	83.1	5.1
Ease of contact	90.0	91.7	0.8
NPT Actions taken	73.6	77.7	4.1
NPT Progress	61.6	61.5	-0.1
NPT Treatment	93.9	96.0	2.1

Crime & ASB Comparison: 2009/ 10 to 2010/11
Temple Newsam

CRIME	09/10	10/11	Diff	% Inc / Dec
AGGRAVATED TWOC	8	0	-8	-100.00
ARSON	16	16	0	0.00
ASSAULT	176	203	27	15.34
BURGLARY DWELLING	372	346	-26	-6.99
BURGLARY OTHER	178	162	-16	-8.99
CRIMINAL DAMAGE - BUILDING NON DWELLING	21	13	-8	-38.10
CRIMINAL DAMAGE - DWELLING	119	113	-6	-5.04
CRIMINAL DAMAGE - MOTOR VEHICLE	133	126	-7	-5.26
CRIMINAL DAMAGE - NON SPECIFIC	56	37	-19	-33.93
ROBBERY	24	13	-11	-45.83
THEFT FROM PERSON	22	23	1	4.55
THEFT FROM VEHICLE	107	187	80	74.77
THEFT OF VEHICLE	19	27	8	42.11
TWOC	15	8	-7	-46.67
Grand Total	1266	1274	8	0.63
ANTISOCIAL BEHAVIOUR CALLS	1131	1019	-112	-9.90
Hate Crime	42	29	-13	-30.95

Crime & ASB Comparison: 2009/10 – 2010/11
Crossgates & Whinmoor

CRIME	09/10	10/11	Differenc e	% Inc / Dec
AGGRAVATED TWOC	3	4	1	33.33
ARSON	16	13	-3	-18.75
ASSAULT	182	198	16	8.79
BURGLARY DWELLING	285	287	2	0.70
BURGLARY OTHER	171	179	8	4.68
CRIMINAL DAMAGE - BUILDING NON DWELLING	47	32	-15	-31.91
CRIMINAL DAMAGE - DWELLING	110	115	5	4.55
CRIMINAL DAMAGE - MOTOR VEHICLE	158	137	-21	-13.29
CRIMINAL DAMAGE - NON SPECIFIC	73	53	-20	-27.40
ROBBERY	10	14	4	40.00
THEFT FROM PERSON	29	40	11	37.93
THEFT FROM VEHICLE	98	93	-5	-5.10
THEFT OF VEHICLE	25	26	1	4.00
TWOC	18	20	2	11.11
Grand Total	1225	1211	-14	-1.14
ANTISOCIAL BEHAVIOUR CALLS	1399	1414	15	1.07
Hate Crime	18	13	-5	-27.78

**NPT Public Confidence and User Satisfaction in the Police
(Temple Newsam and Crossgates & Whinmoor)**

Public Confidence	March 2010	March 2011	% Increase
Confidence in Local Policing	53.5	54.7	1.2
			% Decrease
% of residents who think ASB has increased	13.2	10.8	-2.4
NPT Awareness			
% of residents aware of their NPT	50.7	53.0	2.3
User Satisfaction	March 2009	March 2010	% Change
Overall satisfaction	79	76.1	-2.9
Ease of contact	90.9	94.2	3.3
NPT Actions Taken	76.4	71.2	-5.2
NPT Progress	68.8	61.2	-7.6
NPT Treatment	91.6	91.9	0.3

Implications for Council Policy and Governance

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

Legal and Resource Implications

27. There are no legal or resource implications.

Recommendations

28. The Area Committee is asked to note the contents of this report of the North East Divisional Community Safety Partnership.
29. Members are asked to continue supporting the Divisional Community Safety Partnership in relation to prioritising and tackling Burglary Dwelling during 2011/12 through partnership work at neighbourhood level.

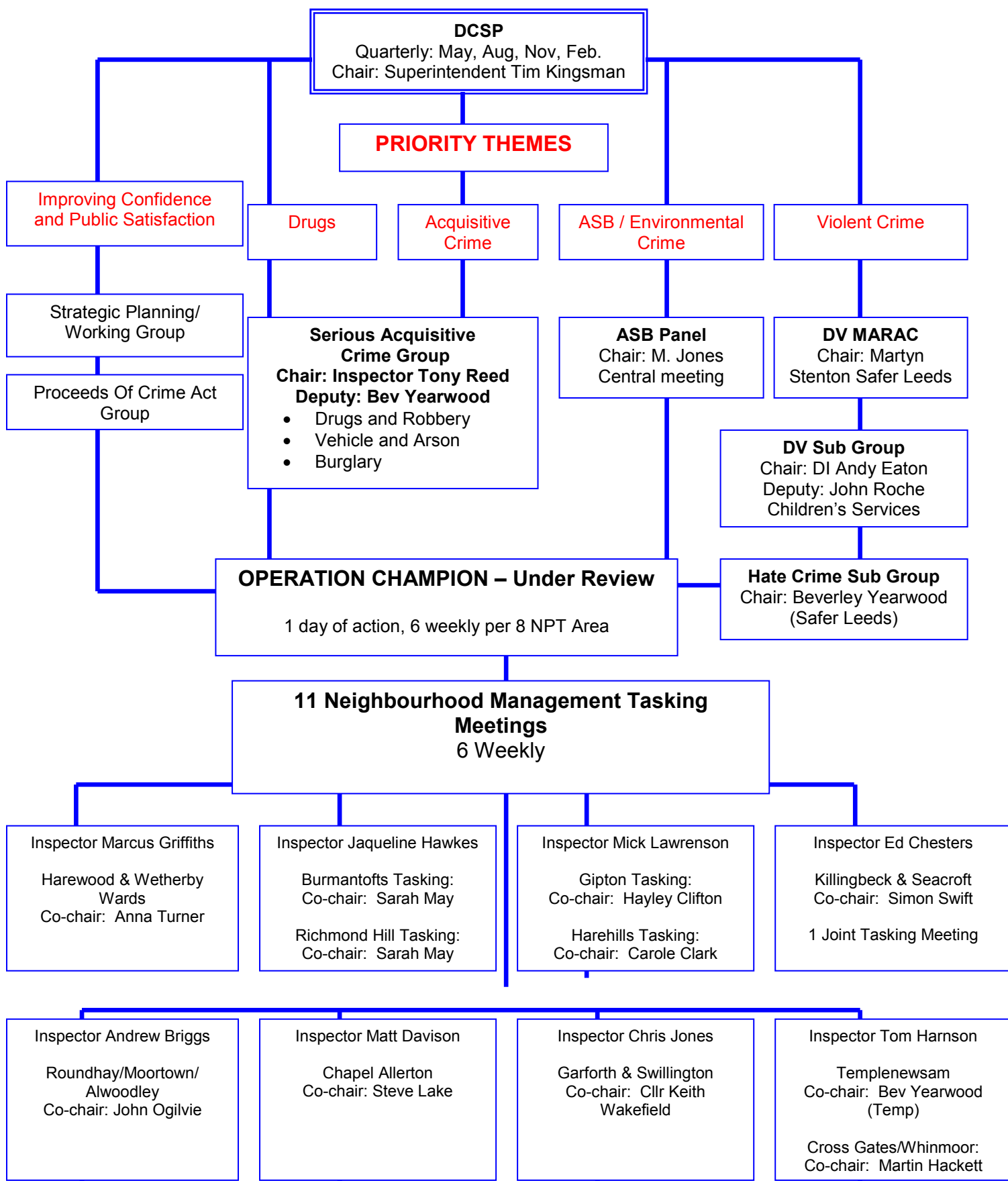
Background documents

Crime Statistics – North East Police Divisional Intelligence Unit May 2011
DCSP – Safer Leeds Quarterly executive highlight reports (April 1st 2010 - March 31st 2011)

North East Leeds - 2011/12 Targets

Key Performance Indicator	2010/11 Outturn	2011/12 Target
Improve the proportion of residents who believe the police do an excellent or good job	60.3%	60.5%
Improve the overall satisfaction rate for service users	81.8%	82.5%
Improve the overall satisfaction rate for BME service users	75.2%	77.2%
Improve the overall satisfaction rate for White service users	84.8%	85.3%
Continue to tackle the level of acquisitive crime	7,169	7,169
Continue to tackle ASB to impact on the proportion of residents who believe that ASB has increased in their local area	13.1%	13.1%
Continue to tackle the level of serious violent crime	151	151
Stabilise the sanction detection rate for domestic violence	55.1%	54.9%
Stabilise the sanction detection rate for serious sexual offences	23.5%	28.0%
Reduce the level of burglary dwelling	3,615	3,434

North East Division
Divisional Community Safety Partnership



Crossgates and Temple Newsam				
POCA Ref	Date	Brief Description	Organisation	Amount Paid
159	26/03/2010	Halton Moor Community House - Young people from the YOS have been working on the garden at the community house since March 2009. During this time we have landscaped the outside area in preparation for a patio to be laid and raised beds to be built. Groundwork are planning to start building the patio during Easter 2010.	Youth Offending Service	£250
168	16/04/2010	6th Whinmoor Scout Troup - Camping Experiences - On 19th April 2010 6th Whinmoor Scout Troup will open, there is no current provisions for young people aged 10.5 - 14 to be involved in scouting activity area. Outdoor camping is a core part of scouting and encourages a young persons development.	Sixth Whinmoor Scout Group	£210
173	25/05/2010	JSCC Play scheme - Arts and Craft Projects sports days indoor and outdoor. 2/8/10 - 27.8.10.	John Smeaton Community College	£250
180	03/06/2010	50th Anniversary Tea Dance - Thursday 8th July 2010 Students plan a tea dance for older people in area to celebrate 50 years of the school in the community. 50 years display plus artwork and entertainment bridge intergenerational gaps.	Fieldhead Carr Primary School	£250
181	03/06/2010	Reminiscence boxes - Hope would like to develop reminiscence boxes from 1930s-40s-50s-60s to develop "reminiscence sessions" on a regular basis throughout the year.	HOPE - Halton Moore and Osmondthorpe project for elders	£250
208	04/08/2010	Multi-Sensory Room - To create a multi sensory room to benefit pupils with SEN needs within school and the local community. The whole project is estimated at £12000. We have secured funding of £7000 from the inclusion team, Leeds city council. Fund raising will raise approx £2000, leaving a shortfall of £3000. We will continue to fundraise to raise a further £3000 but many pupils and local residents would benefit from this facility sooner than this could be achieved. Ideally we would like to complete this work during Autumn 2010.	Fieldhead Carr Primary School	£250
221	24/09/2010	16 days of action - On a date to be fixed within Domestic Abuse 16 Days of Action Week. A one off(maybe leading to more) Group/drop in session for women, to raise awareness/share experiences/ask questions, re Probation DA programmes, and DA issues generally. Look at safety strategies for themselves and children. This is planned in collaboration with Swarcliffe Children's Centre, Langbar Road, Leeds LS14 3BU, Manager Lizzie Haigh. This is a high DA area, with many attending the centre affected by DA, and also co clients of VSU. A meeting will be held to determine likely numbers attending, but would prefer to plan for event between 10 am and 12noon, when women are most likely to be free to attend.	West Yorkshire Probation Trust	£150
232	17/11/2010	Stephen Lawrence Education Standard Launch Event - Wednesday 2nd February 2011 The event will be to launch our dedication to achieving the "Stephen Lawrence Education Standard" for the centre. This is to show that we are committed to challenging racism and creating cohesion within the Halton Moor community; raising awareness of equality & diversity and working with key partners to provide families with opportunities to build their future. The "activity session" will include arts & crafts sessions; music & movement; food tasting; learning new language & Makaton; Henna painting etc. All activities aim to represent and celebrate the diverse make-up of our community. The colour theme will be black & white. We also hope to use decorations relating to "Chinese New Year". Following on from the activity sessions there will be a free prize draw with gifts also linked to multi-cultural themes. Finally there will be a launch of the black & white balloons – released by members of the community and partner agencies to show our unity.	Emma Anderton Deputy Childrens Manager	£250
264	01/02/2011	Spring News Letter - To fund the Spring Edition of the quarterly newsletter which will go out in March to 600 plus older people in the area/ This Issue will include a feature on nutrition as malnutrition is a significant problem amongst elderly people. It also has details of our regular activities and the service we provide.	Crossgates and District Good Neighbours Scheme	£285
275	14/02/2011	Printing and distribution of publicity leaflets - To procure the printing and distribution of 1500 A5 Colour leaflets to promote work of the association throughout 2011 and the forthcoming AGM.	Halton Moor Residents Ass	£250

285	24/02/2011	New Vault for Temple Newsam Gym Club - This is Jane Townend from Temple Newsam/Halton Gymnastic Club run in and around the Leeds 9/Leeds 15/Leeds 14 Area. I have just had a little memo from a Mr Hackett in connection with possibly applying for any funding which would help us raise funds to replace our old large balance beam. Hopefully from the POCA Funding scheme. Our club has applied for a bag-packing weekend to start the balance as the full cost of the beam is ?1800.00. We are currently looking into MICE funding which hopefully will help with the cost. If possible could you see if there is any forms/funding we could start to apply for-I would be very grateful.	Temple Newsam Gym Club	£500
291	01/03/2011	Whinmoor Warriors Equipment - The funding would be used for equipment such as tackle bags, balls, cones, training equipment for the younger teams (ages 10 - 12) but we would also like to buy equipment to keep the grounds in a good working order. We rent the building and grounds from the Leeds City Council and the local school. The school leave the rugby pitches for us to sort and mark out. We would like to be able to dig it over, flatten it out and keep it in good working order to make sure it is safe for the children to use. At the moment there are bumps, holes and rough areas that need to be cleared so the pitch is safe for all to use and we are unable to use it. Some of the children haven't had any training for a few weeks which is hard as they look forward to the rugby nights and it is also a release for some of the youngsters after being in school all day.	Whinmoor Warriors	£500

Garforth and Villages

POCA Ref	Date	Brief Description	Organisation	Amount Paid
153	11/03/2010	Friends of Billy wood - Kippax - Publicity for the F.O.B.W Group and the work that we do for the up keep of town close hills, known locally as Billy wood. We work once a month clearing litter, keeping paths open, dead hedging or clearing scrub. Also to promote awareness of the flora and fauna on the site and the events taking place there.	Friends of Billy wood	£250
154	11/03/2010	Make it grow - Planting of the borders at our bowling green May - June 2010.	Valley Ridge Bowling Club	£200
155	11/03/2010	Cricket outfield boundary fence - Repair to Hawthorne hedge and netting fence to main road adjacent main play and training area.	Methley Cricket Club	£250
162	26/03/2010	Allerton Bywater ARLFC Junior Development - Training Courses such as coaching, first aid and child protection. These courses will allow them to increase their own portfolio of skills with the possibility of gaining employment	Allerton Bywater ARLFC	£250
164	31/03/2010	To Enhance Swillington St Mary's Scout Group - To put cork boards up on our premises walls for display. To purchase a large play parachute. To Fund tobogganing trip to Xscape.	Swillington St Mary's	£250
166	15/03/2010	Ledston Luck Fete - 25.7.10	Ledston Luck	£250
167	15/03/2010	Swillington Community Centre Committee Electric cooker and fitting. Needed as replacement for general use of community.	Swillington Community Centre	£250
184	16/06/2010	Methleyfest 2010 - Traditional village fete/carnival event. Stalls, exhibits, displays, games, activities, live music, refreshments. Opened by the lord mayor of Leeds. Monday 30th August 2010.	Methleyfest Organisation committee	£250
187	01/07/2010	BMX Competition/event to take place on 24/07/2010 - To raise the profile of Micklefield and get the youths involved in recreational activities and to focus on the event as opposed to anti social behaviour, there will be a BMX competition, there will hopefully be the Territorial Army, Fire service and other activities on the football pitch	British Transport Police	£250
197	15/07/2010	Methley United Juniors Mini Soccer - Equipment to set up new under 5s mini soccer scheme.	Methley United JFC	£242
200	23/07/2010	Methley United Junior Training Kits - We are a small self funded football team and our players have outgrown their training tops. We wish to provide the team with tops for the start of the new football season starting 11th September.	Methley United Juniors	£250

207	30/07/2010	Friday Night Project - The Friday Night Project will take place at Kippax Leisure Centre. The project is aimed at providing young people with a positive activity to participate in, in their local community. During this project the young people will have the opportunity to participate in swimming, various sports activities, arts and crafts and DJ-ing. The activity is aimed at reducing anti-social behaviour. We are looking to start on Friday 3rd Sept until Friday 22nd Oct.	LCC	£250
211	12/08/2010	Swillington Youth Club - At the Swillington youth Club the young people have a lack of activities and resources to help them engage in positive activities. Therefore the young people have suggested that they would like to do a DJ workshop. We would part fund this project and part pay for the equipment.	Allerton Bywater Youth and Adult Centre	£250
220	24/09/2010	Kippax in Bloom - Autumn Planting of shrubs and plants to improve and extend the floral display beds.	Kippax in Bloom	£250
227	11/10/2010	Junior Football - We are running a junior football team in the area open to boys and girls in year 4 of schooling. We aim to provide enjoyment, exercise and also the opportunity to meet new friends.	Kippax Athletic Under 9s JFC	£250
260	24/01/2011	Production of Disney's Jungle Book -Workshops twice a week (Thursdays and Fridays 7-9pm) culminating in 2 performances at Garforth Academy in May/June dates to be finalised by the academy.	St Mary's Youth Theatre	£500
262	24/01/2011	U14s Toulouse Tour - we are taking the full U14 team on a rugby tour to Toulouse in France. We plan to travel during w/c 18/4, where we will play two competitive games	Garforth Tigers	£250
272	08/02/2011	GPCCC - Junior Kit - We are an amateur cricket side playing in the Wetherby Cricket League, and have just been promoted to division one for the 2011 season and our second team will be competing in division five. GPCCC has a strong junior section, with many of our current senior players having played for our junior sides. Three junior age groups are in place: Under 13's, under 15's and under 17's. Based off Green lane in Garforth we own our own ground and all the work to run the club is provided on a voluntary basis. Our players and members all love a game of cricket and enjoy a family environment. We are finding our Junior side is growing and growing and we would like to be able to purchase kit for the Juniors who attend. Not all Young People have a bat / pads or a helmet and we want to give everyone the same opportunity we would not discourage anyone from playing. If we were able to purchase a Junior Kit Bag. This could be used at all times – practice sessions and matches.	GPCCC	£500



Originator: Derek Whitehouse

Tel: 395 0806

Report of The Director of Environment and Neighbourhoods Directorate

Meeting: East (Outer) Area Committee

Date: 5th of July 2011

Subject: CCTV Report – for Leeds City Council Community Safety CCTV Service in East (Outer) Area Committee

Electoral Wards Affected:

Garforth & Swillington
Kippax & Methley
Cross Gates & Whinmoor
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 is report prepared by Leeds City Council's Community Safety CCTV service known as 'Leedswatch' that provides a monitoring service of public space surveillance cameras (i.e. fixed CCTV cameras in open spaces across Leeds), 24 hour per day, 365 day per year. The service also provides two mobile CCTV vans for deployment within communities across Leeds.

The purpose of public space CCTV is to reduce crime and the fear of crime by facilitating in the apprehension and prosecution of offenders and assisting in the prevention and detection of crime committed in public areas in Leeds.

1.0 Introduction & purpose of report

1.1 This report sets out to highlight the services provided by Leeds City Council Community Safety CCTV to demonstrate the effectiveness of the service in

reducing the fear of crime and facilitating the apprehension and detection of offenders in areas covered by both mobile and fixed CCTV cameras.

- 1.2 The service has two mobile CCTV vans which are deployed using appropriate intelligence gathering information in conjunction with the police and other council enforcement services in identified locations throughout Leeds area.

2.0 Background

2.1 Service Description

- 2.1.1 Leeds City Council Community Safety CCTV has now relocated into new control room on the same site and due to European legislation has now upgrading the previous analogue video recording system to a new digital recording system.

- 2.1.2 Leeds City council Community Safety CCTV now work in partnership with West Yorkshire Passenger Executive (METRO) and both parties share the CCTV control room facility.

- 2.1.3 Leeds City Council Community Safety CCTV work in partnership with other council enforcement departments, emergency planning, Urban Traffic Control (UTC) and the police.

- 2.1.4 Community Safety CCTV complies with a strict Code of Practice which is compliant with the following legislation:

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

- 2.1.5 The Private Security Industry Act ensures that all CCTV staff are security vetted, trained and licensed by the Security Industry Authority (SIA) to operate the public space surveillance cameras.

- 2.1.6 Community Safety CCTV received accreditation to monitor the police national digital communication system (radio) known as Airwave, which has proven to be an effective tool. It enables CCTV operators to record valuable evidence at incidents prior to police arrival and the images being recorded are relayed to the police divisional control rooms located throughout the city.

- 2.1.7 Monitoring the police national digital communication system (radio) known as Airwave, has proven to be an effective tool in crime prevention, detection and allaying the fear of crime.

- 2.1.8 The department works closely with other council enforcement, emergency planning departments and the police in relation to dealing with crime and anti social behaviour in the Leeds area.

2.1.9 The department also monitors the Business Against Crime In Leeds (BACIL) radio. This is a licensed radio system that is utilised by many of the city centre shops and the licensed trade to inform other businesses of incidents of interest to other businesses. Monitoring this radio system has also proved to be an effective tool in dealing with crime.

2.2 Description of Delegated Function / Enhanced role

2.2.1 CCTV provides reassurance to the public and helps reduce crime, the fear of crime and assists in detecting crime in areas covered by CCTV.

2.2.2 The service works in partnership with the police and other council services to target crime and anti social behaviour. They also work closely with Area Management, Divisional Community Safety Partnerships (DCSPs) and Neighbourhood Policing Teams (NPT's) on multi-agency operations.

2.2.3 There are 25 CCTV operators who monitor 239 public space surveillance CCTV cameras across Leeds with a further 4 mobile CCTV operators to carry out the 24/7 operations every day of the year. For the purpose of crime prevention, detection and allaying the fear of crime CCTV Operators also have access to CCTV cameras operated by Urban Traffic Control CCTV making in total over 300 cameras across Leeds which can be used for this purpose.

2.2.4 The police provide dedicated CCTV liaison officers to support each of the three police divisions and other law enforcement agencies in Leeds. The liaison officers have the responsibility for viewing and seizing images of crime and public disorder for evidential purposes.

2.2.5 Other relevant council departments also have dedicated CCTV liaison officers who also have a responsibility for viewing and seizing images of CCTV evidence to support council prosecutions.

2.2.6 Leeds City Council Community Safety CCTV contributes in partnership initiatives e.g. Neighbourhood Policing Team's (NPT) activity, Automatic Number Plate Recognition (ANPR) operations and Anti Social Behaviour Unit (ASBU) activity. Community Safety CCTV contributes to the overall crime reduction and reassurance agenda at area level through Divisional Community Safety Partnerships (DCSP).

2.2.7 The service produces a weekly CCTV report which is sent to Ward Members, Enforcement, ASBU, Area Management and West Yorkshire Police.

2.3 Role and Responsibilities of the Area Committee

2.3.1 Area Committees, where appropriate, have approved capital fund spending regarding the installation of public space surveillance CCTV cameras. The installation of such cameras can never be considered a stand alone option in the fight against crime and they must be considered as part of a local strategy to address crime and disorder and allaying the fear of crime. The installation

of CCTV systems is a long term investment which requires continued financial support in relation to the annual revenue costs..

2.3.2 Area Committees may wish to consider developing or enhancing CCTV coverage in specific areas to tackle crime and disorder, the service will provide details of the full cost of funding such projects when requested to do so and offer appropriate advice concerning such installation projects.

2.3.3 Area Committees via the Area Community Safety Co-Ordinator and Neighbourhood Policing Team Inspector, can request that the mobile vans be deployed in specific areas for crime prevention, crime detection, allaying the fear of crime and to combat anti-social behaviour or to take part in partnership initiatives.

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

2.4.1 The service is contributing to the delivery of Leeds Strategic Plan via

- Council Business Plan 2008-2011 (New Business Plan being undertaken)
- Area Delivery Plans
- Safer Leeds Annual Plan
- Divisional Community Safety Partnership Plans
- Safer Leeds Service Plan
- Crime & Disorder Act 1998

2.4.2 The service contributes to the delivery of other council departmental strategic plans such as ASBU, Enforcement, Peace and Emergency Planning, Land Drainage, Licensing, Security Services, Planning Department, Highways, ALMO's and Area Management.

2.4.3 Leeds City Council Community Safety CCTV now share the CCTV control room with METRO and have links with Bradford, Wakefield, Huddersfield and Calderdale local authorities and share images with the police, Enforcement, Urban Traffic Control, Land Drainage and Peace & Emergency Planning.

3.0 The Service at Area Committee level

3.1 Area Profile of the Service

3.1.1 All Departmental members of staff have been security vetted and the Department has been security accredited to utilise the police digital communication system known as Airwave. The ability to listen and react to police radio transmissions has proved to be effective in the fight against crime and anti-social behaviour.

3.1.2 Within the CCTV control room additional police equipment has been installed as part of the working partnership in crime prevention, detection and allaying the fear of crime such as Automatic Number Plate Recognition (ANPR).

3.1.3 The Department also has two mobile CCTV vans which are also fitted with ANPR equipment which are used in partnership working in conjunction with the police and other council enforcement services in identified locations throughout Leeds area.

3.2 Area based Service Priorities and contributions to the Area Committee's Area Delivery Plan for 2011 / 2012

3.2.1 Leeds City Council Community Safety CCTV camera operators have the ability to respond to record evidence at any incidents that the police have been informed about or where they are attending in areas where there are public space surveillance CCTV cameras as a result of monitoring the police digital communications system (Airwave). This allows evidence to be obtained as the incident is ongoing and images of the incident are also relayed to the police control room.

3.2.2 Using intelligence information there is also the ability to monitor identified areas via various formats;

- Crime Reduction Partnerships
- Residents Groups
- Community Groups
- Tasking meetings
- Vehicle Crime Sub Group
- Drugs and Robbery Sub Group
- Robbery Analysis Group
- Transit Robberies Group
- Acquisitive Serious Crime Group

3.3 Customer and community engagement

3.3.1 Strong partnership working underpins the activity of the Safer Leeds Partnership in making Leeds a safer place to live and work. Leeds City Council Community Safety CCTV is actively involved with all partners (internal and external) working together to prevent, detect and allay the fear of crime.

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

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

3.3.4 When seeking to fund a new CCTV installation or additional cameras, community consultation is undertaken to support the process. CCTV must be regarded as part of an overall strategy in the prevention and detection of

crime and allaying the fear of. It cannot be used as a stand alone tool, but one that complements activity of other agencies and the police.

3.3.5 Leeds City Council Community Safety CCTV Codes of Practice have been approved by the council Legal Services and are reviewed annually.

4.0 Performance Management and Reporting

4.1 Baseline Position and key targets for the Service

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

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

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

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

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

4.1.5 Leeds City Council Community Safety CCTV is a front line service which supports partners and contributes to these plans by providing evidenced based information to partners about the scale and nature of crime and disorder.

4.2 Other Outcomes for the Area Committee area

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

4.2.2 Mobile CCTV vans are deployed throughout the city on a daily basis working alongside Neighbourhood Policing Teams and staff are also given intelligence briefings about the areas of interest they are to patrol in the Leeds areas.

4.3 Reporting Arrangements

4.3.1 The service provides weekly reports to all relevant partners and every six months a report is now to be provided to all Area Committees.

5.0 Programme of Activities 2011 / 2012

5.1 The service provides a daily monitoring service of the public space surveillance cameras and the mobile vans are deployed within areas identified but the details of that deployment are dependent upon the intelligence information received on a daily basis.

6.0 Implications for Council Policy and Governance

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

7.0 Legal and Resource Implications

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

8.0 Equality Considerations

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

8.2 The Service Plan plays a key role in contributing to the delivery of the Equality and Diversity Strategy.

9.0 Any Other Considerations

9.1 Leeds City Council Community Safety CCTV services are strictly controlled under the Data Protection Act for the purpose of crime prevention, detection and allaying the fear of crime including environmental crime and cannot be used for any other purpose. The service presently acts as the council CCTV single point of contact for all matters pertaining to CCTV and all enquiries are directed to the CCTV Co-ordinator.

9.2 CCTV is an emotive issue; however the public of Leeds, on the whole, are supportive of the Council's use of this technology to reduce crime and the fear of crime. The cameras have a proven track record as a key strategy in crime prevention and detection and allaying the fear of crime.

- 9.3 The average cost for the installation of a single CCTV camera system costs in the region of £22,500 (Capital) and on average continuous annual revenue costs are £4,500 per year. Annual revenue costs cover the cost of the BT line rental, electrics, monitoring and maintenance of the system, but do not include any insurance for damage to the system e.g. motor vehicle collision or vandalism.

10.0 Conclusions

- 10.1 Community CCTV is a vital component of any crime prevention or reduction strategy. During 2010 to 2011 the police have requested evidence in relation to 3624 incidents and 1791 known arrests ranging from serious criminal offences such as murder, robbery and burglary to anti- social behaviour incidents.
- 10.2 Leeds City Council Community Safety CCTV provides very high quality images that are of excellent evidential quality.
- 10.3 The mobile vans have been involved in various joint multi agency operations and initiatives with the police and other enforcement agencies.
- 10.4 People have different views on the issue of the use of CCTV, but overall CCTV is popular with the public and its removal would be likely to cause a public and political backlash. In areas where public space surveillance CCTV cameras have been removed there is clear evidence to show that crime rates increase and often substantially in those particular areas.

11.0 Recommendations

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

Appendix 1

12. Financial Cost breakdown for East (Outer) Area Committee

12.1. The charges levied related to the Service Level Agreement between the East (Outer) Area Committee and Leeds City Council Community Safety CCTV where the Area Committee have funded the installation of public space surveillance cameras.

12.2 Please note that Annual revenue costs however does not include any insurance to cover the cost of damage to the camera system as a result of a collision by a motor vehicle or vandalism. Below is a table of the list of the public space surveillance cameras within the East (Outer) Area Committee and any re-charges to be raised for the financial year 2011 / 2012 by Community Safety CCTV.

Camera Location	Ward	Maintenance	Monitoring	Line Rental	Total revenue cost per camera
Church Street, Swillington.	Garforth & Swillington.	£500	£500		£1,000
Wakefield Road, Swillington.	Garforth & Swillington.	£500	£500		£1,000
Fiddlers Lane, Garforth	Garforth & Swillington.	£500	£500		£1,000
Chapel Lane, Garforth	Garforth & Swillington.	£500	£500		£1,000
High Street, Kippax	Kippax & Methley	£500	£500		£1,000
Crosshills, Kippax	Kippax & Methley	£500	£500		£1,000
Station Road, Cross Gates	Cross Gates & Whinmoor.	£500	£500	£560	£1,560
Austhorpe Road, Cross Gates	Cross Gates & Whinmoor.	£500	£500	£2,298	£3,298
Selby Road(1) Halton.	Temple Newsam.	£500	£500		£1,000
Selby Road(2) Halton.	Temple Newsam.	£500	£500		£1,000
Selby Road(3) Halton.	Temple Newsam.	£500	£500		£1,000

Total cost to be recharged £13,858

Appendix 2

13. Summary of incidents reported in the East (Outer) Area Committee

- 13.1. There have been a total of 11 arrests recorded on camera in the East (Outer) Area Committee Area in relation to offences of burglary, theft, assault and theft of motor vehicle.
- 13.2 CCTV footage has been used in 583 arrests within the North East Leeds Policing area for a variety of offences and evidence has been seized in relation to 1590 incidents in relation to crime.

Background Papers

There are no background papers



Originator: Sarn Warbis

Tel: 39 50908

Report of The Assistant Chief Executive (Planning, Policy and Improvement)

Outer East Area Committee

Date: 5th of July 2011

Subject: Area Committee Roles for 2011/12

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

Executive Summary

This report presents the Area Committee with a summary of their Area Functions and Priority Advisory Functions for 2011/12. The majority of functions delegated in 2010/11 remain unchanged. The exception to this is the delegation of environmental functions which is dealt with in a separate report to Area Committees.

1.0 Purpose Of This Report

1.1 To provide the Area Committee with a summary of the Area Functions and Priority Advisory Functions for 2011/12.

2.0 Background Information

2.1 In March 2011 the Executive Board agreed revisions to the Area Committee function schedules which included changes to the functions relating to Street Cleansing and Environmental Enforcement Services. These executive arrangements were subsequently approved by full council on 26th May 2011. The Area Functions are included in the Council's Constitution (Part 3, section 3C), these are updated annually and presented to each of the 10 Committees.

2.2 This report does not propose any changes to the Terms of Reference for Area Committees or to their relationship to the Executive Board and its Members for 2011/12.

3.0 Main Issues

- 3.1 In 2010/11 Area Committees and service managers across the Council, delivered a programme of local service delegations across a wide range of service areas. The implementation of these has been taking place throughout the year.
- 3.2 This report does not propose any significant alterations to the number or scope of Area Functions delegated to Area Committees in 2010/11. The Area Committee Functions and Priority Advisory Functions were approved by the Executive Board in June 2009, this approval was rolled forward to 2010/11 and is also being rolled forward to 2011/12 with amendments only to environmental delegations.
- 3.3 A summary of the delegated functions and priority advisory functions for Area Committees for 2011/12 can be found at appendix 1.
- 3.4 Detail of the delegated functions and priority advisory functions for Area Committees for 2011/12 can be found at appendix 2 and appendix 3.
- 3.5 Currently the operating context for the delegated functions is unclear. The Vision for Leeds will be launched this summer, the City Priority Plans are in development and it is not clear which indicators Leeds will report on to central government. Locality working operating arrangements are also evolving and therefore revisions may need to be made to the agreed function schedules during 2011/12.
- 3.6 In addition, in order to assess the effectiveness of Area functions, a review will be undertaken in 2011/12 involving Area Committee Members, the responsible Service function leads and Locality Teams.
- 3.7 The review will aim to identify progress to implement the functions; gain a better understanding in practical terms of how Area Committees can support service change and delivery at local level; gain an understanding of the challenges and opportunities they have encountered, and begin to understand how we can make the functions more realistic and deliverable moving forward. The review will also seek to identify further service areas where delegated powers could be assigned to the Area Committees in future.

4.0 Implications For Council Policy and Governance

- 4.1 The work described in this report and the recommendation fits with existing Council policy and governance arrangements. Area Committees' Executive Functions are exercised concurrently by Area Committees, the Executive Board and by Directors under the officer delegation scheme (executive functions).
- 4.2 Decisions taken by Area Committees, in relation to executive functions, remain subject to call in.
- 4.3 Officers will provide proper advice and support to Area Committees and their Chairs to ensure that delegated Executive Functions continue to be exercised in accordance with the Area Committee Procedure Rules.

5.0 Legal and resource implications

- 5.1 The budgets to deliver services included in the 2010/11 Area Functions, were agreed by Full Council on 23rd February 2011.
- 5.2 Any proposed changes to resources relating to Area Functions would need to be made in consultation with the relevant service Director/Chief Officer(s) and with the agreement of the Area Committee and Executive Board, where appropriate.
- 5.3 There are no new resource or legal implications arising from the proposed extended priority advisory functions of the Area Committees.

6.0 Conclusions

- 6.1 In March 2011 the Executive Board agreed revisions to the Area Committee function schedules which included changes to the functions relating to Street Cleansing and Environmental Enforcement Services. These executive arrangements were subsequently approved by full council on 26th May 2011. The Area Functions are included in the Council's Constitution (Part 3, section 3C), these are updated annually and presented to each of the 10 Committees.
- 6.2 Other than those relating to environmental services there are no significant changes proposed to the Area Functions delegated to Area Committees in 2010/11.
- 6.3 In order to assess the effectiveness of Area functions, a review will be undertaken in 2011/12 involving Area Committee Members, the responsible Service function leads and Area Teams.

7.0 Recommendations

- 7.1 Outer East Area Committee is asked to note:
 - 7.1.1 The summary of the approved area functions and designated priority functions for 2011/12 which are appended to this report.

List of Background Documents:

Area Committees Terms of Reference
Council Constitution
Delegation of Executive Functions in Relation to Street Scene Management to Area Committees' Executive Board 30th March 2011.

'Delegation of Environmental Services' Area Committee January/February 2011

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Well-Being Schedule	
Function	
To promote and improve the economic, social and environmental well-being of the Committee's area.	To take decisions about, and monitor activity relating to the use of the annual capital and revenue allocation to each Committee.

Area Functions Schedule	
Function	
Community Centres	<p>In relation to each community centre identified by the Director of Environment and Neighbourhoods as within the Committee's area, to:</p> <ul style="list-style-type: none"> • oversee controllable revenue budgets, operational arrangements and the use of the centres; • agree and implement a schedule of charges and discounts for directly managed centres; • make asset management and investment proposals to ensure the portfolio is sustainable and meets local needs.
CCTV	To maintain an overview of the service in the Committee's area and receive regular information about it.
Neighbourhood Management Co-ordination	<p>In relation to the Committee's area:</p> <ul style="list-style-type: none"> • to agree priority neighbourhoods (through the approval of the Area Delivery Plan); and • to agree and monitor Neighbourhood Improvement Plans for the Committee's area.
Street Cleansing & Environmental Enforcement Services:	To develop and approve annual Service Level Agreements to achieve as a minimum, the service standards set by Executive Board. Via the Service Level Agreement, to determine the principles of deployment of the available resources by:
<ul style="list-style-type: none"> • Litter bin emptying • litter picking and associated works • Street sweeping and associated works 	

<ul style="list-style-type: none"> • Leaf clearing • Dog Controls (fouling, straying, dogs on leads, dog exclusions) • Fly tipping enforcement • Enforcement of domestic & commercial waste issues • Litter-related enforcement work • Enforcement on abandoned & nuisance vehicles • Overgrown vegetation • Highways enforcement (placards on streets, A boards, cleanliness) • Graffiti enforcement work • Proactive local environmental promotions 	<ul style="list-style-type: none"> • the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered) • The agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality. <p>To be responsible for monitoring and reviewing the delegated activities in relation to the service outcomes specified in the SLA.</p> <p>To be responsible for negotiating amendments to the SLA with service providers to accommodate unforeseen events or patterns of service failure, during the course of theSLA.</p>
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Priority Advisory Functions

Role	Summary
Community Engagement	Each Committee will agree a local community engagement plan based on an agreed template to ensure consistency across the city. Information on how Area Committees have delivered on their community engagement plans, will be included in an annual report to the Executive Board, which outlines achievements from the previous year to deliver the Area Delivery Plans, and future priorities.
Community Greenspace	<p>This covers 73 community parks vested with the Parks and Countryside Service. These include a wide variety of recreation facilities, sports pitches, play areas, formal and informal horticultural features.</p> <p>Area Committees will influence the development and use of community parks and be consulted about proposals for the development and use of them, for example proposals for refurbishment and installation of new play equipment.</p>
PCSOs, Neighbourhood Policing Teams and Multi Agency Crime and Grime Operations	This covers the deployment of PCSOs, the work of Neighbourhood Policing Teams (which are now aligned to ward and Area Committee boundaries) and multi agency crime and grime initiatives to tackle local priorities and hot spots. The arrangements enable staff to work more closely together on the ground and improve consultation with and reporting arrangements to the Area Committees.
Highways Maintenance	Area Committees will be asked to comment on annual and forward programme of planned maintenance of local roads, on traffic management proposals affecting local roads and minor maintenance schemes to keep highway safe.
Local Children and Young People Plans	<p>Area Committees will continue to influence the strategic direction of actions within the area delivery plan in relation to the 5 Every Child Matters outcomes and local need.</p> <p>The committees will have a local democratic oversight, demonstrated by endorsing the plan and local priorities identified within it. Committees will have a monitoring function, ensuring the 5 Every Child Matters outcomes and the improved integration of children's services are embedded as part of the delivery objectives of the Children Leeds Area</p>

	Partnership expressed through Area Delivery plans and extended service cluster plans.
Health and Well Being. (including Adult Social Care)	As part of their responsibility to promote local well being, Area Committees have an important role in helping to improve health and tackling health inequalities by ensuring coordinated and focused activity across Council services and with key partners such as the Leeds PCT at the local level. Adult Services and the PCT are organising their resources to work more effectively at a local level helping Area Committees through regular reporting arrangements to influence local priorities and action, and monitor the health and well-being targets linked to the Leeds Strategic Plan.
Area Based Regeneration Schemes and Town and District Centre Projects	Also consistent with the promotion of well-being, Area Committees will have a role in relation to influencing, assisting and endorsing key aspect of area based regeneration schemes and town and district centre projects. They will be supported in this by officers in the Regeneration Service.
Conservation Area Reviews	This function covers a programme of reviews in 17 designated conservation areas commencing 2008/09 – to 2010/11. In each case to assess its special character, to propose any changes to its boundary and to make proposals for its management. Area Committees agreed reviews in these areas and ward members have been directly involved in consultation work.
Advertising on Lampposts	<p>Function is suspended until April 2012</p> <p>The council had agreed a 15 year contract for the installation of advertising on lamp posts in 2008. A 20% share of the income generated from this contract was due to come back to Area Committees to support local priorities. However, in February 2009 the company awarded the contract went in to administration. During the liquidation process, the hoardings on lamp posts were sold to a new company, City-ads Leeds, who will operate a much reduced service on an interim basis until a more permanent arrangement is put in place.</p> <p>A new company to deliver this contract was due to be selected through a competitive tender process, with the contract commencing around December 2011. The delay in tendering for the renewal of the contract is to enable the advertising market to recover from the</p>

	<p>economic downturn and thereby yield the Council (and Area Committees) with the best possible financial return.</p> <p>City-ads is a fledgling business, aspiring to build their advertising portfolio against an extremely difficult economic backdrop for the industry. An income share arrangement has been agreed but the returns are not expected to be significant. Initial indications are that the Council will receive around £300 per quarter, rising to around £1,000 per quarter as the business grows over the next 12months.</p> <p>It was therefore agreed that this function is suspended until April 2012 when a new contractor has been agreed, as the administrative costs of dividing the limited income that will be received to each of the 10 committees, is highly likely to outweigh the actual return that each committee will receive.</p>
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Area Committee Roles for 2011/12

Area Functions

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

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



Area Functions Information – 2011/12

Area Well Being Budgets	Pages 3 - 6
Community Centres	Pages 7 - 12
CCTV	Pages 13 - 18
Neighbourhood Management Co-ordination	Pages 19 – 21
Street Cleansing & Environmental Enforcement Services	Pages 22 - 22

Area Functions Information – 2011 / 12

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

OUTCOMES AND PERFORMANCE INFORMATION
<p>LINK TO LEEDS STRATEGIC PLAN OUTCOMES:</p> <p>Area Delivery Plans cover local priorities for well being spend and these are linked to the Leeds Strategic Plan outcomes and improvement priorities.</p> <p>The specific indicators that relate to this function are currently unclear because the operating context is in transition :</p> <ul style="list-style-type: none"> ▪ the Vision for Leeds is about to be launched ▪ the City Priority Plans are in development ▪ it is not clear which indicators Leeds will report on to Central Government ▪ the new Locality Working operating arrangements and focus are just evolving ▪ it is clear that the Function Schedules need to be reviewed and redrafted to reflect the new priorities and operating arrangements <p>It is therefore proposed that when the Function Schedules have been reviewed and redrafted appropriate indicators will be identified and included.</p>

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

MANAGEMENT AND CO-ORDINATION				
PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12:				
TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:				
<table border="1"> <tr> <td>Centrally Managed Service With Management Contacts for Each Area</td> <td></td> </tr> <tr> <td>Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination</td> <td>Area Management Teams provide support to enable effective administration of well being budgets in each area. Some central technical support /co-ordination particularly in relation to financial management.</td> </tr> </table>	Centrally Managed Service With Management Contacts for Each Area		Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Area Management Teams provide support to enable effective administration of well being budgets in each area. Some central technical support /co-ordination particularly in relation to financial management.
Centrally Managed Service With Management Contacts for Each Area				
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Area Management Teams provide support to enable effective administration of well being budgets in each area. Some central technical support /co-ordination particularly in relation to financial management.			
LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:				
<p>Council Constitution Local Government Act 2000 Area Delivery Plans</p>				

HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES

Citywide Budget For Service / Function 2011 / 12

	£000s
Net Revenue Budget	2,794
Net Capital Budget unallocated	190

Key Funding Sources		
Funding Provider	£000s	%
LCC:		
Revenue Base	1,797	
Capital Base	0	
Unallocated Revenue carried forward from 10/11	997	
Unallocated Capital carried forward from 10/11	190	
Net Budget 2011/12	2,984	

DESCRIPTION OF WHAT THE BUDGET REPRESENTS:

Revenue and Capital allocations to the Area Committees.

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

Formula revised in 2010/11, formula based on population and deprivation in each area.

REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:

Based on formula agreed by Executive Board.

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

Reflects population and deprivation characteristics of different areas.

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

		City Wide	East		North East		North West		South		West	
			Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
Net Revenue Budget	Base budget for 11/12	1,796,570	261,760	185,220	161,810	112,000	215,580	160,940	224,520	183,790	136,710	154,240
	Carry forward from 10/11	1,017,071	118,892	75,699	110,335	85,461	17,310	251,402	175,708	30,459	32,911	118,894
	Total available to allocate 11/12	2,813,641	380,652	260,919	272,145	197,461	232,890	412,342	400,228	214,249	169,621	273,134
Net Capital Budget	Base budget for 11/12	0	0	0	0	0	0	0	0	0	0	0
	Unallocated carry forward from 10/11	191,300	0	0	0	0	26,400	79,700	0	72,200	200	12,800
	Total available to allocate 11/12	191,300	0	0	0	0	26,400	79,700	0	72,200	200	12,800

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Notes:

- The revenue well being base budget allocation reflects a 0% inflationary uplift on last year's figures
- 'Carry forward from 10/11' represents the balance of what was not actually spent in 10/11. In some cases Area Committees may have already made allocations against this amount and spend will take place in 11/12.
- The 'total available to allocate' revenue figures represent the amounts for Area Committees to allocate to local priorities over the course of the year (assuming that none of the carry forward amount is already allocated). As in previous years, it is assumed that not all the allocation will be actually spent within the financial year. For budget management purposes it is assumed that £250k will be carried forward into the next financial year. This will be monitored by Officers in Environment and Neighbourhoods over the course of the year
- The ACW capital programme has no base budget in 2011/12 and the remaining funding still to allocate is £191,300.
- The value of schemes which are committed but have remaining funding on them amount to £816K. Approximately 82 schemes.

Area Functions Information – 2011/12

FUNCTION:	Community Centres
DESCRIPTION	
HEADLINE INFORMATION:	
<p>Responsibility for a portfolio of community centres vested with Regeneration Service. This covers overseeing revenue budgets, operational arrangements and the use of the centres, agreeing and implementing a schedule of charges and discounts for directly managed centres and making asset management and investment proposals to ensure the portfolio is sustainable and meets local needs.</p>	
OVERVIEW OF RESOURCES:	
<p>71 community centres city wide of which 47 are directly managed, four of which are closed, and 24 leased to a third party organisation, one of which is closed. Managed by Regeneration Service Caretaking, lettings, surveying and maintenance provided by Corporate Property Management Service Cleaning provided by Building Agency (Property Maintenance)</p>	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:	
<p>List of centres and management arrangements with data sheets and budget information, Lettings and Pricing policy.</p>	
EXECUTIVE MEMBER:	
<p>Cllr Peter Gruen</p>	
RESPONSIBLE OFFICERS:	
<p>DIRECTOR: Neil Evans CHIEF OFFICER: Bridget Emery LEAD OFFICER FOR FUNCTION SCHEDULE: Trudie Canavan</p>	

OUTCOMES AND PERFORMANCE INFORMATION
<p>LINK TO LEEDS STRATEGIC PLAN OUTCOMES:</p> <p>Harmonious Communities</p> <p>The specific indicators that relate to this function are currently unclear because the operating context is in transition :</p> <ul style="list-style-type: none"> ▪ the Vision for Leeds is about to be launched ▪ the City Priority Plans are in development ▪ it is not clear which indicators Leeds will report on to Central Government ▪ the new Locality Working operating arrangements and focus are just evolving ▪ it is clear that the Function Schedules need to be reviewed and redrafted to reflect the new priorities and operating arrangements <p>It is therefore proposed that when the Function Schedules have been reviewed and redrafted appropriate indicators will be identified and included.</p>
<p>IMPROVEMENT PRIORITIES:</p> <p>HM-1a An increased number of local people engaged in activities to meet community needs and improve the quality of life for local residents</p> <p>HM-1b An increase in the number of local people that are empowered to have a greater voice and influence over local decision making and a greater role in public service delivery</p> <p>HM-2a Enable a robust and vibrant voluntary, community and faith sector to facilitate community activity and directly deliver services</p> <p>HM-2b An increased sense of belonging and pride in local neighbourhoods that help to build cohesive communities</p>
<p>GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:</p> <p>(E.g. SOA, ward, quarterly, yearly)</p> <p>Annual survey – resident perception of neighbourhood and local facilities</p> <p>Data sheets for each centre updated at least annually</p>

GOVERNANCE
<p>DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:</p> <p>This covers maintaining an overview of controllable revenue budgets, operational arrangements and the use of the centres, agreeing and implementing a schedule of charges and discounts for directly managed centres and developing asset management and investment proposals to a range of funding sources to ensure the portfolio is sustainable and meets local needs.</p> <p>PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:</p>

Ward members are involved in discussions about significant changes to particular centres. Proposals on significant issues which affect one or more centres in a Committee's portfolio are then subject to a report to the Area Committee. Some Area Committees have established sub-groups, where more detailed discussions on the management of the local portfolio can take place.

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

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

Mid year and year end update on portfolio and controllable budgets.
Reports as required on key issues affecting centres in the committee's area.

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12:

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

Centrally Managed Service With Management Contacts for Each Area	
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Facilities Management (caretaking, maintenance, lettings) is provided by a central team in Corporate Property Management. Cleaning is provided by Building Agency (Property Maintenance) Co-ordination, technical support and budget management is provided by a central team in Regeneration. Local support, management of day to day issues, development of proposals and consultation is undertaken by staff in each of the Area Management Teams.

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

Facilities Management staff ensure that relevant legislation is followed when operating and maintaining public buildings.
Corporate and Service Asset Management Plans

LINKS TO OTHER CITY COUNCIL SERVICES:

Community space in other council buildings complements the space available in community centres.
A range of other Council services – Children's Services, Adult Social Care, Jobs and Skills deliver activity and/or occupy office space within community centres.

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Support the delivery of a number of community based services provided by the council and other partners, this includes a number of schools.

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

ANY KEY CURRENT / FUTURE ISSUES FOR AREA COMMITTEE TO BE AWARE OF REGARDING SERVICE / FUNCTION
Lettings and Pricing Policy to be reviewed during 11-12. Budget detail is complicated and some elements have a time lag e.g. utilities costs therefore caution is required when looking at budget information at any point in time. Corporate Property Management are responsible for repairs and maintenance of buildings and securing funding to address backlog maintenance.

HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES

Citywide Budget For Service / FUNCTION IN 2011 / 12:	
	£000s
Net Revenue Budget	£3,156
Net Capital Budget	

Key Funding Sources		
Funding Provider	£000s	%
LCC	3665	116.1%
Income from Charges		
LCC – other Council Services	-161	-5.1%
External bookings and office use	-209	-6.6%
Net Operational Costs	3295	104.4%
Other(Non Operational Centres & Overhead)	-139	-4.4%
Other		
Net Budget	3,156	100.0%

DESCRIPTION OF WHAT THE BUDGET REPRESENTS:

Revenue costs associated with the operation of the community centres.

DETAIL OF ANY NON CONTROLLABLE ELEMENTS:

Provision of insurance cover and liability
Non-controllable capital asset charges
The CPM management charge consists of a fixed annual fee
NNDR
These elements cannot be effectively monitored or controlled at an area level.

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

Budgets apportioned based on actual revenue figures for centres in each area, based on the previous years running costs. These are adjusted through the budget setting process to account for changes in the portfolio and operating costs of each centre.

The CPM management charge is allocated to community centres as a 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.

A backlog maintenance budget has been established for all Council assets. This budget is prioritised according to individual service requirements and local needs. Area Committees should ensure that backlog maintenance issues are prioritised locally and fed through to CPM through existing procedures.

REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:

Suits this function and allows monitoring of costs for individual centres.

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

Budgets for each centre depends on size, usage and income. There are therefore significant variations between budgets from centre to centre.

Time lag in receiving meaningful information on budgets centres by centre due to nature of charges (e.g. utility bills) and income.

Seasonal fluctuations affect budgets e.g. utility costs higher in second part of year.

AREA COMMITTEE BREAKDOWN – Community Centres

		City Wide	East		North East		North West		South		West	
		Total	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
Resource Availability												
Community Centres	Directly Managed	47	11	7	2	3	3	3	6	8	1	3
	Managed by Community Orgs.	24	1	5	1	1	3	2	2	5	3	1
Net Revenue Budget	Net Budget for 11/12	3,295,090	923,580	325,980	225,370	84,480	337,040	391,130	246,690	607,320	81,160	72,340
	Mid year progress											
	Year end outcome											

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Notes: 1 Covers centres in the Regeneration service portfolio as of 1st May 2010.
The six closed centres are due to be demolished or sold in 11-12.

Area Functions Information – 2011/12

FUNCTION:

CCTV

HEADLINE INFORMATION:

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

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

OVERVIEW OF RESOURCES:

25 CCTV operators are employed to carry out the 24/7 operations. There are currently 239 Public Space CCTV cameras across the city. 'Leedswatch' also have a sharing agreement with Urban Traffic Control (UTC) who can utilise the 'Leedswatch' cameras for highways related matters and likewise 'Leedswatch' can utilise the UTC cameras in relation to the reducing the fear of crime by facilitating the apprehension and prosecution of offenders and assisting in preventing and aiding detection of crime. Cameras and the majority of costs are related to fixed cameras and staffing.

TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:

'Leedswatch' produce a weekly CCTV report which is sent out to Ward Members, Enforcement, ASBU, Area Management and West Yorkshire Police. The service has now recently due to European legislation upgraded from an analogue recording system to a digital recording system. Approval has also been given to enter into a partnership with Leeds Passenger Transport Executive (METRO) and 'Leedswatch' and METRO share the CCTV control room facility.

EXECUTIVE MEMBER:

Councillor Peter Gruen

RESPONSIBLE OFFICERS:

DIRECTOR: Neil Evans

CHIEF OFFICER: Simon Whitehead

LEAD OFFICER FOR FUNCTION SCHEDULE: Wayne Clamp

OUTCOMES AND PERFORMANCE INFORMATION

LINK TO LEEDS STRATEGIC PLAN OUTCOMES:

Environment

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

Thriving Places

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

Harmonious Communities

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

The specific indicators that relate to this function are currently unclear because the operating context is in transition :

- the Vision for Leeds is about to be launched
- the City Priority Plans are in development
- it is not clear which indicators Leeds will report on to Central Government
- the new Locality Working operating arrangements and focus are just evolving
- it is clear that the Function Schedules need to be reviewed and redrafted to reflect the new priorities and operating arrangements

It is therefore proposed that when the Function Schedules have been reviewed and redrafted appropriate indicators will be identified and included.

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

GOVERNANCE

DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

Public Space surveillance CCTV has to comply with Human Rights Legislation, Data Protection Act and the Private Security Industries Act 2001 which requires all 'Leedswatch' CCTV operators must be Security Industry Authority (SIA) trained and Licensed. All operators must also comply with the Leedswatch Codes of Practice.

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

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

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

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

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

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

Formal reports are provided to Area Management on a 6 monthly basis.

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12:

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Crime and Disorder Reduction Partnership – Safer Leeds Executive and Safer Leeds Board.

GOYH – Home Office

Leedswatch have CCTV links to METRO, Bradford, Wakefield, Huddersfield and Calderdale Local Authorities and share images with Urban Traffic Control, Land Drainage and Peace and Emergency Planning.

CONTRACT / COMMISSIONING

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

Leedswatch have SLA's in place for all CCTV installations within Area Management, ALMO's, West Yorkshire Police.

A 5yr BT Contract for CCTV Fibre Provision.

A CCTV Contract expandable up to a maximum of 4 yrs for CCTV Installations and Maintenance expires in October 2011 and the procurement of a new contract has commenced.

HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES

Citywide Budget For Service / Function 2011 / 12

	£000s
Net Revenue Budget	1,368
Net Capital Budget	

Key Funding Sources		
Funding Provider	£000s	%
LCC	1,176	86%
LPSA Reward Fund	192	
Net Budget	1,368	

DESCRIPTION OF WHAT THE BUDGET REPRESENTS:

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

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

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

REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:

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

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

AREA COMMITTEE BREAKDOWN – CCTV

		City Wide	East		North East		North West		South		West	
			Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
Resource Availability												
Number of cameras		129	5	2	19	4	11	0	75	7	4	2
Net Revenue Budget	Budget for 11/12	1,367,590	53,000	22,640	202,460	45,240	116,670		790,120	73,430	42,290	21,940
	Mid year progress											
	Year end outcome											

Notes:

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

Area Functions Information – 2011/12

FUNCTION:	Neighbourhood Management Co-ordination
DESCRIPTION	
HEADLINE INFORMATION: Identification of priority neighbourhoods across Leeds that require more intensive resources to drive service improvements and better local outcomes. This includes improving the co-ordination of key services across the council and local partners and piloting new ways of working.	
OVERVIEW OF RESOURCES: Neighbourhood Improvement Plans cover dedicated resources for neighbourhood management work as agreed by the Area Committees together with any partner agency contributions and/or dedicated funding from any other source.	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL: Priority neighbourhoods agreed through Area Delivery Plans. Neighbourhood Improvement Plans for each individual area to be agreed and monitored by Area Committee. Area Committees to give thematic approval of any locally available budgets for neighbourhood improvement work.	
EXECUTIVE MEMBER: Councillor Peter Gruen	
RESPONSIBLE OFFICERS: DIRECTOR: James Rogers CHIEF OFFICER: Kathy Kudelnitzky LEAD OFFICER FOR FUNCTION SCHEDULE: Beth Logan	

OUTCOMES AND PERFORMANCE INFORMATION
<p>LINK TO LEEDS STRATEGIC PLAN OUTCOMES:</p> <p>The specific indicators that relate to this function are currently unclear because the operating context is in transition :</p> <ul style="list-style-type: none"> ▪ the Vision for Leeds is about to be launched ▪ the City Priority Plans are in development ▪ it is not clear which indicators Leeds will report on to Central Government ▪ the new Locality Working operating arrangements and focus are just evolving ▪ it is clear that the Function Schedules need to be reviewed and redrafted to reflect the new priorities and operating arrangements <p>It is therefore proposed that when the Function Schedules have been reviewed and redrafted appropriate indicators will be identified and included.</p>
<p>GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:</p> <p>Quarterly progress and monitoring reports to be collated by service. Annual report to be produced for Area Committee Members.</p>

GOVERNANCE
<p>DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:</p> <p>Area Committees will oversee all neighbourhood management programmes in their area. This covers a responsibility for approving areas to be included in Area Delivery Plan, approving Neighbourhood Improvement Plans, monitoring progress annually and agreeing thematic priorities for any locally available funding.</p>

MANAGEMENT AND CO-ORDINATION				
<p>PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12:</p> <p>TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:</p> <table border="1"> <tr> <td>Centrally Managed Service With Management Contacts for Each Area</td> <td></td> </tr> <tr> <td>Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination</td> <td>Directly through or in partnership with Area Management Teams. Centrally based team in Regeneration Service provides support, co-ordination and policy development.</td> </tr> </table> <p>LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:</p> <p>Local Government White Paper Local Government Act 2000 – well being powers Sustainable Communities Five Year Plan (2005) Leeds Strategic Plan LCC Business Plan</p>	Centrally Managed Service With Management Contacts for Each Area		Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Directly through or in partnership with Area Management Teams. Centrally based team in Regeneration Service provides support, co-ordination and policy development.
Centrally Managed Service With Management Contacts for Each Area				
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Directly through or in partnership with Area Management Teams. Centrally based team in Regeneration Service provides support, co-ordination and policy development.			

LINKS TO OTHER SERVICES:

Links to range of council and partner services, particularly environmental, community safety, health, youth, jobs and skills.

ANY KEY CURRENT / FUTURE ISSUES FOR AREA COMMITTEE TO BE AWARE OF REGARDING SERVICE / FUNCTION**HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES****Citywide Budget For Service / Function 2011 / 12****£000s****Net Revenue Budget****0****Net Capital Budget****0****Key Funding Sources****£000s****%**

Area Functions Information – 2011/12

FUNCTION:	Street Cleansing & Environmental Enforcement Services
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The Street Cleansing & Environmental Services delegation is under review with service level agreements due to go to Area Committee meetings in the September cycle.

Below is the summary schedule as agreed by Executive board on 30th March 2011 and approved by full council on 26th May 2011.

<p>Street Cleansing & Environmental Enforcement Services:</p> <ul style="list-style-type: none"> • Litter bin emptying • litter picking and associated works • Street sweeping and associated works • Leaf clearing • Dog Controls (fouling, straying, dogs on leads, dog exclusions) • Fly tipping enforcement • Enforcement of domestic & commercial waste issues • Litter-related enforcement work • Enforcement on abandoned & nuisance vehicles • Overgrown vegetation • Highways enforcement (placards on streets, A boards, cleanliness) • Graffiti enforcement work • Proactive local environmental promotions 	<p>To develop and approve annual Service Level Agreements to achieve as a minimum, the service standards set by Executive Board. Via the Service Level Agreement, to determine the principles of deployment of the available resources by:</p> <ul style="list-style-type: none"> • the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered) • The agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality. <p>To be responsible for monitoring and reviewing the delegated activities in relation to the service outcomes specified in the SLA.</p> <p>To be responsible for negotiating amendments to the SLA with service providers to accommodate unforeseen events or patterns of service failure, during the course of the SLA.</p>
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Area Committee Roles for 2011/12

Priority Advisory Functions

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

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



Other Area Committee Roles – 2010/11

Community Engagement	Pages 3 - 6
Community Greenspace	Pages 7 - 10
PCSOs, Neighbourhood Policing Teams and Multi Agency Crime and Grime Operations	Pages 11 - 16
Highways Maintenance	Pages 17 – 19
Local Children and Young People Plans	Pages 20 – 25
Health and Wellbeing (Including Adult Social Care)	Pages 26 – 29
Conservation Area Reviews	Pages 30 – 34
Area Based Regeneration Schemes and Town and District Centre Projects	Pages 35 – 38
Advertising on Lampposts	Pages 39 – 39

Area Committee Roles – 2011/12

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

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

Harmonious Communities

IMPROVEMENT PRIORITIES:

The specific indicators that relate to this function are currently unclear because the operating context is in transition :

- the Vision for Leeds is about to be launched
- the City Priority Plans are in development
- it is not clear which indicators Leeds will report on to Central Government
- the new Locality Working operating arrangements and focus are just evolving
- it is clear that the Function Schedules need to be reviewed and redrafted to reflect the new priorities and operating arrangements

It is therefore proposed that when the Function Schedules have been reviewed and redrafted appropriate indicators will be identified and included.

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

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

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

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

Annual report to Area Committees.

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

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

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

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

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

Area Committees to agree plan and consider annual report.

Ward Members directly involved in ward/neighbourhood based activities.

HOW / WHEN WOULD THE FUNCTION REPORT TO AREA COMMITTEES:

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

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

Other specific reports/updates as required during the year.

MANAGEMENT AND CO-ORDINATION

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Key partners are Voluntary Community and Faith Sector, WY Police and NHS Leeds.

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

It is proposed that Area Function schedule is reviewed as part of a wider review of Area Committee delegations.

The operating context is currently undergoing a significant transition.

- The City Priority Plans are in development
- The Locality Working arrangements are evolving
- The local and national strategic context for the delivery of this area of work is changing, as new strategies are expected from Central Government and locally the political leadership have to determine their approach to existing Government requirements.

In this context it is clear that the Area Function Schedules should be reviewed. It is proposed that this should happen over the next few months as part of wider review of Area Committee delegated functions.

New Function Schedules will then be agreed which reflect national and local priorities, current operating context and Members understanding and priorities.

Corporate Priority Plans and Government emphasis on Empowerment – White Paper Summer 08

Participatory Budgeting work currently underway in two areas of Leeds (Inner West, Outer South).

BUDGET / RESOURCES INFORMATION

Area Committees and partners allocate specific budgets and staff resources for community engagement activity.

Area Management Teams seek partner contributions to local engagement activities.

Area Committee Roles – 2011/12

FUNCTION:	Community Greenspace
DESCRIPTION	
HEADLINE INFORMATION:	
<p>Community parks vested with the Parks and Countryside Service. These include a wide variety of recreation facilities, sports pitches, play areas, formal and informal horticultural features, etc.</p>	
OVERVIEW OF RESOURCES:	
<p>Community parks are managed and maintained by the Parks and Countryside service.</p>	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:	
<p>Leeds Quality Park (LQP) assessments for assessed sites Residents' perception information from Satisfaction Surveys (2006, 2009) A perspective on the 600 community events each year, along with the 50 volunteer groups affiliated with parks and green space and an equal number of 'in bloom' groups. The multi-skilled role of site based gardeners in acting as a positive presence and point of liaison with the local community. This is in addition to dealing with routine maintenance and issues as they arise, and assisting colleagues in other parks and green spaces across the city. A perspective on any developments that have taken place or are planned, along with future investment requirements.</p>	
EXECUTIVE MEMBER:	
<p>Cllr Adam Ogilvie – Leisure</p>	
RESPONSIBLE OFFICERS:	
<p>DIRECTOR: Martin Farrington CHIEF OFFICER: Richard Mond LEAD OFFICER FOR FUNCTION SCHEDULE: Mike Kinnaird</p>	

OUTCOMES AND PERFORMANCE INFORMATION

LINK TO LEEDS STRATEGIC PLAN OUTCOMES:

This service has direct and indirect links to a number of strategic plan outcomes outlined in the service plan.

The specific indicators that relate to this function are currently unclear because the operating context is in transition :

- the Vision for Leeds is about to be launched
- the City Priority Plans are in development
- it is not clear which indicators Leeds will report on to Central Government
- the new Locality Working operating arrangements and focus are just evolving
- it is clear that the Function Schedules need to be reviewed and redrafted to reflect the new priorities and operating arrangements

It is therefore proposed that when the Function Schedules have been reviewed and redrafted appropriate indicators will be identified and included.

IMPROVEMENT PRIORITIES:

The Parks and Green Space Strategy has a priority to attain Green Flag standard for all community parks by 2020. The £3.7 million parks renaissance programme has had significant impact on delivering improvements to community parks. However, less than a third of the city's community parks were included in this programme and work is ongoing to identify the funding requirement to bring all community parks to the minimum acceptable standard identified within the Green Flag criteria.

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

GOVERNANCE

DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

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

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

Ward members (and community groups) are consulted about proposals for the development and use of community parks, for example proposals for refurbishment, installation of new play equipment, etc. Ward members often chair or attend 'friends of groups or 'in-bloom' groups.

Area Committee involvement sought where proposals impact on more than one site within a Committee's portfolio.

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

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

Ward members are involved in discussions about the development and use of community parks.

Proposals on significant issues which affect one or more community parks in a Committee's portfolio are also subject to a report to the Area Committee.

Annual update/progress report to Area Committees.

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12 :

The management of community parks is focussed on encouraging participation and community use of facilities along with promoting opportunities for volunteering. Operational management of day to day issues (user liaison, horticultural work, and general maintenance etc.) is provided by site based teams in Parks and Countryside. These teams are supported by the professional services of a central workshop, countryside rangers, event co-ordination team, public rights of way team, horticultural nursery, forestry team, and training section (amongst others).

The service maintains a flexible approach to deploy resources and expertise across the city as and when required to meet operational requirements and budget targets as well as to ensure the successful completion of projects.

Development of proposals and consultation is undertaken by technical team who undertake co-ordination, operational support and budget management.

A report that provides an overview of the service, sets out some of the challenges faced along with key performance management initiatives will be presented to Area Committees in summer 2011. The report will aim to continue the positive 'way forward' for delivering the extended role of the Area Committee ensuring that the benefits of this approach are secured. In particular the reports set out at an area level progress made in attaining Leeds Quality Park standard for community parks. It will also set out investment need for playing pitches and fixed play along with progress made in this regard.

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Police
NHS Leeds

CONTRACT / COMMISSIONING

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

Concessions (e.g. ice cream, hot food, etc.)
Specialised play installation services as and when required.

Area Committee Roles – 2011/12

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

OUTCOMES AND PERFORMANCE INFORMATION

LINK TO LEEDS STRATEGIC PLAN OUTCOMES:

Environment

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

Thriving Places

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

Harmonious Communities

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

The specific indicators that relate to this function are currently unclear because the operating context is in transition :

- the Vision for Leeds is about to be launched
- the City Priority Plans are in development
- it is not clear which indicators Leeds will report on to Central Government
- the new Locality Working operating arrangements and focus are just evolving
- it is clear that the Function Schedules need to be reviewed and redrafted to reflect the new priorities and operating arrangements

It is therefore proposed that when the Function Schedules have been reviewed and redrafted appropriate indicators will be identified and included.

IMPROVEMENT PRIORITIES:

Environment

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

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

Thriving Places

Create safer environments by tackling crime.

Reduce offending by managing offending behaviour better.

Improve lives by reducing the harm caused by substance misuse.

Reduced bullying and harassment.

Harmonious Communities

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

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

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

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

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

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

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

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

Annual themed Community Safety Area Committee Report

MANAGEMENT AND CO-ORDINATION**PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12:****TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

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

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

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

The specific indicators that relate to this function are currently unclear because the operating context is in transition :

- the Vision for Leeds is about to be launched
- the City Priority Plans are in development
- it is not clear which indicators Leeds will report on to Central Government
- the new Locality Working operating arrangements and focus are just evolving
- it is clear that the Function Schedules need to be reviewed and redrafted to reflect the new priorities and operating arrangements

It is therefore proposed that when the Function Schedules have been reviewed and redrafted appropriate indicators will be identified and included.

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Crime and Disorder Reduction Partnership

GOYH – Home Office

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

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

Organisations, Youth Offending Teams, Enforcement Area Action Teams, Youth

Services, Anti Social Behaviour Unit

CONTRACT / COMMISSIONING

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

The deployment of match funded PCSOs is subject to an annually agreed Contract between Leeds City Council and West Yorkshire Police effective until 31st March 2012.

HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES**Citywide Budget For Service / Function 2011/12****£000s****Net Revenue Budget****1,516****Net Capital Budget****Key Funding Sources**

Funding Provider	£000s	%
LCC	1,516	100
Net Budget	1,516	

DESCRIPTION OF WHAT THE BUDGET REPRESENTS:**DESCRIPTION OF THE FORMULA USED FOR APPORTIONING BUDGET ACROSS DIFFERENT AREAS:****REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:**

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

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

AREA COMMITTEE BREAKDOWN – PCSOs

		City Wide	East		North East		North West		South		West	
			Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
Resource Availability												
Number of PCSO		170	20	20	15	15	19	20	15	20	11	15
Net Revenue Budget	Budget for 2011/12	1,515,920	178,344	178,344	133,758	133,758	169,426	178,344	133,758	178,344	98,089	133,758
	Mid year progress											
	Year end outcome											

Area Committee Roles – 2011/12

FUNCTION:	Highways Maintenance
DESCRIPTION	
HEADLINE INFORMATION: Responsibility for keeping highway safe for all users and carrying out planned maintenance. Providing modern and reliable street lighting, traffic management systems for safe travel and managing road space to avoid congestion and disruption.	
OVERVIEW OF RESOURCES: Resources to deliver highways maintenance programme	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL: Consultation with Ward members on planned maintenance programme and traffic management schemes.	
EXECUTIVE MEMBER: Cllr. Richard Lewis	
RESPONSIBLE OFFICERS: DIRECTOR: Martin Farrington CHIEF OFFICER: Gary Bartlett LEAD OFFICER FOR FUNCTION SCHEDULE: Helen Franklin	

OUTCOMES AND PERFORMANCE INFORMATION	
LINK TO LEEDS STRATEGIC PLAN OUTCOMES:	
Primarily:- TR1 – Increased accessibility and connectivity through investment in a high quality transport system and through influencing others and changing behaviours.	
Also:-	
TP-1 (reduce crime through changed behaviours – link to improved street lighting)	
ENV-1 (respond to climate change – link to management of highway drainage and green space)	
HW-1 (promoting healthy life styles – link to provision of walking and cycling networks)	
EE-1 (supporting business – link to ensuring road network managed to facilitate the transport needs of business)	
The specific indicators that relate to this function are currently unclear because the operating context is in transition :	
<ul style="list-style-type: none">▪ the Vision for Leeds is about to be launched▪ the City Priority Plans are in development▪ it is not clear which indicators Leeds will report on to Central Government	

- the new Locality Working operating arrangements and focus are just evolving
- it is clear that the Function Schedules need to be reviewed and redrafted to reflect the new priorities and operating arrangements

It is therefore proposed that when the Function Schedules have been reviewed and redrafted appropriate indicators will be identified and included.

IMPROVEMENT PRIORITIES:

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

City wide annual survey of road and pavement condition

GOVERNANCE

DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

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

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

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

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

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

Reporting / consultation primarily via Ward Members as per current arrangements

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12:

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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

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

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

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

CONTRACT / COMMISSIONING

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

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

Area Committee Roles – 2011/12

FUNCTION:**Local Children and Young People's Plans****DESCRIPTION****HEADLINE INFORMATION:**

The Leeds Children and Young People's Plan 2011-15 seeks to provide an effective response to complex legislative changes in health, education and social care, and increased demand for social care and health services.

Above all else working at a locality level is the strategy to help services to work with communities to drive sustainable improvement.

The local expression of the Children and Young People Plan will largely be seen in the plans of clusters of schools, children centres and their partners. The Leeds Children's Trust Board has confirmed requirements for a minimum partnership standard; this includes Elected Member(s) representation on the cluster partnership 'governance' group. The Director of Children's Services will also nominate a member of his leadership team to act as a Local Authority Partner for each cluster to:

- enable the cluster partnership to connect to the Local Authorities priorities and ambitions
- broker opportunities for the cluster partnership to achieve its ambitions and be effective in the locality.

The cluster partnerships have been asked to prioritise action to improve NEET, school attendance and looked after children indicators. These 3 obsessions have been chosen because they are powerful "can openers" that provide a way to tackle the complex issues affecting the most vulnerable. Rapid progress on these indicators will have a "knock on" effect in other areas.

To support planning, a multi-agency team of facilitators have been trained in a problem solving and action orientated methodology called outcomes based accountability (OBA). This capacity is being offered to cluster partnerships across the city to encourage coherent, structured conversations which lead to action plans against which partners can hold one another accountable.

OVERVIEW OF RESOURCES:

Operating within the context of the new Children's Trust Board, resources remain with partners and providers, the role of the Children and Young Peoples Plan being to influence the use of those resources, often collectively, to meet the needs of children and young people more effectively, thereby improving outcomes.

TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:

The Children's Services Directorate will sustain a commitment to provide Area Committees with 2 standard performance reports per year. The reports will be developed following comments made by elected members in the last cycle and to link with the new Children and Young People Plan. Reports will also provided to the Area Committee with an overview of the actions being undertaken by the cluster partnerships.

EXECUTIVE MEMBER:

Councillor Judith Blake

RESPONSIBLE OFFICERS:

DIRECTOR: Nigel Richardson

CHIEF OFFICER: Mariana Pexton

LEAD OFFICER FOR FUNCTION SCHEDULE: Ken Morton

OUTCOMES AND PERFORMANCE INFORMATION

LINK TO LEEDS STRATEGIC PLAN OUTCOMES:

Vision ...By 2030 Leeds is the best city in Britain

Leeds is a child friendly city

Minimise the effects of poverty on children and families

IMPROVEMENT PRIORITIES:

5 outcomes	11 priorities (3 starting points highlighted in bold italics are points 1,3 and 4)	15 Key indicators & baselines (4 starting points highlighted in bold and italics are points 1,3,4 and 5)
Are safe from harm	1. Help children to live in safe and supportive families 2. Ensure that the most vulnerable are protected	1. Number of looked after children- 1,434 January 2011 2. Number of children and young people with child protection plans- 778 at January 2011
Do well in learning and have the skills for life	3. Improve behaviour, attendance and achievement) 4. Increase numbers in employment, education or training 5. Support children to be ready for learning 6. Improve support where there are additional health needs	3. 16-18 NEET is 8.2% (average monthly figure for November-January 2009/10) 4. Primary school attendance 94.3% (half terms 1-4, 09/10 academic year) 5. Secondary attendance: 91.6% (half terms 1-4, 09/10 academic year) 6. Foundation stage threshold- 53% in 09/10 academic year 7. 5+ A*-C GCSE inc E&M- 50.6% in 09/10 academic year 8. KS2 L4+ E&M- 74% in 09/10 academic year 9. Level 3 qualifications at 19. 44.2% in 08/09 academic year 10. The number of a) children b) families accessing short breaks- baseline to be identified
Choose healthy lifestyles	7. Encourage activity and healthy eating 8. Promote sexual health	11. Obesity levels at year 6 (age 11) 21%, 09/10 12. Teenage pregnancy- 49.8% per 1,000 15-17 year olds, June 2009
Have fun growing up	9. Provide play, leisure, culture and sporting opportunities	13. Number of CYP engaged in high quality, school PE & Sport- 81%, 09/10 academic year. Work on wider indicators for this priority is ongoing.
Are active citizens who feel they have voice & influence	10. Reduce crime and anti-social behaviour 11. Increase participation, voice and influence	14. Proportion of 10-17 year olds offending- 2023 young people with 1 or more offence in 09/10 which is 2.7% 15. C&YP influence in a) school b) the community - 70% and 56% reporting at least a fair amount of influence. Work on additional measures of engagement is ongoing.

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

2 performance reports per year to each area committee.
Interim and year end report from each cluster partnership.
Annual review of citywide children and young people's plans.

GOVERNANCE

DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

The area committee will provide support and challenge to ensure that local partnership arrangements are effectively contributing to city priorities and that city priorities and strategies are influenced by local needs.

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

Local members, within their designated corporate roles would act as champions for children's services and act to influence where appropriate.

Each Area Committee will be asked to nominate a Corporate Carer to sit on the Council's Corporate Carer Group. This Group, established by the Council in 2006, helps elected members fulfil their responsibilities as 'corporate parents' for those children in the care of the authority (looked after children). It does so by providing performance, monitoring and broader information about the services provided for looked after children in Leeds. By having an elected member from each Area Committee on this group it ensures representation across the city and a link between each Area Committee and wider issues relating to looked after children. This in turn helps contribute to the high priority being given to improving outcomes for looked after children.

There are also elected members who have been acting as Children's Champions for each area committee who sit on the current area based Children Leeds partnerships. It is intended to review these arrangements in the context of the new locality Leeds Initiative arrangements. If it is determined that Area Committees will nominate 'thematic champions' to support these new locality arrangements, then a 'champion' will be identified for each of the area based Children Leeds partnerships.

It is anticipated that the 5 Children Leeds partnerships will move to the 3 area model and align with the new locality Leeds Initiative arrangements.

All cluster governance groups will be expected to include at least one elected member (it might be more appropriate for 2 places in larger clusters). The nomination process for elected members will be agreed through the Member Management Committee.

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

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

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

A minimum of 2 reports outlining progress against key indicators will be made available to each Area Committee.

The nominated Corporate Carer representative for each Area Committee will be given a regular suite of data about the looked after children cohort in their area.

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011/12:

The Director of Children’s Services is responsible for the strategic management and leadership of children’s services but does not have day-to-day operational management responsibilities for all the key children’s services e.g. schools, health services, police.

The LCC Children’s Services Directorate is undertaking a programme of significant change. During the transition to new structural arrangements during 2011/12 the Directorate has established a small locality support service on an interim basis to:

- Support members of the Children’s Services Leadership team to take on the role of Local Authority Partner in each cluster partnership;
- Provide each Area Leader with a contact through which they can engage cluster partnerships and cluster managers;
- Support Area Leaders with some capacity to develop ‘wedge leadership teams and wedge development and improvement teams’ and priority programmes of action
- To seek support from the new arrangements being established through Area Leaders in meeting the priorities of the Children and Young People Plan.
- Provide elected members engaged with clusters partnerships with support until Local Authority Partners are established for each cluster partnership;
- Provide support and challenge to cluster chairs and managers;
- Ensure engagement with area based partnerships e.g. area health partnerships.

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

<p>Centrally Managed Service With Management Contacts for Each Area</p>	<p>Interim locality support service on behalf of the Director of Children’s Services. Local Authority Partners for each cluster partnership to be nominated from the Children’s Services Leadership team by September 2011. The structure of the new Children’s Services Directorate will include area management roles managing targeted child protection and complex needs services.</p>
<p>Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination</p>	

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

The Leeds Children and Young People's Plan 2011-15 – one of 5 connected and interdependent priority plans within the Leeds Initiative framework.

Child Poverty Strategy

Current education, childcare, adoption legislation.

The Children Act 2004

LINKS TO OTHER CITY COUNCIL SERVICES:

The Children Services Directorate will continue to link to other Council services through the further development of cluster partnerships and in support of the programme of change instigated through the Councils Area Leaders.

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Other Public Sector Services, e.g. health and police, are partners within the local Children Leeds partnerships and cluster partnerships and therefore have an active part in achieving the outcomes within the local plan. Children's Services will build on these relationships whilst recognising that the capacity of some partners to engage at a cluster level is limited. It is anticipated that new 'wedge' arrangements supporting integrated locality working will provide the framework to deliver priority programmes.

CONTRACT / COMMISSIONING

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

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

- Demographic pressures - school places, childcare places, raising the participation age, social care, health service referrals.
- School Improvement – a more limited role for the Local Authority in an improvement model which focuses upon school led improvement and institutional autonomy (academies / trusts) and less on the Authority as a provider of school improvement services.
- More radical ways of working are needed for universal youth work and proposals are being considered that promote integrated universal services for young people delivered in localities with strong leadership by area committees and with effective partnerships between the statutory, private and voluntary sector, to ensure that maximum services are delivered directly to young people for less cost.
- Integration with Health services with particular emphasis on maternity to 5 year old services initially.
- Intensive family support - new commissioning arrangement (from October 2011) based around the 3 area model.

Area Committee Roles – 2011/12

FUNCTION:	Health and Wellbeing
DESCRIPTION	
HEADLINE INFORMATION:	
<p>Health and well-being: the Council in partnership with NHS Leeds is required to play a lead role in improving health and tackling health inequalities for the people of Leeds including the delivery of high quality health and social care services. The Director of Adult Social Services in conjunction with the Director of Public Health holds accountability for these actions, by ensuring coordinated and focused activity across Council and public health services and with key partners such as, Practice Based Commissioners and the Leeds Community Healthcare NHS Trust.</p> <p>The new Health and Wellbeing City Priority Plan (2011-15) outlines strategic priorities which are to be reflected in delivery through local health and wellbeing plans. The plan emphasises the need to reduce health inequalities for the whole population of Leeds. The need for action to be visible and effective at the local level is acknowledged by the Council and its partners. Area Committees will play a key role in influencing local priorities and action, and monitoring the health and well-being related targets linked to the Leeds Citywide Plan.</p> <p>Adult Social Care and NHS Leeds will support Area Committees and the locality health and wellbeing partnerships in this work via the three locality health improvement managers (jointly funded by NHS Leeds and Leeds city Council). Adult Social Care and NHS Leeds Public Health will also liaise both directly and indirectly (through Healthy Leeds) with key partners and services to present regular reports on the outcomes being achieved at the local level and seeking member's views, through Member Health Champions on priorities and action plans.</p>	
OVERVIEW OF RESOURCES:	
Resources to deliver Health and Wellbeing improvement priorities within the Leeds Strategic Plan	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:	
(E.g. service plan, development plan, service standards, action plan, local priorities Relevant Service Plans Health and Wellbeing Citywide Priority Plan 2011-2015 NHS Leeds Local Delivery Plan and World Class Commissioning Programmes (e.g. Staying Healthy, Partnerships, Health Inequalities, Infant Mortality)	
EXECUTIVE MEMBER:	
Councillor Lucinda Yeadon	

RESPONSIBLE OFFICERS:

DIRECTORS: Sandie Keene and Ian Cameron

CHIEF OFFICER: Brenda Fullard

LEAD OFFICER FOR FUNCTION SCHEDULE: Janette Munton

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

Over the next four years we will focus on delivering and monitoring the following strategic outcomes:

Outcome 1: Across the whole of the Leeds population healthy life expectancy will continue to rise

Outcome 2: In four years time the widening of the health inequalities gap will have halted

Outcome 3: The people of Leeds live healthy, safe and independent lives

IMPROVEMENT PRIORITIES:

To achieve our strategic outcomes our priorities in the city plan are to deliver the following themes over the next 4 years:

- Increase healthy behaviour and healthy lifestyles
- Improve the social determinants of health
- Transform health and social care services

Key Indicators are:

- Smoking cessation
- Reduce admissions to hospital and care
- Improved choice and independence

Details of key actions are currently being consulted on and will be endorsed by the Health Improvement Board at their meeting in July 2011.

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

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

SOA level – citywide

Quarterly and annually

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

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

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

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

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

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

We are seeking to agree arrangements between the Council and NHS Leeds through the Health Improvement Board on joint reporting mechanisms for the health and well-being theme. The health and wellbeing locality partnerships are likely to continue providing reports to each Area Committee on at least an annual basis, and more frequently, as required, for those area committees covering SOA's with greatest health inequality indices.

MANAGEMENT AND CO-ORDINATION**PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12:**

City Council co-ordination accountability – Directors of Adult Social Services and Public Health and co-ordinated via the Health Improvement Board. Joint arrangements with NHS Leeds and other key stakeholders are to be established through the newly formed Health and Wellbeing Shadow Board. However, in the interim existing arrangements will continue under the Leeds Partnership and the Joint Strategic Commissioning Board under the aegis of the partnership.

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

Centrally Managed Service With Management Contacts for Each Area	Managed within Health and Wellbeing Board and Locality Health and Wellbeing Partnerships etc)
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	

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

Health and Well Being City Priority Plan (draft pending final endorsement)

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

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

Area Committee Roles – 2011/12

FUNCTION:	Conservation Area Reviews
DESCRIPTION	
HEADLINE INFORMATION:	
<p>A programme to (1) review existing conservation areas; in each case to assess its special character, to propose any changes to its boundary and to make proposals for its management. (2) propose new conservation areas with similar appraisal/management plans. All to be the subject of public consultation before becoming operational.</p>	
OVERVIEW OF RESOURCES:	
<p>The work is being undertaken by the Sustainable Development Unit within the City Development Directorate</p>	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:	
<p>A quarterly written update on progress</p>	
EXECUTIVE MEMBER:	
<p>Cllr Richard Lewis</p>	
RESPONSIBLE OFFICERS:	
<p>DIRECTOR: Martin Farrington</p>	
<p>CHIEF OFFICER: Steve Speak</p>	
<p>LEAD OFFICER FOR FUNCTION SCHEDULE: Phil Ward</p>	

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

Please see SDU Service Plan 2010-11

IMPROVEMENT PRIORITIES:

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

Quarterly reporting

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

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

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

Quarterly written report

MANAGEMENT AND CO-ORDINATION**PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12:****TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:**

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

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

Of the 16 agreed conservation area reviews for the 2008/9 financial year, Morley Town and Morley Dartmouth Park is still outstanding and on-going into the 20011/12 financial year. This requires further consultation and is hoped to be completed in the 2011/12 financial year.

Conservation areas which are still outstanding from the 2009/10 financial year are Guiseley Town and Guiseley Park Gate (due to be amalgamated in the Guiseley Conservation Area, and to be completed in the first quarter of 2011/12) and Thorp Arch Trading Estate (subject to on-going discussions).

Of the 9 reviews commissioned this financial year, none has been completed due to outstanding issues with Equality Impact Screening. Six are programmed to be completed in the first quarter of 2010-11, namely Aberford, Bramhope, Rawdon Low Green, Rawdon Little London, Rawdon Littlemoor and Woodlesford. The remaining outstanding conservation areas from the 2010/11 financial year are Horsforth Cragg Hill and Woodside (subject to a delegation to Council and a report in response due to be discussed at Executive Board in June 2011), Yeadon (requires further consultation) and Rawdon Cragg Wood (requires further consultation).

The relevant Area Committee is aware of the required extensions for each conservation area.

There is the opportunity for Area Committees to fund a continuation of the programme beyond 31 March 2011 to review further designated conservation areas and to consider new ones. Currently funding has been agreed for the review/designation of 3 conservation areas: Scholes, Shadwell and Tranmere Park. Discussions continue over further commissions for the year. There is an indication that a further "mini appraisal" may be funded for the central part of the existing Headingley Conservation Area.

HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES**Citywide Budget For Service / Function 11/12****£000s****Net Revenue Budget****23.0****Net Capital Budget****Nil****Key Funding Sources**

Funding Provider	£000s	%
LCC	23.0	100
Net Budget	23.0	100

DESCRIPTION OF WHAT THE BUDGET REPRESENTS:

Revenue funding for salaries, on-costs and supplies.

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

Agreed costings of between £3k and £8k dependent on size of each area and whether community group directly involved with the work

REASONS WHY THIS PARTICULAR FORMULA WAS SELECTED:

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

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

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

AREA COMMITTEE BREAKDOWN – Conservation Area Reviews

		City Wide	East		North East		North West		South		West	
			Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
Service Standards and Performance												
<i>Number of completed CA reviews</i>	Target for 11/12		0	0	0	8	0	2	0	0	0	1
	Mid year progress											
	Year end outcome		0	0	0	8	0	2	0	0	0	1
Resource Availability												
Percentage of budget allocation												
Net Revenue Budget	Budget for 11/12		0	0	0	12,000	0	11,000	0	0	0	0
	Mid year progress											
	Year end outcome		0	0	0	12,000	0	11,000	0	0	0	0

Area Committee Roles – 2011/12

FUNCTION:	Regeneration Projects & Programmes
DESCRIPTION	
HEADLINE INFORMATION:	
<p>The Regeneration Programmes teams' primary function is to respond to the Council's Narrowing the Gap agenda through the development and implementation of housing investment and major regeneration programmes across Leeds. This includes maximising major opportunities for growth and prosperity that all citizens of Leeds can share.</p> <p>Priority area based programmes include East Leeds, Aire Valley, South and West Leeds and the Leeds Bradford Corridor. Other projects include the PFI housing scheme in Beeston Hill and Holbeck and Little London, the Town and District Centre schemes operating across 17 neighbourhoods, the Chapeltown Corridor, and Townscape Heritage Initiative Schemes in Chapeltown, Armley and Lower Kirkgate.</p>	
OVERVIEW OF RESOURCES:	
<p>The service is resourced through mainstream staffing and revenue budgets of the Council (and Bradford MDC in relation to the Leeds Bradford Corridor), private sector investment and in some areas with additional match funding secured e.g. T&DC schemes through the ALMO's, Town Councils in some cases, and the Heritage Lottery Fund (currently Armley and Chapeltown with Lower Kirkgate to be added subject to a successful funding bid at the end of 2011).</p> <p>Procurement of the PFI scheme, including staffing costs, land assembly, feasibility and specialist advisor input is funded through the Council. PFI Credits are provided by central government to attract private sector investment in works and services over a 20-30 year period.</p>	
TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:	
<p>Reports and briefings will be provided to engage, consult and inform Members at key stages of project and programme development and delivery i.e. start up, initiation, delivery, closure and evaluation.</p>	
EXECUTIVE MEMBER:	
<p>Councillor Richard Lewis (Development) Councillor Peter Gruen (Neighbourhoods and Housing)</p>	
RESPONSIBLE OFFICERS:	
<p>DIRECTOR: Neil Evans CHIEF OFFICER: Christine Addison LEAD OFFICER FOR FUNCTION SCHEDULE: Franklin Riley</p>	

OUTCOMES AND PERFORMANCE INFORMATION

LINK TO LEEDS STRATEGIC PLAN OUTCOMES:

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

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

The specific indicators that relate to this function are currently unclear because the operating context is in transition :

- the Vision for Leeds is about to be launched
- the City Priority Plans are in development
- it is not clear which indicators Leeds will report on to Central Government
- the new Locality Working operating arrangements and focus are just evolving
- it is clear that the Function Schedules need to be reviewed and redrafted to reflect the new priorities and operating arrangements

It is therefore proposed that when the Function Schedules have been reviewed and redrafted appropriate indicators will be identified and included.

IMPROVEMENT PRIORITIES:

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

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

GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:

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

Regeneration Programmes operates on a city-wide basis in priority regeneration areas.

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

GOVERNANCE

DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:

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

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

Responsibilities to include;

Influencing:

- programme development and delivery arrangements

Assisting:

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

Endorsing:

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

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

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

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

Through approved governance structures and as part of the normal cycle of Board meetings.

Where appropriate or requested, additional briefings or reporting will take place as part of the Area Committee planned cycle of meetings. Briefings to ward members will also be provided on an individual, ward basis or through another consultative vehicle such as the Chapeltown and Armley Heritage Action Groups which are chaired by ward members.

MANAGEMENT AND CO-ORDINATION

PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12:

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

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

Centrally Managed Service With Management Contacts for Each Area	Undertaken by the Chief Regeneration Programmes Officer or Programme Managers on behalf of the Director of Environment & Neighbourhoods.
Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination	Liaison between Locality Working and Regeneration Programmes will take place at all staff levels as appropriate to the project, programme or service.

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

Leeds City Council Business Plan
 Regeneration Service Plan
 Leeds Housing and Regeneration City Priority Plan
 Local Development Framework and Core Strategy
 Regional Economic Strategy 2006-2015
 Leeds Renaissance Framework
 Area Delivery Plans

LINKS TO OTHER CITY COUNCIL SERVICES:

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

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Arms Length Management Organisations (ALMO's)
 NHS Leeds
 Environment Agency
 HCA

CONTRACT / COMMISSIONING

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

The following commission may be undertaken:
 Architectural Design Services - for physical design and survey work (e.g. landscaping).
 Highway Design Services - for physical design and survey work (e.g. highways improvements).
 Strategic Asset Management - for land transactions and valuations.
 Legal and Democratic Services - for conveyancing and legal agreements with third parties.

Area Committee Roles – 2011/12

FUNCTION:	Advertising on Lampposts
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Advertising on Lampposts	<p>Function is suspended until April 2012</p> <p>The council had agreed a 15 year contract for the installation of advertising on lamp posts in 2008. A 20% share of the income generated from this contract was due to come back to Area Committees to support local priorities. However, in February 2009 the company awarded the contract went in to administration. During the liquidation process, the hoardings on lamp posts were sold to a new company, City-ads Leeds, who will operate a much reduced service on an interim basis until a more permanent arrangement is put in place.</p> <p>A new company to deliver this contract was due to be selected through a competitive tender process, with the contract commencing around December 2011. The delay in tendering for the renewal of the contract is to enable the advertising market to recover from the economic downturn and thereby yield the Council (and Area Committees) with the best possible financial return.</p> <p>City-ads is a fledgling business, aspiring to build their advertising portfolio against an extremely difficult economic backdrop for the industry. An income share arrangement has been agreed but the returns are not expected to be significant. Initial indications are that the Council will receive around £300 per quarter, rising to around £1,000 per quarter as the business grows over the next 12months.</p> <p>It was therefore agreed that this function is suspended until April 2012 when a new contractor has been agreed, as the administrative costs of dividing the limited income that will be received to each of the 10 committees, is highly likely to outweigh the actual return that each committee will receive.</p>
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Originator: Martin Hackett

Tel: 3368942

Report of the South East Area Leader

East Outer Area Committee

Date: 5th of July 2011

Subject: Well Being Budget (Revenue) 2011/12

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 2011/12 with details of commitments. The report also requests confirmation of approval for new project work and provides progress on work already funded.

1. Purpose of this report

- 1.1 The report reminds Members of the Well Being Budget allocation for Outer East in 2011/12 and how Area Committee agreed to allocate the funds against specific work streams. It also provides updates on a number of projects funded since the start of the financial year.
- 1.2 The report will inform Area Committee of projects funded from those work streams as well as 'one off' payments to keep community and leisure facilities open in Halton Moor and Garforth.

2. Background information

- 2.1 The Well Being budget allocated to Outer East Area Committee for 2011/12 is £185,220 which is a 12% reduction on the budget in 2010/11. However, there is approximately

£35,000 of underspend from last years budget this has been carried over into this year providing a total budget of £220,000.

2.2 The budget had one commitment of £33,000 to fund the annual cost of its 11 LeedsWatch CCTV cameras.

2.3 Area Committee agreed to continue to fund the following projects:

- Dedicated Probation Services 'Community Payback' Team - £15,000
- Gardening service for the elderly and disabled - £20,000
- Provide an additional Community Environment Support Officer (CESO) - £27,700
- Provide a small grants budget (up to £500 per project) for local community based projects - £10,000

2.4 The remainder of the budget was allocated by ward with each ward receiving £29,000 and agreeing to the following allocations against priority work streams:

- Additional services to young people - £9,000
- Tasking budget to support community safety/environmental work - £10,000
- Community engagement and involvement - £10,000

2.5 At the meeting of Area Committee in March 2011 Ward Members for Garforth & Swillington agreed to use its allocation to maintain opening hours at Garforth Leisure Centre until the building is transferred to the Schools Partnership Trust in Garforth. This reduced its ward allocation to £8,500 to support the work outlined in 2.4.

3. Main issues

3.1 East Leeds Leisure & One Stop Centre (Halton Moor Community Centre)

3.1.1 The main section of the above centre closed in April as part of the savings implemented by the Local Authority after the government cuts to its budget. In response to Ward Members lobbying for the community centre section of the building to remain open, Asset Management provided Area Committee with a cost to keep the community centre open until October 2011. The total cost requested was £16,000 but after consultation with Ward Members it was agreed to find £10,000 from the Well Being Budget with the remainder being met from the Children's Services budget.

3.1.2 This cost will be met from the £29,000 allocated to Temple Newsam ward and the respective budgets for this ward revised as follows:

- Additional services to young people - £8,000
- Tasking budget - £6,000
- Community involvement and engagement - £5,000

3.2 North East Police Division – funding for ‘off road’ motorcycles

- 3.2.1 A request was made through the respective tasking teams to meet the cost of hiring ‘off road’ motorcycles for use in the North East Division. Due to the savings the division has to make the Police were unable to meet the hire costs for the motorcycles which would have meant there being no such service in North East Leeds. The cost to hire the 3 motorcycles is £6,000.
- 3.2.2 The Outer East Area accounts for 40% of the call outs in the division. At the respective outer east tasking team meetings it was agreed that each team would contribute £1,000 towards this cost to provide a total amount of £3,000 subject to the inner east and north east areas making up the difference.

3.3 Cricket Coaching for young people during the summer holidays

- 3.3.1 In 2010 Area Committee funded 3 weeks of cricket coaching during school holidays. The coaching was provided by Yorkshire County Cricket Club and attendance peaked at over 100 children attending on some days.
- 3.3.2 In 2010 Area Committee awarded £5,000 to cover the cost of the coaches and the same amount is requested this year. The cost is actually dependant on the number of children attending as there has to be at least 1 coach per 20 children.
- 3.3.3 The total cost of the project is more than the £5,000 that Area Committee are being asked to approve and therefore a £5 charge for a full week of coaching will be made for children attending these sessions.

3.4 Programme of summer activities for young people

- 3.4.1 A programme of summer activities will be delivered by the Youth Service across the area. The work will provide out of school activities for young people 11 years plus and the programmes available will include activities that have a focus on:
- learning new skills
 - sports and arts
 - Citizenship & youth participation.
 - A range of trips and local workshops
- 3.4.2 The activities are intended to provide young people with opportunities and fun leisure time as well as allowing them to channel their energies into positive activities while out of school and divert from possible nominal criminal activities.
- 3.4.3 The work will be targeted to encourage access to facilities and opportunity’s in the local area as well as the wider region. Activities will also provide young people with the opportunity’s to build on social skills, self esteem and confidence building. The programmes will include support for extended services working alongside young people from other parts of the locality and ward with an aim to increasing community cohesion.
- 3.4.4 In Temple Newsman and Cross Gates & Whinmoor the project aims to provide opportunities for a minimum of 300 young people per ward. In Kippax & Methley the anticipated numbers of young people involved in the programme is 160. In Garforth &

Swillington the programme will be delivered through its school partnership trust who has obtained funding from another source to deliver this work; it estimates 150 to 200 young people accessing its activities.

3.4.5 The request from Area Committee to deliver this work is £7,000 in both Temple Newsam and Cross Gates & Whinmoor, and £5000 in Kippax & Methley.

3.5 Older Persons Week 2011

3.5.1 The week long event will start on the 26th of September with at least one event in each ward. The schedule is:

- Monday 26th - Great Preston
- Tuesday 27th – Swarcliffe
- Wednesday 28th – Kippax
- Thursday 29th – Temple Newsam
- Friday 30th – Garforth

3.5.2 The cost of the week is estimated at £3500 with each ward contributing equally. This pays for transport, venue hire, entertainment and catering costs. The Older Persons sub group currently meets bi-monthly to plan for this event and information will be sent out through the older person's network advertising the event nearer the date.

3.6 Gardening Scheme for the elderly and disabled

3.6.1 At the time of writing this report 100 gardening jobs had been completed. The jobs are broken down by ward below :

- Temple Newsam – 27
- Kippax & Methley – 20
- Garforth & Swillington – 12
- Cross Gates & Whinmoor - 41

3.6.2 There have been 11 feedback forms received to date from residents that have had work completed to their gardens. All the responses have been positive and complimentary about the work that has been undertaken.

3.7 Community Payback scheme

3.7.1 Area Committee agreed to fund this project to provide a dedicated team for area in 2011/12. The following services will be provided under the agreed Service Level Agreement (SLA):

- Probation services will provide one team, with the necessary equipment, that includes a workforce of up to 6 probationers, plus a supervisor, plus a vehicle. The team will complete a minimum of 3 days work per week and to achieve a

minimum of 1404 hours per quarter. This is based on a team of 6 offenders working 6.5 hours per day.

- The team will carry out community work across Outer East Area of Leeds.
- Probation Services will provide a named programme manager with overall responsibility for a rolling programme of works which will be provided to your supervisor/project officer.
- Works can include painting/decorating, clearance work, grass/hedge cutting, fencing, litter picking, painting, leafleting etc and any other duties as identified through South East Area Management Team (SEAMT).
- Additional material (eg paint/fencing/skips) will be provided at a cost to SEAMT or partners with prior agreement in accordance with project needs.
- Risk assessments will be carried out by the Probation Trust.
- Premises for comfort breaks for the teams will be identified by SEAMT and sourced/agreed by you.
- Probation Services will provide progress reports as requested including number of hours worked. The supervisor/project officer will provide completed job sheets containing information specific to each individual referral including hours worked, dates worked, date completed on a monthly basis. Probation Services will provide an annual report regarding total hours worked and value for money comparisons.
- Probation Services will undertake satisfaction surveys on all jobs undertaken.

3.7.2 A number of recent jobs undertaken are listed below:

- Help create a communal garden on Aberford Road
- Clear up of Ash Tree Grove ginnel, Kippax
- Clearance of Field End Road, Whitkirk
- Work to communal gardens at Brayton Green, Swarcliffe.

3.7.3 Satisfaction survey forms have been received for 5 recent jobs and respondents have been very happy with the work undertaken.

3.8 Small Grants

3.8.1 Appendix 1 to this report lists small grants applied for to date.

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 This report informs Members of Well Being commitments from the Well Being Budget in 2011/12, provides updates on project work and seeks approval for new work to be funded from the Well Being budget.

7.0 Recommendations

7.1 Area Committee confirms approval for the following projects:

- £10,000 – East Leeds Leisure Centre
- £3,000 – hire of ‘off road’ motorcycles for West Yorks Police
- £5,000 – cricket coaching for young people
- £7,000 – summer programme for young people in Temple Newsam
- £7,000 – summer programme for young people in Cross Gates & Whinmoor
- £5,000 – summer programme for young people in Kippax & Methley
- £3,500 – to provide a celebratory week for older people

7.2 Area Committee is requested to note the contents of the report and raise any questions concerning projects funded from the Well Being Budget.

Background documents

Well Being Budget report to Outer East Area Committee – March 2011

Area Functions schedule report to Outer East Area committee – July 2011

Appendix 1 - Outer East small grant position as at 15 June 2011 (from 2011/12 budget)

Cross Gates & Whinmoor ward		Ref	Status	£
Manston Park Bowling Club	Additional bowling shelter	OE/11/01/S	In approval process	500.00
8th Seacroft (St Gregory's) Rainbow's / Brownies	Transport for trips 2011	OE/11/02/S	In approval process	135.00
				<u>635.00</u>

Garforth & Swillington ward		Ref	Status	£
Garforth Parish Church Cricket Club	New nets	OE/10/17/S	Paid	500.00
				<u>500.00</u>

Kippax & Methley ward		Ref	Status	£
				-
				<u>-</u>

Temple Newsam ward		Ref	Status	£
				-
				<u>-</u>

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Report of the South East Area Leader

Outer East Area Committee

Date: 5th of July 2011

Subject: Outer East Area Committee Business Plan 2011-12

<p>Electoral Wards Affected: Garforth & Swillington Kippax & Methley Cross Gates & Whinmoor Temple Newsam</p> <p><input type="checkbox"/> Ward Members consulted (referred to in report)</p>	<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 type="checkbox"/></p>	<p>Delegated Executive Function available for Call In <input checked="" type="checkbox"/></p>	<p>Delegated Executive Function not available for Call In Details set out in the report <input type="checkbox"/></p>

Executive Summary

This report announces the proposal to replace the Area Committee's Area Delivery Plan (ADP) with a new annual Business Plan that would outline local priorities and actions for the Outer East. The report explains the context for introducing a new business plan; including changes to the city and council planning and partnership framework and reviewing the ADP format. A draft structure for the new plan is presented for Members to approve and ask the Area Management Team to continue development of the plan. The plan will include proposals for community engagement and within this report Area Committee will also be asked to approve forum dates and forum chairs for 2011/12.

1.0 Purpose Of This Report

- 1.1 This report proposes to replace the Area Committee's Area Delivery Plan with a new annual Business Plan.
- 1.2 The report presents a structure for the new business plan for Members to comment on and for the Area Committee to approve its development.
- 1.3 The report requests that Area Committee approve forum dates and forum chairs for 2011/12.

2.0 Background Information

- 2.1 In 2008, the Leeds Strategic Plan brought together the themes in the existing Vision for Leeds and Local Area Agreement, to provide an integrated framework for partners to tackle city wide priorities. To translate city wide priorities and outcomes to local improvement priorities, the Area Committee approved a three year Area Delivery Plan in June 2008. This was annually refreshed in June 2009 and June 2010.

2.2 The Area Committee require a plan for 2011 to set out their key priorities for the year, demonstrates their link to city wide policies, and provides a framework for the spend of the Well being Budget.

3.0 Main Issues

3.1 City and Council Changes to Planning and Partnership Framework

- 3.1.1 Changes are being implemented to the partnership framework of the Leeds Initiative and the planning framework for the city in response to the new government programme, including:
- Central Government removing many its requirements and delegating more flexibility to local areas.
 - Abolishment of Yorkshire Forward, the Regional Development Agency.
 - Reforms to the NHS through the health white paper 'Equity and excellence – liberating the NHS'.
 - The Comprehensive Spending Review setting challenging public service funding reductions.
- 3.1.2 These changes to the city and council planning and partnerships framework have been progressed over the past few months. In particular an approach to ensure the partnerships structures, strategic plans and performance management arrangements all dovetail into an effective system for delivering real changes across the city. Work is progressing to update the Vision for Leeds, the Council Business Plan and replace the Leeds Strategic Plan with new city wide partnership plans. They are being developed to reflect the current financial context by focusing on a smaller number of priorities for the city and council. These priorities will be supported by action plans and be measured through a small number of indicators. Any future local Area Committee plan will have to take into account and reflect these changes.
- 3.1.3 The proposed partnership framework for Leeds Initiative will consist of a main board, five strategic partnerships and a wider network of supporting partnerships and independent partnership activity to deliver the aims of the what will be the Vision for Leeds 2011-2030. The five strategic partnerships with the lead role for developing policy and strategy across each theme and driving the delivery of the new City Priority Plans are:
- Health and Well being Board
 - Children and Families Board
 - Safer and Stronger Communities Board
 - Sustainable economy and culture Board
 - Housing and Regeneration Board
- 3.1.4 The new partnership framework and Vision for Leeds 2011-30 will be presented at Executive Board in July and Full Council in July for approval. This will provide a lead for the Area Committee business plan.
- 3.2 Outer East Area Delivery Plan 2008-2011
- 3.2.1 Over the three years, the ADP format was considered over complicated, and the actions and outcomes it captured as being too inclusive of partner services that are monitored elsewhere. In addition, the performance monitoring information required was often not available at area levels.

3.2.2 With the changes outlined in 3.1, it is timely that the current Area Delivery Plan has now reached the end of its third year. The limitations identified with the old plan make it prudent for Members to adopt an alternative format for 2011.

3.3 Community Engagement Plan

3.3.1 Since 2008, the Area Committee has approved an annual Community Engagement Plan for the Outer East. This was in addition to an Area Delivery Plan. As a Priority Advisory Function of the Area Committee, Community Engagement work will continue to play a key role in work undertaken in 2011.

3.3.2 To ensure community engagement is embedded and recognised in all aspects of the Area Committee work it is recommended that community engagement planning and actions are included in the new business plan rather than a separate plan.

3.3.2 The main aspect of face to face community engagement will be through the community forums as well as the annual older persons week.

3.3.3 The Forum Chairs in Cross Gates & Whinmoor and Kippax & Methley wards remain unchanged. The Chairs are:

- Cross Gates – Cllr Grahame
- Swarcliffe – Cllr Armitage
- Whinmoor – Cllr Gruen
- Kippax & Methley – Cllr Parker

3.3.4 In Garforth & Swillington the Forum Chair will be Cllr McKenna.

3.3.5 In Temple Newsam Ward Cllr Lyons will Chair the Halton Forum and Cllr Mitchell will Chair the Halton Moor/Osmondthorpe Forum.

3.3.6 The draft schedule of Forum dates is listed below. Some of these dates are still subject to Ward Member confirmation and may change.

Cross Gates Forum

Date	Venue	Time
27 July 2011	Cross Gates Good Neighbours (CGGN)	6pm
19 Oct 2011	CGGN	6pm
11 January 2012	CGGN	6pm
4 April 2012	CGGN	6pm

Swarcliffe Forum

Date	Venue	Time
20 July 2011	St Gregory's Y&A	6pm
4 October 2011	St Gregory's Y&A	6pm
1 February 2012	St Gregory's Y&A	6pm
25 April 2012	St Gregory's Y&A	6pm

Whinmoor Forum

Date	Venue	Time
12 July 2011	Fieldhead Carr CC	6pm
11 October 2011	Fieldhead Carr CC	6pm
17 January 2012	Fieldhead Carr CC	6pm
27 March 2012	Fieldhead Carr CC	6pm

Halton Moor & East Osmondthorpe Forum

Date	Venue	Time
12 July 2011	Halton Moor OSC	6pm
11 Oct 2011	To be agreed	6pm
17 Jan 2012	To be agreed	6pm
10 April 2012	To be agreed	6pm

Halton Forum

Date	Venue	Time
14 July 2011	Christ Church Hall	6pm
13 October 2011	Christ Church Hall	6pm
19 Jan 2012	To be agreed	6pm
3 April 2012	To be agreed	6pm

Kippax & Methley

Date	Venue	Time
21 September 2011	Brigshaw High School	6pm
27 March 2012	Brigshaw High School	6pm

Garforth & Swillington

Date	Venue	Time
27 September 2011	Garforth Academy	6pm
23 April 2012	Garforth Academy	6pm

3.3.7 Older persons event week will be held w/c 26th at September at the following venues:

- Monday – Great Preston Village Hall
- Tuesday – St Gregory's Youth & Adult Centre, Swarcliffe
- Wednesday – Kippax Social Club
- Thursday – Christ Church Hall, Halton
- Friday – Garforth Liberal Club

4.0 Proposed Business Plan 2011

4.1 In light of the changes city wide and the limitations of the ADP outlined above, it is proposed for the Area Committee to adopt an annual Business Plan as the document that frames its priorities and actions for the Outer South. A draft structure for a new Business Plan is outlined at **Appendix 1**.

5.0 Implications For Council Policy and Governance

5.1 The themes in the proposed Business Plan will mirror the themes and priority outcomes at a city wide level and also reflect the delegated functions and priority advisory functions.

6.0 Legal and Resource Implications

- 6.1 As outlined in the Function Schedule 2011/12, the Well being budget delegated by Executive Board is used to finance projects which meet the needs of the Area Delivery Plan or its successor. Members of the Area Committee are keen that wherever possible the use of well being brings in additional match funding to the area.

7.0 Conclusions

- 7.1 The Area Committee requires a document to set out the key priorities for the year that, links to city wide policies and provides a framework for the spend of the Well being Budget.
- 7.2 The new business plan would support and contribute to changes already being put in place to the planning framework at a city wide level and continue to illustrate how the Area Management Team will support partnerships and local services in this process and continue to champion the role of the Area Committee.
- 7.3 The new business plan would be another step forward in the increasing role and influence of the Area Committee but further work is needed to strengthen the performance monitoring information available at area level. A draft structure for a business plan is outlined at Appendix 1.

8.0 Recommendations

- 8.1 The Area Committee are asked to:
- a) Note the contents of this report
 - b) Agree to an annual Business Plan replacing the ADP and incorporating the Community Engagement Plan.
 - c) Agree to the structure and content outlined in Appendix 1.
 - d) Agree to the Area Management Team continuing to develop a Business Plan for the Outer East Area Committee and to provide an update to the next meeting.

Background Papers

- Executive Board Report, Proposed Changes to the Leeds Initiative Partnership and the City Planning Framework, 15th December 2010
- ADP report to Outer East Area Committee July 2011
- Area Functions schedule 2011/12

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Outer East Area Committee Business Plan 2011/12

Contents

1. Executive Summary

- Summary of document for circulation and promotion of Area Committee's priorities.

2. Chairs Foreword

- Introduction to document, including role of Area Committee, public engagement and number of meetings a year.
- Area Committee dates

3. Functions of the Area Committee

- Delegated Functions – key aims in 2011 e.g. Environmental Services, Community Centres, CCTV, Well being,
- Priority Advisory Roles

4. Well Being Budget

- Summary of 2010/11 spend, what the outputs and outcomes of that spend were.
- Leverage secured.
- 2011/12 budgets
- Long term objectives (projects becoming self-sufficient).

5. Ward Profiles

- Description of each ward (geographical, community capacity)
- Socio-economic/demographic summary
- Assets (Schools, main council facilities, main non council facilities)
- Priority Neighbourhoods
- Key priorities in each ward (including development/regeneration plans, local issues and challenges)

6. Priorities and Actions for 2011/12

7. Priority Neighbourhoods

8. Partnership and Integrated Working

- How integrated locality working and integrated services will be achieved
- List partnership, and their purpose, Member Champions, tasking groups, sub-groups.

9. Community Engagement

- Incorporate the community engagement strategy into the business plan rather than having it as a separate plan.

10. Commitment to Equalities and Cohesion

11. Monitoring Arrangements and Promotion of Area Committee Achievements

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Originator: Andy Beattie

Tel: (0113) 24 76141

Report of the Director of Environment & Neighbourhoods

Outer East Area Committee

Date: 5th July 2011

Subject: Delegation of Environmental Services Update

<p>Electoral Wards Affected:</p> <p>All</p> <p><input type="checkbox"/> Ward Members consulted (referred to in report)</p>	<p>Specific Implications For:</p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input type="checkbox"/></p> <p>Narrowing the Gap <input 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

Following input from Area Chairs, the Service Level Agreements (SLAs) will now be submitted for approval in September rather than June/July. The appointment of the Environmental Locality Managers has provided the capacity to look at street cleansing services objectively and in more detail than previously. As a result two pieces of work have emerged, one being a short-term service evaluation and the other a longer term, fundamental review of street cleansing services.

Other work is currently ongoing to prepare for the delegation, including:

- Overlay of the refuse collection schedules with those of street cleansing;
- Discussion with other services/organisations around land vesting issues; and
- Investigating local equipment storage and disposal points options to minimise downtime.

It is the intention to present information on resource provision verbally at the Area Committee, following work to realign budgets to the new team configurations.

1.0 Purpose Of This Report

1.1 This report provides with an update on progress towards the delegation of certain environmental services to Area Committees, as well as information relating to the current review of street cleansing services.

2.0 Background Information

2.1 Work has been ongoing with Members and Area Committees since late 2010 on achieving the successful delegation of certain environmental services in 2011.

2.2 Services included in the proposed delegation are:

- Street cleansing (mechanical and manual);
- Leaf clearing;
- Litter bin emptying;
- Dog warden services;
- Littering & flytipping regulation;
- Domestic & commercial waste (storage & transportation issues);
- Highways enforcement (abandoned & nuisance vehicles, A-boards on pavements, mud on roads and placards on street furniture);
- Graffiti enforcement; and
- Overgrown vegetation controls.

2.3 Area Committee workshops have been held, in January and March, to involve Members in the development of Service Level Agreements (SLA), through which the delegated services will be delivered at a local level. The workshops also provided an opportunity for Members to consider current service schedules and activity, in terms of meeting the need of local areas. A further workshop is planned for Members of the Outer East Area Committee on **Monday 18th July 1.30-4.30pm**, Civic Hall.

2.4 In April appointments were made to the new Environmental Locality Manager roles, the following officers are now in post and will be responsible for the delivery of services through the approved Service Level Agreements:

South East – Andy Beattie (Tom Smith from October 2011)

West North West – Jason Singh

East North East – John Woolmer

2.5 Induction sessions were held in late May for new Members elected at the recent local election, to introduce them to Area Committees, locality working and the proposed environmental services delegation.

3.0 Main Issues

3.1 Following further consideration and input from Area Committee Chairs, a decision has been made to continue work on the SLAs, for approval by Area Committees in September now, for reasons provided below.

3.2 At the April Area Chairs' meeting a number of Chairs stated their support for the delegation of services to be done properly and not rushed through just to meet the original timescale of June/July.

3.3 The appointment of the Environmental Locality Managers has provided the capacity to look at street cleansing services objectively and in more detail than previously. This, together with the feedback from local community forums, environmental sub groups and the earlier Member workshops, has proved beneficial in identifying issues to be

addressed in order to be confident of the deliverability of future street cleansing functions, as recorded in the SLA. The Locality Managers have been looking closely at operation aspects of street cleansing, especially with regard to resources and capacity to deliver scheduled work and have the flexibility to respond to unplanned but urgent work when the need arises.

- 3.4 As a result of the Locality Manager's initial considerations, two pieces of work have emerged, one being a short-term service evaluation and the other a longer term, fundamental review which could potentially lead to a radical overhaul of street cleansing services.

3.5 Short-term Review

The review will assess the existing scheduled services in terms of their deliverability within the resource capacity currently available, with a focus on achieving a satisfactory standard of cleanliness rather than prescriptive inflexible fixed periodic cleansing cycles. It is intended that this will result in a better understanding by all parties of what is expected to be delivered through the SLAs.

It is also intended that this review will identify a flexible resource to be available to respond to ad hoc, or planned but significant street cleansing matters/events, as well as Member/public referrals, without impacting on scheduled cleansing activities.

The review will be completed by the end of June, with the outcomes being shared with Members at the next round of Area Committee workshops to take place in July.

3.6 Long-term Review

This review will take approximately 6-12 months dependent upon the issues raised and will be a more significant fundamental review which will include a redesign of street cleaning services and changes to current operational arrangements. This will also coincide with work now being commenced to review existing and future fleet requirements and future procurement of a new fleet contract to be in place from 2012. It is intended that Members will be kept fully up to date with the progress of this review through Area Committee reports and Environment Sub-group meetings.

It is anticipated that the review outcomes and subsequent service change programme will be completed by the next municipal year (2012/13) when the Area Committee's year two SLA will take effect, reflecting the new ways of working.

4.0 Other current & future work.

- 4.1 Work is underway to overlay refuse collection schedules with the current street cleansing programme, in order to achieve more effective co-ordination of services. It is anticipated that this work will be completed by June and be incorporated with the street cleansing review outcomes to deliver a more efficient and effective service within the resource capacity available. A similar piece of work will take place regarding the current grounds maintenance schedules.

- 4.2 There is much to do to improve upon the use and deployment of the current resource on street cleansing. The issue of localising equipment storage and disposal points to minimise travel and downtime; the additional supervision to improve general attendance and productivity and the full attention of managers and staff on street cleansing rather than being drawn towards refuse collection services will all improve the impact of the current level of resource.

- 4.3 Discussions with other services/organisations around land vesting issues are being progressed by the Area Leaders and the Locality Managers. Discussions are taking place with partners such as the ALMOs to ensure at the very least that good co-ordination exists between the estate caretaker roles and the Locality Teams (when created in July). In addition, the possibility of transfers of land ownership to the majority land owner in areas where the picture is confused is being pursued.

Meetings have been arranged, and are currently taking place with the respective organisations/parties to discuss land vesting issues. An update on progress of these discussions will be given at the Area Committee meeting by the Area Leader.

- 4.4 We are keen to identify and connect with any local capacity through residents associations and other locally active groups in terms of their potential to contribute to promoting responsible behaviour and to assist in clean-ups or cleanliness monitoring & reporting in their areas. Connections into 'Community Payback' as another potential avenue to increase service delivery are being pursued. A positive dialogue is being maintained with WY Police regarding the use of PCSOs to help regulate local environmental cleanliness as a part of their day to day work.
- 4.5 The restructuring of Environmental Services, including Waste Management is coming to an end in terms of agreeing the new structure and recruiting to the new roles created. This is due for completion by July, from when the additional significant supervisory capacity that will benefit street cleansing services will be in place. Also at that time, the separation of refuse services and street cleansing will allow staff and managers to fully dedicate their time to one area alone, which has been an issue for street cleansing services as refuse has taken the greater priority over time.

5.0 Implications For Council Policy and Governance

- 5.1 The Council's Constitution has been amended, approved at Executive Board in March and ratified at the Annual Council meeting held on 26th May, to include the environmental services delegation within the Area Committee Function Schedule.
- 5.2 Amendments have also been made to the Area Committee Procedure Rules to make allowance for the decision making powers being devolved to Committees, which will run concurrent to the same authority given to the Director of Environment & Neighbourhoods.
- 5.3 The proposed delegation of environmental services to Area Committees will significantly contribute towards the Stronger Leeds section of the new Safer & Stronger Communities Plan 2011-15. By delivering services at an Area Committee level, the priority to '*ensure that local neighbourhoods are clean*' will be much more achievable.

6.0 Legal and Resource Implications

- 6.1 At this point in time there are no financial or resource implications. It is the intention to present information on resource provision verbally at the Area Committee, following work to realign budgets to the new team configurations.

7.0 Recommendations

- 7.1 The Area Committee is asked to note the contents of the report and the intention to submit, for approval, a full Service Level Agreement to its September meeting.

8.0 Background Papers

- 8.1 There are no applicable background papers



Report of the Director of Children's Services

Outer East Area Committee

Date: 05 July 2011

Subject: Building Schools for the Future Phase 5 - E-ACT Leeds East Academy Project

<p>Electoral Wards Affected: Cross Gates & Whinmoor</p> <p><input checked="" type="checkbox"/> Ward Members consulted (referred to in report)</p>	<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 type="checkbox"/></p>	<p>Delegated Executive Function available for Call In <input checked="" type="checkbox"/></p> <p>Delegated Executive Function not available for Call In Details set out in the report <input type="checkbox"/></p>

Executive Summary

1. Leeds was selected as a Wave 1 Authority under the Government's Building Schools for the Future (BSF) Programme. The aim was to re-build and/or refurbish 14 secondary schools in Leeds using a Local Education Partnership (LEP) to procure the projects. Thirteen of these schools in Phases 1 to 4 of the BSF programme have now been procured, nine of which have been completed with the remaining four under construction.
2. BSF Phase 5 - E-ACT Leeds East Academy is the final Phase in Wave 1 and consists of a new build academy on the site of Parklands Girls' High School.
3. On 31 August 2010, members of Executive Board approved the publication of a statutory notice to close Parklands Girls' High School conditional upon the Department for Education (formerly the Department for Children, Schools and Families) approving the opening of a co-educational academy on that site on 01 September 2011. The Department for Education have subsequently approved the Expression of Interest for the Academy.
4. The Academy will be sponsored by E-ACT and will open in the existing building on 01 September 2011 with a transition phase to move from a 4 FE all-girls school to a 6 FE mixed Academy with 200 post-16 places on completion of the new build in February 2013.
5. A comprehensive options appraisal has been undertaken jointly with the sponsor E-ACT, DfE, PfS and the Council which recommended the construction of a New Build Roundhouse Style School to the rear of the site, based on The Roundhouse at Derby College. A reference scheme has been jointly developed with the Leeds Local

Education Partnership which is affordable within the budget and has been approved by E-ACT and Children's Services.

6. Consultation has taken place with LCC city planners, urban design and highways during design development and ward members have been regularly briefed on the progress of the project. In addition, a Public consultation has taken place at the school involving pupils, staff and residents of the community and the adjacent primary school has been consulted throughout the process.
7. Members of the Area Committee are recommended to comment on and support the proposals to build the new E-ACT Leeds East Academy on the site of Parklands Girls High School.

1.0 Purpose Of This Report

- 1.1 The purpose of this report is to request the Area Committee to comment on and support the proposals to build the new E-ACT Leeds East Academy on the site of Parklands Girls High School.

2.0 Background Information

- 2.1 On 9 March 2005, Members of Executive Board approved the submission of the Strategic Business Case (SBC) to the Department for Education and Skills (now the Department for Education) for the Council's Wave 1 BSF Programme. The SBC acts as the overriding plan for the delivery of the Building Schools for the Future Programme in Leeds and sets out the vision for Education in Leeds
- 2.2 On 07 April 2010, Members of Executive Board approved the publication of a statutory notice to close Parklands Girls' High School on 31 August 2011 conditional upon the Department for Children, Schools and Families (DCSF) approval to open an academy on that site opening 01 September 2011.
- 2.3 In October 2010, the Department for Education (formerly DCSF) approved the Expression of Interest for a co-educational Academy. The Academy will be sponsored by E-ACT, a not-for-profit educational foundation committed to promoting excellence in education and learning (E-ACT has eleven Academies already open, including Leeds West Academy). The lead specialism will be English and the associated specialism will be Business and Enterprise.
- 2.4 The Academy will open in the existing building on 01 September 2011 with a transition phase to move from a 4 FE all-girls school to a 6 FE mixed Academy with 200 post-16 places until the new build is completed in February 2013.
- 2.5 E-ACT have produced an Education Brief with the following vision:
 - E-ACT's vision is to provide "Excellence in Education for All" in its Academies, by ensuring that the life chances of all its students are enhanced. E-ACT will support the Academy to ensure its students become successful citizens who contribute fully and effectively to the Academy and to the social and economic well-being of the wider community.

The Education Brief also includes E-ACT's declared aims:

- Develop Centres of Excellence through innovative approaches to teaching and learning, to ensure that all students achieve their personal and academic potential.
- Provide the highest quality of educational experience and widest opportunities for all, irrespective of ability, gender, faith or race.

- Establish Academies that foster unity and citizenship, based on respect for people from all backgrounds.
- Invest in the community to improve opportunities for everyone.

2.6 The overall objectives of the project are:

- To deliver a 6 form entry, mixed 11-18 Academy, with 200 post-16 places which would replace Parklands Girls' High School, a girls community school situated in the Killingbeck and Seacroft district of Leeds.
- To open an Academy in the existing building by September 2011 with the new build being available in February 2013.
- To deliver an Academy within the budget.
- To deliver E-ACT's vision for the proposed Academy - to provide 'Excellence in Education for All'.
- To improve standards via governance, leadership and management, teaching and learning, curriculum development and delivery and the flexibilities offered by the Academy model.
- Educational transformation for pupils.
- To ensure the sustainability of the Academy into the future.

3.0 Main Issues

3.1 Scope of The Project

3.1.1 Parklands Girls' High School was originally in Phase 3 of the Wave 1 Programme the original scope of works included a mixture of new build refurbishment and remodel utilising the Design and Build contract.

3.1.2 Since the agreement to develop an academy, the project has moved to Phase 5 of the programme and has been re-scoped to include an increase in capacity:

New Proposal

- Proposed Academy capacity: 1100 comprising 900 pupils aged 11 to 16 and 200 pupils aged 16 to 18.
- Service commencement - February 2013.
- The scope of work comprises 100% new build.
- Design and Build contract.

3.2 Design Proposals / Scheme Design

3.2.1 A comprehensive options appraisal has been produced jointly with the sponsor E-ACT, DfE, PfS and the Council which recommended the construction of a New Build Roundhouse Style School to the rear of the site, which is based on the concept formulated for The Roundhouse at Derby College. A reference scheme has been developed jointly with the Leeds Local Education Partnership and this is affordable within the budget available and has been approved by E-ACT and Children's Services.

3.2.2 The Academy will be a 6 form entry, mixed Academy, with 200 post-16 places (1,100 total).

3.2.3 The new building consists of a steel trussed North Light frame on concrete pad foundations clad with steel panels set on a brick plinth at ground level. There will be large areas of powder coated aluminium curtain walling with some glass, particularly at low level but generally polycarbonate glazing. The roof will be a built-up system

incorporating at least 10% North Lights with perforated finished liner deck. Internally there will be 'pod rooms' of varying sizes which in the main will be teaching spaces. The pods consist of modular steel panels over clad with either glass or coated steel elevation. In addition there will be a number of open learning spaces with associated FF&E. Large internal spaces such as the Sports Hall will be built in a more traditional manner using blockwork for robustness. The administration rooms will be created using lightweight metal stud partitioning with painted plasterboard or pods.

- 3.2.4 External treatment consists of soft & hard landscape to the front of the building and to the teaching areas to the rear. The existing car park and entrances are to be retained. The existing tennis courts will be resurfaced to provide hard play area.
- 3.2.5 For further details of the proposed site and plans, refer to the Annex 1 - Site plan and floor plans. For views of the proposed exterior and landscaping, refer to Annex 2 - External views.
- 3.2.6 A pre-application presentation of the design proposals was given to Plans Panel (East) on 14 April 2011. A number of comments were received and the Plans Panel requested that the scheme be brought back to the 16 June 2011 meeting for a further pre-application presentation with further information on the proposed materials, car parking and public consultation and evidence of why the building cannot be accommodated within the north-western section of the site. It is proposed that a full planning application is submitted in July 2011 for determination at the October 2011 Plans Panel (East).

3.3 Programme

- 3.3.1 The key project milestones are summarised below:

Key Milestone	Date
Pre-application presentation 1 to Plans Panel	14 April 2011
E-ACT Approval to the New Build Roundhouse Style School	05 May 2011
Public Consultation event	11 May 2011
Design Freeze	09 June 11
Pre-application presentation 2 to Plans Panel	16 June 2011
Submit Planning Application	04 July 2011
Full Planning Approval	06 October 2011
Commercial and Financial Close	07 October 2011
Construction Commencement of the New Building	10 October 2011
Construction Completion and Handover of the New Building	18 February 2013

4.0 Implications For Council Policy and Governance

4.1 Risk Management

4.1.1 A comprehensive Project Risk Register has been developed to enable the continual, effective monitoring of the risks towards achieving successful delivery of the Project. A summary of the key risks is reported and reviewed regularly to the Children's Services Project Board.

4.2 Equality Diversity and Cohesion and Integration

4.2.1 This report does not have a particular impact on any of the following groups: Race, Disability, Gender, Age, Sexual Orientation, Pregnancy and maternity, Religion or belief.

4.2.2 For the project an Equality, Diversity, Cohesion and Integration Screening form has been completed, which determined that it is not necessary to carry out a formal impact assessment.

4.2.3 However, in procuring the project the proposals have been and will continue to consider its impact on equality, diversity, cohesion and integration.

4.3 Council Policies and City Priorities

4.3.1 The E-ACT Leeds East Academy project will impact on the Children and Young People's Plan by fully supporting the pledges made within The 'Leeds Education Challenge'. E-ACT supports the ambition for Leeds to be recognised as a Child Friendly City and understands the importance of the 5 outcomes, 11 priorities and 3 obsessions.

4.4 Consultation

4.4.1 A Communication Plan has been developed which identifies stakeholders, their interests and specifically what success of the project means to them, key messages and the arrangements for implementing and managing the stakeholder engagement strategy. The Communication Plan also ensures that consultation will be carried out through established protocols within Children's Services and the wider City Council to ensure all stakeholders, including parents, carers and young people are kept fully informed and engaged in the procurement and construction stages of the project. This was developed from experience acquired on earlier Schools PFI projects and the Council's BSF Programme.

4.4.2 Stakeholders in this project are identified as:

- E-ACT (Academy Sponsor).
- The existing school, the head teacher, governors, staff, parents, pupils and the wider community.
- Children's Services department.
- The City Council's Executive Board Members.
- The Children's Services Project Board.
- The BSF Project Team.
- Ward members (where the academy is located).
- Department for Education (DfE).
- Partnerships for Schools (PfS).
- Other agencies and specialist bodies, including Sport England, English Heritage, Commission for Architecture and the Built Environment (CABE) etc.
- Employee representatives.
- Media.

4.4.3 Communication and consultation on the project to date has included a range of key stakeholders including:

- Executive Board report on 22 June 2011.
- Public consultation at the school on 11 May 2011, including governors, staff, parents, pupils and the wider community.
- Member of Parliament.
- Members briefings have been held in Nov, Jan, Feb, April/ May and most recently at the school on 09 June 2011.
- Chair of Governors and Governor meetings / briefings.
- Staff meetings.
- Inner East Area Committee meeting on 23 June 2011.
- Outer East Area Committee meeting on the 05 July 2011.
- Pre application presentations to Plans Panel (East) on 14 April and 16 June 2011.
- Regular update meetings with the Principal Designate and E-ACT.
- Project Steering Group meetings with Education Leeds, E-ACT, Department for Education and Partnerships for Schools to determine the transfer to an Academy in September 2011.
- Regular meetings with Partnerships for Schools.
- Design User Group meetings with Education Leeds, E-ACT, Leeds City Council Officers and Leeds Local Education Partnership to consult on and agree strategic procurement and design issues.
- Regular reports to the Children's Services Project Board.
- Design Development meetings with Education Leeds, E-ACT (including Principle Designate Director of ICT and Head of Design & Architecture), Leeds City Council Officers, Leeds Local Education Partnership and IPSL (contractor) to consult on and agree detailed procurement and design issues.
- Regular meetings with City Development on planning, design, highways and site issues.
- Discussions with Sport England.
- Legal forums with Education Leeds, E-ACT, Leeds City Council Officers and Leeds Local Education Partnership to consult on and agree legal issues (including short term lease, development agreement, long term lease and design & build contract).

4.4.4 Further communication and consultation on the project will continue with the above groups throughout procurement and construction.

5.0 Legal and Resource Implications

5.1 Constitution and legal matters

5.1.1 On 09 March 2005, 13 October 2005 and 24 January 2007, Members of Executive Board approved the Corporate Governance arrangements for the procurement of PPP / PFI projects, Subsequent changes to these delegations means that the Director of Children's Services (or delegate) now has the powers (delegated under section 3E of the Constitution (Officer Delegation Scheme)) to award a Design and Build Contract under BSF. The procurement of E-ACT Leeds East Academy as Phase 5 of the BSF Programme will be undertaken in accordance with those arrangements,

5.2 Finance and Resource Implications

- 5.2.1 The procurement is being progressed under the Strategic Partnership Agreement signed by the City Council and the Leeds LEP on 03 April 2007.
- 5.2.2 In November 2010, the Government requested reductions on the BSF projects that had not yet reached Financial Close including Parklands. On 17 December 2010 the Secretary of State confirmed an agreed reduction in the funding allocation of for the proposed new E-ACT Leeds East Academy, which revised the external funding available for the scheme to £14,573,300, including ICT funding. Leeds City Council funding of £1,386,200 is also being made available. The total funding available for this scheme is therefore £15,959,500. A programme contingency fund is also held, but this will only be available for unexpected expenses where the need is justified.
- 5.2.3 There are no ongoing revenue affordability implications as a result of the new build Academy for the maintenance and upkeep of the building as the responsibility for this will transfer at the point of completion in February 2013 to the Academy Sponsor

6.0 Conclusions

- 6.1 A comprehensive options appraisal has been produced which recommended the construction of a New Build Roundhouse Concept School to the rear of the site. This is affordable within the budget available and has been approved by E-ACT and Children's Services.
- 6.2 Consultation has taken place with city planners, urban design and highways during design development and ward members have been regularly briefed on the progress of the project. In addition, a Public consultation has taken place at the school involving pupils, staff and residents of the community and the adjacent primary school has been consulted throughout the process.

7.0 Recommendations

- 7.1 Members of the Area Committee are recommended comment on and support the proposals to build the new E-ACT Leeds East Academy on the site of Parklands Girls High School.

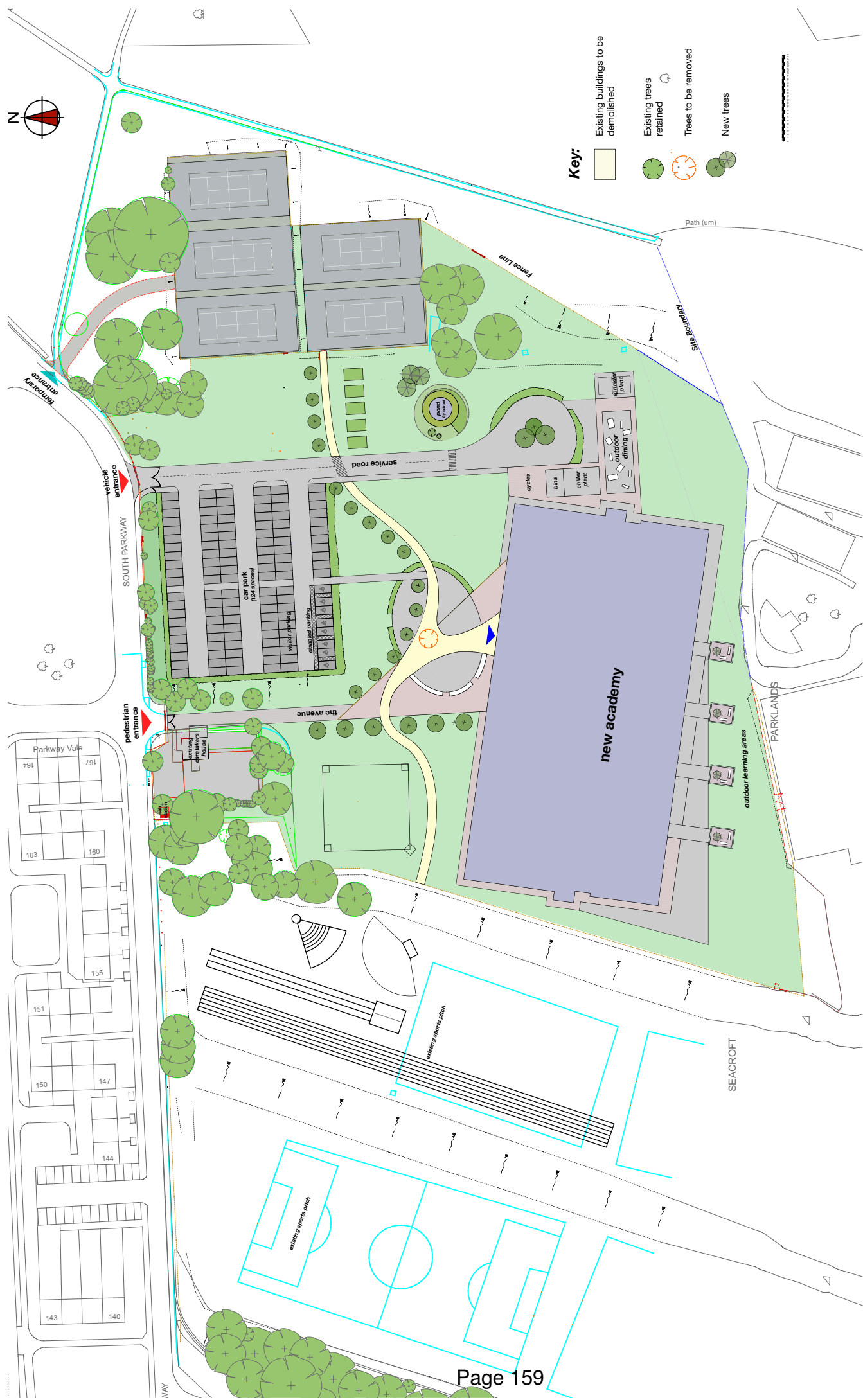
8.0 Background Papers

- a) Executive Board October 2007. Consultation Draft on the future of Academies in Leeds.
- b) Executive Board April 2010. Approval to publish a statutory notice to close Parklands Girls' High School on 31 August 2011 conditional upon DfE approval to open an academy on that site opening 01 September 2011.
- c) Executive Board October 2010. DfE approved the Expression of Interest to establish an academy to serve the Seacroft area.
- d) Equality, Diversity, Cohesion and Integration Screening form

Annex 1 – E-ACT Leeds East Academy Site Plans and Floor Plans

Annex 2 – E-ACT Leeds East Academy External Views

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Key:

- Existing buildings to be demolished
- Existing trees retained
- Trees to be removed
- New trees

maber

project: **LEEDS EAST ACADEMY, SEACROFT, LEEDS**

architecture / interiors / landscape

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drawing: Option B - Site Plan

scale: 1:1000 @A3 date: April 2011 dwg. no. 1952(03)3000

do not scale from this drawing, dimensions and levels to be checked on site by the contractor, all dimensions in millimetres unless otherwise noted - all levels in metres unless otherwise noted

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Revision	Date	Notes
D	11.05.31	Rounders and athletics provision shown
C	11.05.25	Building rotated, surrounding landscape updated to reflect
B	11.05.17	Landscape plan updated to reflect new entrance position
A	11.05.10	Site plan updated based on scheme redesign





ground floor

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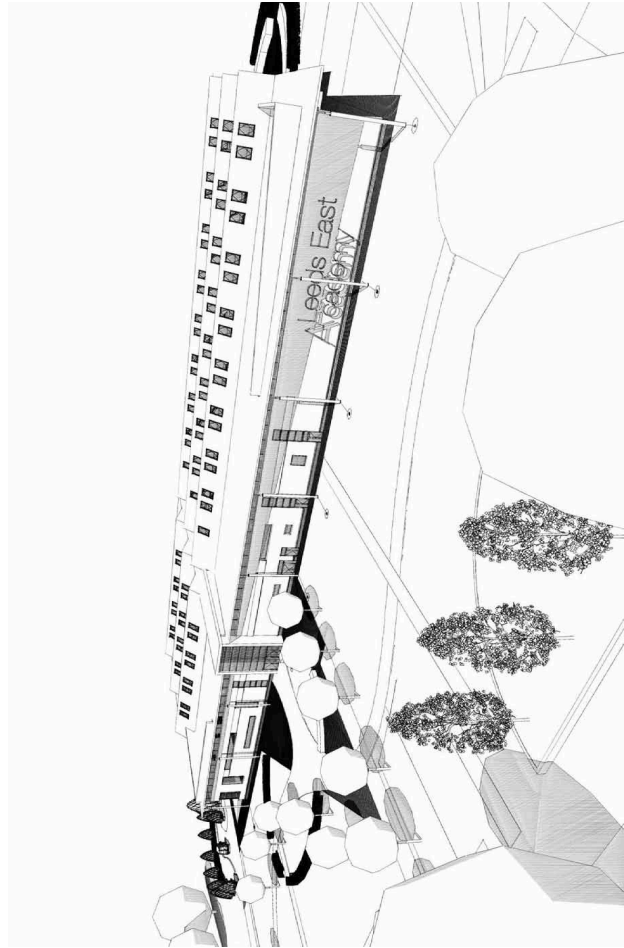
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view 1



view 2



view 3

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Originator: Martin Hackett

Tel: 3368942

Report of the South East Area Leader

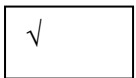
Outer East Area Committee

Date: 5th of July 2011

Subject: Summary of key work

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 a summary of key work over recent months, including community engagement activities, partnership work and project work.

Purpose of this report

1. To provide Area Committee with a summary of key work over recent months, including partnership meetings and community forums.

Background Information

2. Since 2008 Area Committee has produced an annual Area Delivery Plan. In 2011/12 it is proposed to produce a business plan with a focus on community engagement, partnership work, integrated working and locality working. This report will update Members on progress.
3. Area Committee has also previously agreed to have Member Champions to represent it on its partnership bodies and sub-groups.

Member Champions for Area Committee partnership bodies and sub-groups

4. Outer East Area Committee has been represented by Member Champions on the following partnerships for several years:
 - Jobs, Employment & Training (JET) – Cllr Tom Murray
 - Children’s Partnership – Cllr Tom Murray
 - Health & Well Being Partnership – Cllr James Lewis
 - Divisional Community Safety Partnership – Cllr Mark Dobson

The appointments to these positions is being considered under the report ‘Local Authority Appointments to Outside Bodies’.

5. During the municipal year 2010/11 Outer East Area Committee established a sub-group for community centres and an environmental sub-group. Cllr Suzi Armitage will continue to represent Area Committee on the community centres sub-group. The initial meeting of the environmental sub-group was held prior to Area Committee on the 5th of July. The position of Environmental Member Champion, and chair of the environmental sub-group, for Outer East is Cllr Katherine Mitchell.

Partnership Updates

6. Cllr Tom Murray represents Outer East Area Committee on the Jobs Employment & Training (JET) partnership and was involved in the establishment of The Job Shop at Kirkgate Market. This was set up to provide help and advice to people seeking work and training in Leeds. It chose to set up at a prominent and busy location in the city centre to be available to a varied and wide cross section of people across the city. Figures have now been provided on the numbers of visitors and assistance provided, broken down by age, ethnicity and area of the city in which they live. The most recent statistical information on customers visiting the Job Shop are attached on **appendix 1**.
7. The East Leeds Children’s Partnerships most recent meeting was held in March 2011. The minutes of that meeting are attached as **appendix 2** to this report.
8. The Health and Well Being partnership meets quarterly at the Civic Hall and its representative from Area Committee is Cllr James Lewis. The most recent meeting was held on the 31st of March 2011. The minutes are attached as **appendix 3** at the end of this report.
9. The North East Divisional Community Safety Partnerships most recent meeting was held on the 12th of May 2011. The meeting of that meeting are attached as **appendix 4**.

Area Committee Sub – Groups

10. The Community Centre’s sub-group met on the 17th of June. The meeting is chaired by Cllr Armitage and the minutes of the meeting are attached as **appendix 5**.
11. The Environmental sub-groups first meeting was held on the same day of Area Committee and pertinent issues discussed will be reported at the area committee meeting.

Tasking Teams

12. Since the last meeting of Area Committee tasking meetings have been held in all three wards. At recent meetings of all 3 tasking teams a major emphasis has been on tackling particular individuals involved in crime and anti social behaviour and agreeing actions to reduce criminality.

Harmonious Communities

Community Forums

13. The following forum meeting were recently held:
- Whinmoor – 12th April 2011. The minutes are attached as **appendix 6**.
 - Halton Moor/East Osmondthorpe – 12th of April 2011. The minutes are attached as **appendix 7**.
 - Halton – 14th of April 2011. The minutes of that meeting are attached as **appendix 8**.
 - Kippax & Methley – 18th of April 2011. The minutes of the meeting are attached as **appendix 9**.
 - Swarcliffe – 20th of April 2011. The minutes of the meeting are attached as **appendix 10**.
 - Cross Gates – 27th of April 2011. The minutes of that meeting will be included within the September report.

Implications for Council Policy and Governance

14. No specific issues are identified.

Legal and Resource Implications

15. No specific issues are identified

Recommendations

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

Background reports:

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

Outer East Area Committee 5 July 2011 – Local Authority Appointments to Outside Bodies.

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**Appendix 1
THE JOB STOP
LEEDS KIRKGATE MARKET**

**CUMULATIVE OUTLINE OF ACTIVITY FROM
29 JULY – 30 APRIL 2011**

AGE RANGE

No. registered	Male	Female	16-18	18-24	25-39	40-59	60+
1811	1081	730	97	381	729	541	37

26 customers chose not to declare an age range.

Male Customers

No. registered	16-18	18-24	25-39	40-59	60+
1081	55	216	431	336	29

14 male customers did not declare an age range.

Female Customers

No. registered	16-18	18-24	25-39	40-59	60+
730	42	165	298	205	8

12 female customers did not declare an age range.

ETHNICITY

	WB	WI	O	BBB	BC	BA	O	AI	AP	AB	AC	AK	O	MWBC	MWBA	MWA	O
M	413	66	96	19	34	137	13	36	32	12	3	1	52	17	12	12	11
F	278	32	81	15	35	93	12	24	13	1	10	0	20	14	15	6	12

WB White British
WI White Irish
WO White Other

BBB Black British Born
BC Black Caribbean
BA Black African
BO Black Other

AI Asian Indian
AP Asian Pakistani
AB Asian Bangladeshi
AC Asian Chinese
AK Asian Kashmiri
AO Asian Other

MWBC Mixed White & Black Caribbean
MWBA Mixed White & Black African
MWA Mixed White & Asian
MO Mixed Other

184 customers did not declare an ethnic origin.

EMPLOYMENT STATUS

	Unempl -oyed	Claiming Benefit	JSA	ESA	DLA	DLA/ ESA	IB	DLA + IB	IS	IS + DLA	IS +IB	IS +LP	LP	EMA	P C
M	871	517	406	17	7	3	11	8	27	10	2	1	1	3	9
F	550	334	202	8	6	1	7	2	63	3	2	10	9	2	2

POSTCODE DATA

LS1	LS2	LS3	LS4	LS5	LS6	LS7	LS8	LS9	LS10	LS11	LS12	LS13	LS14	LS15	LS16
12	35	14	41	24	142	149	172	252	102	243	127	48	59	35	38

LS17	LS18	LS19	LS20	LS21	LS22	LS23	LS24	LS25	LS26	LS27	LS28	LS29
71	4	4	5	1	7	2	3	21	16	11	11	1

WF	YO	BD	HD	GU	DN	S	HG	MK	FY
43	2	49	2	1	2	5	2	1	1

53 customers did not provide a postcode.

REFERRALS

A4e PATH	26
A4e JS	18
Aspire	1
Best	11
Connexions	16
Create	2
ESOL	6
First Direct	1
Hamara Centre	4
Hargreaves Training	2
IGEN	57
JCP	14
JCP – FJF	1
JCP – Work Trial	4
Job Steps	4
Learning Partnerships	31
Leeds City College	1
LCC – Adult Social Care	5
LCC Jobs & Skills	34

LCC – Library Services	4
Leeds Mind – Dove	2
NACRO	1
Northern College	1
Path Yorkshire	8
Pathways	4
St Anne’s	2
Swarthmore IAG	39
Swarthmore IT	2
Re’new	5
Royal Mail	2
Real Time Training	14
Urban Biz	7
Working Links	71
JCP Work Choice	1
TOTAL	401

CVs PRODUCED	283
ASSISTED WITH JOB SEARCH	920
ASSISTED WITH JOB APPLICATIONS	216
SIGNPOSTED	351
JOBS CONFIRMED	98

MINUTES - EAST CHILDREN LEEDS LEADERSHIP TEAM

Meeting held 24th March 2011 (Temple Newsam House)

Item	Description	Action
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1 Welcome, apologies and introductions.

1.1 Present:

Ken Morton (CHAIR)	Children's Services – Locality Enabler - East
Rosaleen Hamer	Head Teacher & Cluster Rep – Seacroft Manston
Martin Fleetwood	Head Teacher & Cluster Chair – Temple Newsam Halton
Chris Walton	Head Teacher & Cluster Chair – Inner East
Jane Addy	Cluster Chair – Garforth
John Roche	CYPSC – Service Delivery Manager – East
Flavia Doherty	VCFS – Relate Leeds
Neil Bowden	Area Youth Service Manager
Kevin Paynes	School Improvement Adviser – Education Leeds
Ann Nicholl	Primary – East Leeds Governors Rep
Jon Lund	Youth Offending Service
Cllr Thomas Murray	East Area Committee Children's Champion
Yvonne Butterfield	Integrated Services Leader – Seacroft / Manston
Jackie Claxton Ruddock	Integrated Services Leader – Temple Newsam / Halton
Dave Weetman	Manager MAST Team
Debbie Reilly	NHS Leeds - Professional Lead for School Nursing
Mike Haworth	Education Leeds
Susanna Rushfirth	Education Leeds – School Improvement

1.2 In attendance:

William Newham	Children's Services - Support
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1.3 Apologies Received:

Tim Bean	Head Teacher & Cluster Chair – Brigshaw Federation
Diane Reynard	Head Teacher – SILC
Christine Street	Job Centre Plus
Richard Norton	VCFS – Re'new
Jackie Goodwin	Integrated Services Leader – Inner East
Til Wright	Education Leeds – Integrated Children's Services
Cath Lennon	Head Teacher (Secondary)
Ian Garforth	Secondary – East Leeds Governors Rep
Cllr Veronica Morgan	East Area Committee Children's Champion
Mandy Voller	Education Leeds – Attendance Adviser
John Woolmer	East North East Area Management
Jeannette Morris-Boam	VCFS – Leeds Voice
Nahid Rasool	VCFS – Shantona
Diane Brown	NHS Leeds – East/North East CAMHS
Jason Minott	Community Sports Officer – East

1.4 Ken Morton welcomed colleagues to the meeting and introductions were made.

2 Minutes of the last meeting and matters arising.

2.1 The minutes of the last Leadership Team were agreed as an accurate record of the meeting.

2.2 ELI / Staff changes.

- Dave Weetman and Yvonne Butterfield both confirmed they will be taking ELI. Ken Morton thanked Dave and Yvonne on behalf of the East Leadership Team for all of their hard work and commitment in the East.
- Neil Bowden updated on changes within the youth service. The youth service is moving from 5 to 3 areas. Neil added that he will be moving to cover WNW, Satbinder Soor will be covering ENE and Victoria will be covering ENE. Ken also thanked Neil on behalf of the leadership team for his hard work and commitment working in the East and wished him well working on his new area.

3 Children's Services Transformation Programme

- 3.1 Ken Morton delivered an update on the key areas of work being progressed as part of the Children's Services Transformation Programme. Summary of the key points raised were as follows:

Children's Services Directorate Restructure

- **Tier 2** – All 4 tier 2 posts (Deputy Directors and Chief Officers) under the DCS will be going out to national recruitment in April.
- **Tier 3** – Nigel Richardson currently finalising the tier 3 posts.
- **ELI** – A number of colleagues will be leaving the authority as part of the early leavers initiative at the end of March with a further set from within Education Leeds leaving in August.
- **CYPSC / Child Protection Teams** – Arrangements for CYPSC restructure around Child Protection Teams are well advanced.
- **SEN / Complex needs / Behavior** - Barbara Newton is leading on the SEN / Complex Needs side and more detailed proposals by the end of May.

Targeted Service Leaders / Local Leadership

- Jim Hopkinson leading on the development of proposals for local leadership and the role of targeted services. Aim to advance the targeted services leaders and have as much in place by September 2011 as possible.
- Targeted Services Leader in summery - On behalf of the local partnership allocate lead professional responsibility to a setting / service in line with agreed protocols. Initiate a dispute reconciliation process where a setting or agency is not prepared to take on lead professional responsibilities. Deploy local resources around priorities and respond to local need. Monitor progress on cases and report regularly to the cluster governance group
- Timescales – April/May sign off LCC capacity – 3 area teams

but with flexibility re: employment. May/June – finalise employment position with clusters. A more detailed conversation will be taking place with cluster chairs at the city wide cluster chairs meeting on the 28th March.

Local Authority Partners

- Senior officer (Tier 2/3) from the new Children's Service's Directorate to be aligned to a cluster to build an understanding of the cluster and its place in the city its strengths and ambitions. Enable the cluster to connect to the LA's priorities and ambitions and to other networks and broker opportunities and support for the cluster to achieve it's ambitions, be effective in locality challenge and support the cluster. Key relationship with the cluster chair.
- J.E.S.S, Bramley and Inner East clusters will be allocated a Local Authority Partner during an early adopter phase who will adopt this challenge and support role. As the roll is developed this will be rolled out more widely to the rest of the clusters.

Outcomes Based Accountability

- Nigel Richardson is keen that the common methodology of OBA is rolled out across the city.
- 30 people are being trained as OBA facilitators. They will be split into 3 groups on an area basis and an initial offer will be made to all clusters around attendance (from April 2011).
- All clusters will be offered the opportunity to engage with the attendance project in order to tackle the causes of non attendance among those in the 60-70% attendance bracket. The project will use an OBA methodology to develop a cluster plan for working with this band of CYP to improve attendance. If clusters want to work with another band this is ok but will need to be able to develop a conversation in the cluster around a manageable number of CYP and families. If less than 50% attendance is used then the numbers are too large at the moment.
- The J.E.S.S, Bramley and Inner East Clusters will be taking on an 'early adopter' to test and develop a local leadership team and local approach to case work management. These teams will include social work team managers to fulfil a Child Protection Team Manager role and temporary targeted services leaders.
- Further information will be available at the city-wide cluster chair's meeting on 28th March.

Intensive Family Support

- Jim Hopkinson is leading on a piece of work around the commissioning of intensive family support services across the city. We currently have a number of projects across the city (Signpost, MAST etc..) and the aim will be to develop a more

coherent offer held at an area level.

0-5 pathfinder project

- To take place in two areas of the city. The project will implement, test and develop the recommendations from the review of universal services for children aged 0-5. A key recommendation of the 0-5 universal services review relates to the development of an integrated service model, the project will implement test and develop the model as well as the outputs from a focused OBA workshop which will look at ways of improving outcomes for 0-5 year olds in the project areas.

Operational Handbook

- The Operational Handbook is being finalised and will be piloted in three clusters – Bramley, J.E.S.S & Inner East. The handbook will provide clear guidance on the roles and responsibilities of practitioners working in a multi agency setting.

KM – additional comments

- Cluster Chairs Meeting will take place at the end of March and will allow for a more detailed conversation with chairs around, The key role of clusters, the role of cluster chairs, Local Authority Partners, Cluster Managers, Targeted Service Leaders, Child Protection Team Leaders as well as considering how we can develop our local partnerships to sustain diverse health, arts, sport, business engagement, enterprise and volunteering themes.
- Ken commented that within all of the strands of work are significant workforce / union issues. All of the work is also being done within the context of the Council's budget. Future proofing the arrangements that are put in is important.
- A multi agency team is meeting with Head Teacher, VCFS, Health etc representation to test all proposals.

3.2 Following Ken's update key points / comments arising were as follows:

- Flavia Doherty called for some further clarification around the OBA training, how it is being rolled out, and whether there are VCFS representatives being trained. Jackie Claxton Ruddock who was one of the 30 trained as an OBA facilitator commented that the 30 trained will be split into 3 area teams to facilitate in clusters in their areas. Jackie confirmed that there was VCFS representatives trained.
- Cllr Murray commented that NEET has not been mentioned. In terms of the 3 obsessions we have heard about focused work that will be taking place in clusters around attendance and LAC/referral patterns but nothing about the third obsession – NEET.
- Kevin Paynes commented that a summary update of all that

we have heard today would be very welcome.

- Flavia Doherty commented that we really need some confirmation of timescales. Ken reiterated that in terms of the restructure the tier 2 posts will be out to national recruitment in late April, we will lose a set of staff to ELI at the end of March and a further set in August.
- A number of members of the leadership team commented that we can't afford paralysis in the interim while the changes are taking place.

5.0 Local partnership / accountability arrangements, clusters, area leadership teams, area inclusion partnerships.

5.1 The Children's Trust Board paper 'Developing local partnership arrangements to support integrated locality working' was circulated with the agenda and papers.

- Ken commented that the paper details proposals for developing local partnership governance arrangements. These are designed to build on existing local partnership work, supporting integrated children's services work locally and the delivery of priorities in the new CYPP.
- Ken Morton commented that if we are to reorganise services around the cluster then we need to cement cluster arrangements. Clusters need to be clear about remit and geography with a minimum standard for local cluster partnerships to sign up to.
- Ken added that a summary of the proposals can be found at the end of the paper and called on the leadership team to feedback comments to himself or Martyn Stenton.

5.2 Initial comments were as follows:

- Jane Addy queried why we are attempting to standardise clusters across the city commenting that it will remove flexibility. Ken commented that the standardisation is simply about making sure clusters are clear about their remit, what a cluster partnership is there to do and what the core membership should be. There are gaps in the city where clusters are not as advanced as others and we need to get all clusters to at least a minimum standard.
- Jane also commented that the membership of the clusters needs to be suitably senior. The partnership needs to be made up of people who can make decisions on behalf of their organisation. Ken agreed commenting that getting the minimum standards / expectations for all clusters will aim to alleviate these problems where they might be occurring.
- Martin Fleetwood commented that we need to look at some of the smaller clusters and mileage in them coming together with others where it makes sense and there is an economy of scale.
- Ken commented that in terms of the leadership teams we will

be moving to three, with revamped functions. AIPs will stay over 5 areas for the next year as work is needed to look at the pros and cons first. For example in the east with the academy situation we have to assume a potential £250 loss in AIP funding for the next year. Similarly Post 14 Confederations will stay over 5 for the next year.

- John Lund commented that the voice of CYP and families is not obvious in the paper.

Ken added that as usual if anyone has any points they want to discuss in more detail or need further clarification then to get in contact.

6.0 Child Friendly City

6.1 The Children's Trust Board Paper 'Child Friendly City – proposals for an initial approach for Leeds' was circulated with the agenda and papers as a prompt for a discussion around what the East LT think is good in the proposals and what we are doing already in the East.

- Ros Hamer gave the example of the Youth Parliament in the Seacroft Manston cluster. This is a collective council across the cluster. Ros added that a group of CYP from the council recently went on a visit to the houses of parliament. Ken commented that the Seacroft Manston cluster is also looking at giving the parliament a small budget to be able to spend on supporting projects within the cluster.
- Flavia Doherty commented that it seems like the Youth Association has gone very quiet. They used to a lot of work in Leeds but recently things seem to have died off.
- Neil Bowden commented that the youth service has done a lot of work around youth volunteering and getting CYP involved in day to day decision making.
- A number of members of the leadership team commented that there seems to be a lot of good work going in individual areas but it all needs to be fed up and joined together in a more coherent way.
- Neil Bowden queried whether there is a genuine will to involve CYP in decision making up to a senior level.
- Ken Morton commented that as part of the restructure of the Children's Services Directorate there will be people who will have a focus on this side of work.
- Ken commented that in Seacroft Manston they also have the Children's University where CYP have a passport which is stamped when they visit local facilities / attractions and build up to achieve rewards.
- Cllr Murray echoed previous comments adding that we don't have to reinvent this in Leeds as there are many good examples already. CYP in the city have strong opinions on their own future especially around green issues and transport.

- John Lund commented we need to get better a engaging and challenging the business community around their commitment to CYP in Leeds.
- Ken commented that this will become even more important in terms of access to sports an arts in the current climate and ensuring CYP are still able to access.

7.0 East Area Inclusion Partnership

- 7.1** Minutes of the last East Area Inclusion Partnership circulated with the agenda an papers for information.

8.0 TaMHS

- 8.1** Ken Morton briefly updated that the project was piloted in Temple Newsam and Brigshaw. Seacroft Manston and Inner East are bidding for grant funding in the East.

9.0 AOB

- 9.1** Mike Howarth queried what the future of the leadership team will be.
- Ken Morton commented that the leadership teams will be moving to 3 areas with the first meeting likely to be around June/July.
 - AIPs and 14+ Confederations will remain over a 5 area basis for the next year.
 - Martin Fleetwood commented that maybe the Leadership teams should remain at 5 until a point at which all the partnership arrangements are at an point to move at the same time.

10.0 Date and time of next meeting / meeting schedule.

- 10.1** Future Leadership Team arrangements to be confirmed.

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Appendix 3

Minutes of South East Leeds Health and Wellbeing Partnership Meeting 31st March 2011

Attendees:

Dave Mitchell (Chair) – Practice Based Commissioner
Bash Uppal – Adult Social Care/Leeds PCT
Keith Lander – Environment and Neighbourhoods
Brenda Fullard – NHS Public Health
Rob Kenyon – Leeds Community Healthcare
Joanne Loft – Adult Social Care
Pat McGeever – VOICE Representative
Gerry Shevlin – LCC community safety

In attendance:

Sue Green – British Heart Foundation
Stuart Cameron-Strickland - LCC
Nichola Stephens - NHS

1. Welcome, introductions and apologies

Apologies were received from Andy Beattie and Cllr Renshaw and Cllr Groves

2. Minutes of meeting held on 27th January 2011

Agreed as an accurate record

3. Matters arising

Reported that NAEDI work is now taking place in the wedge. KL informed the partnership that the work had been well received by the Area Committees. Up to 50 people a week have been seen at St Georges Centre, Middleton.

BU informed the partnership that Google mapping has now gone live and encouraged everyone to take a look if they hadn't already at: <http://www.leedsinitiative.org/healthy/wellbeingportal/>.

The Health Innovation Event in the South East Wedge has now taken place and was very well received. The outcomes are being fed back into the locality partnerships to consider within their priority setting for 2011/12.

4. British Heart Foundation – Sue Green

Copy of Heart Towns presentation given to all present.

2011 is 50th Birthday of British Heart Foundation and the Foundation wants to launch 50 heart towns/cities.

The Foundation uses information and research available to them to look at best ways of prevention and has developed various initiatives to focus on prevention.

Presentation was aimed at asking if Leeds wants to become a Heart City and SG has been and presented to all three wedges through the Health and Wellbeing Partnerships.

All initiatives are free and the idea is that it's for a five year period. After 12 months a review would be done and the evaluation would show where to go from there. Work will take place through the year and will end with a one day event which could be a big, organised event such as a health walk or could be smaller and maybe run through the schools.

Twenty seven towns have signed up, the latest one being Bristol.

Leeds has been highlighted as having a high incidence of CHD/Heart Failure which is higher than the national average.

Questions were asked about measuring the effects of the scheme. SG informed that in some respects the effects are measured in terms of sign up but it does not go as far as looking at effects on admissions. Evidence in terms of effects on admissions is not clear either way.

Concerns were raised around the scheme being a fund raising exercise. SG highlighted it is not fund raising specific but there would be an element of fund raising in the initial 12 month period.

RK stated there was a need for prevention work in Leeds relating to Heart Disease but had questions relating to the claim there is no cost. Profile raising and getting people signed up would involve work over and above everyday workload which in turn incurs a cost.

Felt that it may be better to have more of a train the trainer model than rely on leaflet handouts. It would also need to link to the NHS Health Checks and compliment this.

Due to limited budgets the main priority for Leeds would be that scheme would enhance the work already been done in Leeds and Leeds would not be there to subsidise.

Discussions led the partnership to agree that the scheme should be highlighted to the Director of Public Health for consideration.

If partnership has anymore questions these can be passed to BU who will liase with SG for answers.

5. Children's Services Update – Paul Bollom

Main theme for Children's Services is Leeds as a child friendly city.

This will take it beyond Children's Services and make it a city wide priority and city owned.

Questions were asked regarding whether Leeds was a child friendly place: Determined that children's views are integral to this question.

A multi agency group has been put together to take this work forward – headed by Brenda Fullard Public Health NHS. The group is looking at how the work happens in the wedges.

The Children and Young People's Plan - There are health items in the plan and it is important that these are highlighted to the locality partnerships.

At present Children's Services excel within the current cluster arrangements and have strong structures although these vary depending on the partnership involved. Minimum standards for these arrangements are currently being looked at to make sure there is a level playing field.

Restructure means that an advert is going out in April for a Health Lead for Children's Services and this person will sit on the Health and Wellbeing Board.

Partnership working will be key to all future work as Children's Services framework is not enough alone. One key area of work will be working together to intervene before crisis point is reached and all partners knowing referral routes and what is available.

Action: Need to engage with cluster arrangements and work with them on Public Health Priorities.

Area Leaders will play an important role in shaping the partnerships and taking the work forward.

6. Locality Profiling – Nichola Stephens & Stuart Cameron-Strickland

PowerPoint presentation given and will be circulated to the partnership via the extranet.

Information in presentation relates to MSOA profiling and examples were given on: A&E Attendance; Hospital Admissions; Mortality.

Alcohol information is shown separately and all information is adult related. Children's information is included within the Neighbourhood Index.

The information within the presentation shows what will be available in the Locality Profiling packs – Health Statistics plus Local Authority information relating to worklessness, crime.

ACORN Data also included. Explanations are included on the bottom of the report pages to help interpret the data. The information will be available annually and will be part of the Joint Strategic Needs Assessment (JSNA) pack.

DM commented that it may be useful to have the information by Practice or Consortia base. NS confirmed this could be done for performance management.

RK and BU commented on how useful the information could be especially when looking at if an issue is statistically significant. Useful if this could be highlighted within the report which in turn would support partnerships in setting local priorities.

7. City Priorities / Health and Wellbeing Plan – Brenda Fullard

Copies of the priorities and the plan were circulated prior to the meeting

Key areas:

- Help people make healthy lifestyle choices.
- Help people live safely in their own home (safeguarding, independence).
- Choice and control within health and social care services.
- The people who are poorest improve their health fastest.

The high level indicator is going to be – Smoking in adults

3 other strands:

- Community Engagement
- Supporting mental health
- Lifestyles – Smoking, alcohol, drugs

At present obesity is not included – this may need to be reviewed.

The plan is still in draft and all input is welcome. Once agreed these priorities will drive the city plans over the next 4 years so it is important for the partnership to comment.

June – Plan goes to Full Council.

August – Information on consultation and commissioning routes and start work on full Health and Wellbeing Strategy.

A long lead in is required to develop the strategy for April 2012.

PM concerned that obesity/childhood obesity not included as priority.

Also teenage pregnancy included in the Children's plan but not as a priority

BF explained that some of the work strands are cross-cutting and will be picked up even if they are not stated as a priority.

Big opportunity with locality working to see how partnerships can best work together to tackle these issues.

Timescale for feedback – 29th April – Plans can be accessed via extranet.

8. Updates – due to meeting running over these were kept short and deferred for a more detailed discussion at the next meeting

Alcohol – Gerry Shevlin

GS highlighted some of the work that is happening regarding alcohol issues in the wedge and circulated a brief outline (see attached).

At present an action plan is being worked up and this will be circulated to the partnership at the next meeting.

Main areas of work being explore include:

- Reducing A & E and hospital admissions
- Improving community engagement and awareness
- Addressing related Anti Social Behaviour issues
- Support to address related domestic violence
- Licensing and policy
- Business activity and engagement
- Tackling impacts on young people

Focus to be on Middleton and Beeston in the first instance with consideration also being given to rising issues within Morley town centre also being discussed.

Health and Wellbeing Neighbourhood Groups

Joanne had sent her apologies and asked Bash to circulate copy of summary on progress made by these groups (see attached deferred for discussion at next meeting).

9. Any other business

No items raised.

10. Date of next meeting

Thursday 26th May – Agenda items to Aneesa.

**East North East Divisional Community Safety Partnership Meeting
12th May 2011, 2:00pm The Beck, Unit 2**

Present:

Tim Kingsman	West Yorkshire Police (Chair)
Bev Yearwood	East North East Area Management, LCC
Matt Davison	West Yorkshire Police
Diane Parish	West Yorkshire Probation
Nigel Kirk	WYFS
James Nundy	South East Area Management, LCC
Steve Vowles	ENEHL
Vicky Fuggles	Youth Service
Pamela Parker	Aire Valley Homes
Leanne Manning	East North East Area Management, LCC (Minutes)

Apologies: Cllr Eileen Taylor, Cllr Brian Selby, Jon Lund,

		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"> • Bev Yearwood has confirmed the attendance from schools. Joy Fry will be the representative for future meetings. • (2.1 regarding support of victim liaison officer) BY has a meeting regarding this next week. • (4.1 regarding students parking at Burmantofts and Richmond Hill getting targeted by vehicle crime) Still to progress. • (9.1 regarding POCA Funding) Tim explained that there is a minimum of 10k. • Gillian Mayfield has moved on from community safety, Martyn Stenton as now taken up the new position (needs to be added to mailing list) 	<p align="center">BY</p> <p align="center">BY</p> <p align="center">LM</p>
3.0	Burglary Update	
3.1	Tim Kingsman explained that the pressure isn't off from burglary. West Yorkshire police have been set a target for burglary which is to reduce this 5% per year over the next 4 years. Overall Safer Leeds has identified 950k over 2 years for burglary, current discussions are taking place on how to effectively spend this. Two bids have gone in to CASAC for target hardening.	
3.2	BY gave an overview of 'Outcomes based accountability /turning the curve' and the pilot that they are undertaking in West Leeds for Armley relating to burglary. BY explained that it is anticipated that OBA exercises will be undertaken in all strategic areas of concern.	BY
3.3	The areas of concerns identified for the NE DCSP are Burmantofts/Richmond Hill, Killingbeck /Seacroft and Chapel Allerton . Roundhay, Alwoodley and Moortown have also had a lot of overnight	

	burglary which are multiple offences involving theft of cars.	
3.4	Tim explained that europrofile locks are still getting targeted and currently 30%-40% of burglary are down to insecure break ins. They are also looking at burglars that are due to come out of prison in the next few months so that they can be prepared for this. Partners were asked to consider any additional things they can contribute towards reducing burglary dwelling.	
3.5	TK to explore sharing information on burglaries daily and distributing to partners to expedite action.	TK
4.0	Gang Prevention Strategy	
4.1	Operation Quartz: Matt Davison went through the Quartz totals from last year April 2009 – March 2010 comparing them with April 2010 – March 2011. Before quartz there were 9 discharges and 3 when quartz started. Matt also ran through the Chapeltown report which showed a significant reduction in drug offences, theft from motor vehicles and robbery since quartz has been in operation.	
4.2	Lottery Bid: Matt explained that they are seeking clarification from lottery lead agencies but hoping that in the next couple of weeks this will be sorted and then submitted. Matt will keep everyone up to date when this is clarified.	MD
4.3	Achievements: BY will circulate the document of key achievements from the last gang prevention meeting.	BY
5.0	BME Satisfaction Gap / Summary of Outcomes from Workshops	
5.1	<p>MD gave feedback on the BME Satisfaction Gap workshops conducted by Gary Hooks. Six focus groups involving 25 individuals of a variety of ethnic backgrounds had taken place. All those involved were from the North East Leeds area and were between 16 and 24 years of age. This was supported by a Stop Hate UK event that had been attended by approximately 100 young people at the Prince Phillip Centre.</p> <p>The research was intended to explore the possibilities of better engagement with young people in order to reduce the satisfaction gap. Though it was found that the young people were generally not interested in engaging with the police, they did acknowledge that the police had a necessary role to perform and also suggested that their engagement with senior police officers might be constructive.</p> <p>The groups felt that the Neighbourhood Policing Model had improved relations considerably but that other police teams often undermined this good work, and that such teams may benefit from cultural awareness training. The consensus believed that young people were treated less favourably by police on the basis of their age and presence in a specific area rather than for being of any particular race or ethnic background. They did not consider themselves to belong to specific ethnic groups and disliked the term BME. Their sense of identity clearly emanated from a feeling of belonging to a particular age group from a particular area and it was felt that they were often treated by the Police with suspicion as a result. Addressing this perceived inconsistency in service delivery was believed to be the most effective way of achieving meaningful engagement and thereby best tackling the satisfaction gap.</p>	
6.0	End of Year / POCA	
6.1	Bev explained that we spent £38677 funding community organisations last financial year. So far this financial year we have spent around £5000 and applications are still coming in and in progress. The maximum amount of	

	POCA has now been reduced to £250.	
6.2	John Woolmer is no longer on the POCA panel so we need another representative. As a POCA panel rep you will receive around 5 applications a week that you need to agree or reject and give your views on. The final decision goes with the majority vote. Bev asked the group for volunteers, PP will mention this to Geoff and VF will consider this.	PP VF
7.0	Performance Framework / Exec Highlight Reports	
7.1	Bev gave an overview of the performance matrix at the year end	
7.2	Bev circulated a copy of the last quarter highlight report highlighting activity that had been delivered in neighbourhoods, she explained for information purposes that there has been reductions in area committee well being budgets.	
8.0	Any Other Business	
8.1	<p>Tim Kingsman asked the group to explain their organisations current position regarding any restructures/reduction in resources etc.</p> <p>Youth Service: 23% cut in local authority youth service but in East North East not much of a change. they are tighter as a service and not as much youth service taking place. They are hopefully not expecting anymore changes this year</p> <p>Area Management: - Current proposals suggest cuts regarding admin so we will need to examine feasibility of other agencies to provide admin support for meetings.</p> <p>ENEHL: has had cuts the last few years so currently aren't expecting any more this year.</p>	
9.0	Next DCSP Meeting	
9.1	<p>8th September 2pm-4pm</p> <p>We are looking to book a room at Reginald Centre, Chapeltown Road.</p>	

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Appendix 5

Community Centres Sub Committee Outer East Meeting 17 June 2011

In Attendance: Cllr Suzi Armitage, Martin Hackett (SE AMT), Carl Sawyer (LCC DS Services), Angie Baker (LCC DS Services), Trudie Canavan (E&N).

Apologies: Cllr Keith Parker

1. Minutes & Matters Arising

(1.2) Terms of reference agreed. Only addition to TOR noted as follows:

Look at and implement efficiencies in all aspects of the running of community centres.

(2.3) Mo one in attendance from CPM to provide information promised at last meeting. The agreed actions were:

- *CPM will provide list of CC's with 2,5,10 year life expectancy*
- *CPM will provide details of what capital schemes will go ahead in 2011/12*

Agreed action – to contact CPM re non attendance of officer(s)

(4.0) The situation with cleaning at Fieldhead Carr is now much improved.

2. Current Issues

2.1 Asbestos Survey at St Gregory's

2.1.1 Survey carried out in early 2011. Alan Clarkson needs to clarify position with boiler house getting risk category B. Does any work need to be undertaken ?

2.1.2 Will 2 rooms where no key available to inspected at a later date ? Store 5 and room 2 store.

Agreed Actions – to contact CPM for clarification.

2.2 Allerton Bywater Welfare Hall

2.2.1 There appears to be no interest in anyone wanting to lease this building. Better promotion of centre can be looked at but Area Management resources not sufficient to carry out any intensive work. There is a meeting with an interested party in the near future but its not clear if this persons group has the capacity to run the centre.

2.3 Full repairs and insurance leases

2.3.1 It has been decided not to implement this policy at this time as most groups do not have the resources to take on full repairs and insurance leases.

3.0 Pricing & Lettings

3.1 There is a review of the whole community centre delegation to Area Committees. It was felt that too many sections/departments are involved in community centres and that it was not therefore a true delegation.

3.2 Problems with this are (i) many staff previously involved have now been in a restructure and no longer do what they previously did, (ii) charging for the use of centres is a very sensitive issue.

3.3 Issue raised about encouraging voluntary sector to use underused council buildings. However, problem associated with market rental assessment – each one costs £250.

4.0 AOB

4.1 Sharon Smith and Angie Baker are part of new management team for the area.

4.2 Caretakers will receive additional training for maintenance.

Date of next meeting – to be arranged.

Minutes from the meeting 12 April 2011

Appendix 6

Present:

Cllr Peter Gruen (Chair), Cllr Pauleen Grahame, James Nundy (LCC – South East Area Management Team, and minutes), Insp. Tom Harrison (West Yorkshire Police), Janice Linley (Whinmoor Warriors OAP Group), Pam Parker (Aire Valley Homes Leeds), Wendy Rogers (LCC – Environmental Action Team), David Armitage (LCC – EAT), Deeta Tren-Humphries (LCC – Youth Service), Sharon Smith (Corporate Property Management), R.Green (Whinmoor Bowling Club), Brenda Speight (Red Hall Neighbourhood Watch), Heather Jackson (Skelton Woods Environment Group), Anne Kearsley (LCC – Children’s Services), Anna Raine (LCC – CPM for Children’s Services), Dennis Smith (resident)

Apologies:

Cllr Suzi Armitage, Virgil Meikle (LCC – Youth Service), Heather Jameson (St Richard’s Vicarage)

Item	Welcome, introductions and apologies	Action
1.0	Cllr Gruen welcomed everyone to the meeting and the above apologies were noted.	
2.0	PACT meeting – Insp. Tom Harrison, Police	
2.1	Across the ward, crime levels have reduced in general and satisfaction levels are up. Thefts from motor vehicles are still an issue, with the level increasing by over 80 offences from last year.	
2.2	The lighter nights mean young people are staying out later and perceived problems increase.	
2.3	Naburn Approach is being repeatedly targeted for vandalism.	
2.4	Local issues include: <ul style="list-style-type: none"> • Youth Service are linking in and flagging up issues where necessary • PCSOs are working well in the community and the funding to continue the PCSO provision is secured • PCSOs are not attending Whinmoor Wanderers meetings, despite being asked several times. Insp Harrison to chase attendance up • Cold calling by bogus officials were highlighted • Recent increase in vandalism in Skelton Woods 	
2.5	PACT priorities: White Laith shops – reducing ASB	
3.0	Minutes of the North Whinmoor Forum held on 12 April 2011	
3.1	Agreed as accurate.	
4.0	Matters arising from those minutes	
4.1	(2.1) Potential Leedswatch CCTV in Whinmoor – James Nundy gave an update: each new camera requires a capital outlay of £25,000 to purchase and install, and then maintenance and monitoring revenue costs per year amount to £3,000. The most basic provision is a two-camera system. With revenue budgets being squeezed in the current financial climate and the Outer East Area Committee not having any capital budget	

	<p>this year, it is not something we can consider at the present time.</p> <p>(6.6) Interest in starting a Youth Council – Leon Walters was not in attendance to give an update.</p> <p>(7.4) Land at rear of Fieldhead shops - AVH mapping was shared with the councillors, Highways and the Environmental Action Team and it was noted that the shopkeepers are responsible for keeping the area clean.</p> <p>(8.9) Baildon garages – on the agenda.</p> <p>(9.1) Fieldhead Community Centre – on the agenda.</p>	
5.0	10 minute open floor	
5.1a	<p>Cllr Gruen briefed the Forum about environmental services in the area.</p> <ul style="list-style-type: none"> • A restructure is underway to help improve services like emptying litter bins, street cleansing and litter picking • There will be new environmental managers and environmental teams to deliver better services • Cllr P. Grahame is the Outer East Area Committee’s environmental champion 	
5.1b	<p>It was suggested we need knowledge of routes to help monitor the delivery of the service and give appropriate feedback</p>	
5.2a	<p>Fieldhead Community Centre</p> <p>Issues were raised over due care and attention at the centre, and not being able to use the facility during school holidays</p> <ul style="list-style-type: none"> • Cllr Gruen and Sharon Smith to look into usage during school holidays • Area Management are reviewing the procedures at the moment 	
5.2b	<p>Sean Sawyer has been monitoring the centre:</p> <ul style="list-style-type: none"> • Floors have been scrubbed off and are to be repolished; walls are to be washed; staff are to be moved around the service. • JL was thanked for her efforts but asked to report incidents to Sharon when the centre was left dirty, rather than clean up after previous users 	
5.2c	<p>Fieldhead Community Centre will be a polling booth for the May elections.</p>	
6.0	Update on projects	
6.1	<p>Fieldhead Primary School car park resurfacing – Cllr Gruen</p> <ul style="list-style-type: none"> • Car park now resurfaced. Stills need to paint the parking bays in 	
6.2	<p>Fieldhead playing fields floodlighting – James Nundy</p> <p>Parks and Countryside officers met with Whinmoor Warriors ARLFC in February 2011 to present the two possible schemes and associated quotations</p> <ul style="list-style-type: none"> • To deliver the full scheme of five lights the club would need to find a further £3,200 • To deliver the part scheme the club would need to find a further £1,600 and additional £2,400 for the extra two lights at a later date <p>The above quotes were presented to the Whinmoor Warriors ARLFC committee and the club adopted a position that they could not afford either of the schemes at this time. They intend to conduct a large fundraising event in the summer, and contact the Council again when they have sufficient funds to contribute to the schemes.</p>	
6.3	<p>Oakdale Nursery – Anne Kearsley and Anna Raine</p> <p>Oakdale had become financially unsustainable and the nursery has moved to Swarcliffe Children’s Centre but the children are very settled there</p> <ul style="list-style-type: none"> • Options for Oakdale are being looked at taking into account the repair issues 	

6.4	<ul style="list-style-type: none"> • Working with the school with options • Reassurance gave to make the best use of the nursery • Much closer relationships are being forged with Whinmoor Library • Play equipment is to move across • If the nursery is declared as void, it will go onto a list of void properties and matched to best uses. These properties are secured, patrolled and kept secured until a new tenant can be found • If no tenant can be found, it could be opened up for community use, depending on demand • The option for Fieldhead Primary taking it on was put on hold as an option for an organisation to take it on started to take shape. The school is on holiday at the moment so the idea can't be progressed at the moment • Avoiding voids is the preferred option <p>Whinmoor Library</p> <p>It is hoped that the library computers can be used by an older community group</p>	
7.0 Youth work in Whinmoor – Deeta Tren-Humphries		
7.1	<p>Virgil Meikle sent his apologies as he is attending the Halton Moor Forum tonight but Deeta attended to give the update.</p> <ul style="list-style-type: none"> • Virgil is the new Youth Work Manager for the Cross Gates & Whinmoor ward and Temple Newsam ward. He has 25 years service under his belt including Home Office drugs and alcohol work – he has written Government guidelines on the subject 	
7.2	Have engaged a large group through Operation Hoody and the Police.	
7.3	Young people are now smoking K2 (a very strong form of cannabis) which has led the Service to develop a challenging focus group which runs on Wednesdays.	
7.4	The mobile provision is out and about in the area offering focus work and positive diversions.	
7.5	Still targeting groups at Fieldhead shops and Verona's.	
7.6	There were 37 young people at the John Smeaton session on Monday. Activities take place in Manston Park on Wednesdays.	
7.7	Will reinforce the 'leave the community centre as you find it'.	
8.0 Environmental Action Team – Wendy Rogers		
8.1	The EAT received 97 requests for action in last three month period. In addition the CESOs make weekly patrols of the Whinmoor area.	
8.2	<p>The team have dealt with local environmental issues including:</p> <ul style="list-style-type: none"> • issued 14 notices resulting in occupiers removing refuse from their gardens • successfully prosecuted one resident for waste in garden with a £435 fine plus £350 costs • issued two legal notices for dog fouling in gardens to be cleared • taken legal action against six people for flytipping offences • issued £75 fixed penalty notices (FPNs) to people witnessed littering. Officers now trained up to issue FPNs to dog owners not clearing up after their animals • required occupiers to cut back overgrown hedges that were obstructing roads and footpaths • issued letters to four residents re leaving bins out on street • neighbourhood noise nuisance - three noise abatement notices served in the Whinmoor area • weekly referrals to LCC Cleansing to have any dumped waste and graffiti 	

	<p>removed</p> <ul style="list-style-type: none"> • monitoring of shops on White Laithe Approach to deal with commercial waste issues • monitoring of football/rugby ground re littering, with potential for some joint working between the Environmental Action Team and Education Leeds Lettings Unit in connection with littering at rugby matches 	
8.3	Obstruction of pavements is a police issue. Generally, if there is enough room to get a pram or wheelchair through, action isn't taken.	
8.4	<p>Brown bins in the Hebden's are still not delivered, after six weeks of waiting.</p> <ul style="list-style-type: none"> • Wendy to liaise with Cllr Grahame with the details from the previously sent email 	WR
8.5	<p>Wendy Rogers and Simon Norman (CESO) patrol the area weekly. If any other residents would like Wendy or Simon to call in on them to discuss any issues in their area please get in touch:</p> <ul style="list-style-type: none"> • Wendy Rogers tel: 07891 277 700 • Simon Norman tel: 07891 278 378 	
9.0	Report from Aire Valley Homes – Pam Parker	
9.1	Rent arrears have increased in the area by £3,710 some of this is thought to be due to rent increases on 1 April 2011.	
9.2	There is now an advisor based at the Housing Office to give advice with best use of benefits. Major changes are coming next year.	
9.3	Void properties - There are two properties under notice, three are in repair and eight have been re-let between January and April 2011.	
9.4	The anti-social behaviour teams in Leeds have been overhauled and a new team set up covering our area. There are two new team leaders and they are based at Landmark Court in Beeston. They are dealing with seven cases in Whinmoor, three have been transferred to ASBU, one case has been closed and one is a low level case.	
9.5	Monthly walkabouts - White Laithe's were visited last week, Hebden's will be on 12 April and Coal Road will be 21 April.	
9.6	<p>Baildon garages – AVH are still to prepare a report to Housing for the demolition of the garages. The total cost is expected to be around £40,000 with £10,500 coming from Area Panel. Funding from other sources is being looked at and Outer East Area Committee could be approached.</p> <ul style="list-style-type: none"> • Area Panel have £80,000. Cllr Gruen to speak to Cllr Parker to try and get £20,000 from this pot to go towards the scheme 	Cllr Gruen
9.7	Staffing at the housing office is now down by half a person.	
10.0	Any other business and date of next meeting	
10.1	Woodland Group – the woods are open to visitors for active work outdoors on the third Saturday of every month. Lunch is included. More details on the woodland notice boards.	
10.2	Next meeting to be set by the Area Committee.	

**Minutes from Halton Moor Forum
 at Halton Moor One Stop Centre
 12 April 2011**

Appendix 7

Present:

Cllr Mick Lyons (Chair), Cllr David Schofield, Martin Hackett (SEAMT), Brian Mumby (Halton Moor Residents Association), Margaret Wilson (H Moor resident), PC83 Martin (WYP), PC4518 Jarvis (WYP), Valerie Broadley (Osmondthorpe resident), Diane Gill (Osmondthorpe resident), John Pearson (LCC EAT), Virgil Meikle (Youth Service), Ron Bool (LTF & OTRA), Sylvia Marsh (resident), Maggie Gjessing (LCC), Simon Swift (ENE Homes), Tom Smith (LCC Env Services).

Apologies:

Cllr Bill Hyde, Gladys Townend, Kevin Townend, Rachel Hollins .

Item	Welcome, introductions and apologies	Action
1.1	Cllr Lyons welcomed everyone to the meeting, introductions were made and the above apologies noted.	
1.2	Cllr Lyons informed the meeting that he was delighted to be able to keep the community centre section of the building open for this meeting and for future community use.	
1.3	John Pearson responded to a query from Cllr Schofield by saying that he would ensure that the buildings grounds were kept tidy with hedges trimmed and car park swept etc to prevent if falling into disrepair.	JP
2.0	Minutes of the meeting held on 18 January 2011	
2.1	Agreed as an accurate record.	
3.0	Matters arising from those minutes	
3.1	All matters arising were covered on the agenda.	
4.0	10 minute open floor	
4.1	<p>Osmondthorpe 'Save our homes' group</p> <p>The issue of the land use designation for the area of housing on Osmondthorpe Lane and concerns about potential demolition were raised. Discussions had been held between Cllr Lyons and Planning to re-affirm the local view that the area should be used for a mixture of housing and employment land. A request was made to find out the current position with the Planning Service and it was noted that no recent approaches had been made by the railway company who had previously expressed an interest in the land.</p>	
5.0	PACT (Police & Communities Together) Meeting	
5.1	<p>The hotspot areas over the last 3 months have been:</p> <p>Osmondthorpe Lane – mainly nuisance, stone throwing at vehicles, damage to a bus</p> <p>Kendal Drive – 21 calls in 3 months mainly relating to fires, concern calls, window damage, burglaries etc.</p>	

	Levens Close – 5 nuisance calls, 1 vehicle damage.	
5.2	It was reported that the off road motorcycles are now back in service.	
5.3	The Police distributed a document that provided information on where crime had risen and where it had reduced. Burglary dwelling had reduced by 30 whilst serious assault had increased by 8. Overall the picture was quite encouraging.	
6.0	Environmental Services	
6.1	LCC Waste Treatment Facility – TS reported that a clearer picture on the proposals would be available towards the latter end of the year. At that time Environmental Services will be able to provide more information on the site and report back on the issues that the bidders were asked to address.	
6.2	Biffa Site – no planning application has yet been made. However, BIFFA have been in touch with planners and Ward Members. It was reported that any proposal by BIFFA was likely to be a commercial burning facility that had the capability to also burn domestic waste. NB. Cllr Lyons informed the meeting that as a Member of Plans Panel East he could not comment at the forum on any issue pertaining to any planning application in East Leeds.	
6.3	JP distributed a report on the work he had undertaken in the ward over recent months. One project of particular importance is intensive work being carried out to reduce dog fouling and litter. This will be done by a mixture of educational projects and through enforcement.	
6.4	JP reported that Chris Pierpoint from Environmental Services had asked if he could attend future meetings to report on the work of environmental service improvement in the area. It was agreed to invite Chris.	JP
7.0	Youth Service update	
7.1	VM provided an overview of YS work across the city explaining that a lot of the young people that they worked with did not have academic backgrounds and that the educational support provided was informal with schemes such as the Duke of Edinburgh Award being promoted.	
7.2	There was an active discussion with the forum. It was noted that: <ul style="list-style-type: none"> • Good youth work means there are less victims of crime • The community centre was still a hub for activities with young people • There may be some work carried out from the community house • There is likely to be a community day linked to the social club in August 	
8.0	Housing & Regeneration	
8.1	SS from ENE Homes reported that:	

	<ul style="list-style-type: none"> • 98.5% of rent due has been collected • There are now 16 voids in Halton Moor and demand is high • It's a 49 day turnover to re-let voids • Some properties no longer need sheeting when empty 	
8.2	SS informed the meeting that high demand does bring problems. There has been cases of sub-letting and ENE Homes are carrying out tenancy sweeps and where sub-lets have happened the properties have been repossessed. Currently 97% of properties have been visited in the sweep.	
8.3	SS reported that he was looking into funding from the environmental budget to deal with the raised planters.	
8.4	East Leeds Regeneration. MG reported that a Planning Application for new housing had been submitted and site investigations carried out for the site along Cartmell Drive (the site between the "new" houses and Lakeland Court). The application had been submitted to give some certainty around permitted use and the capacity of the site. It is not known when the development will take place given market conditions although the Homes and Communities Agency (which provide central government funding for subsidised housing for sale as well as social housing) will be announcing its investment programme in June and the availability of resources through this route will become clearer at that point.	
9.0	Any other business and date of next meeting	
9.1	There was no other business. The next meeting to be agreed by Area Committee.	

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Appendix 8

Present:

Cllr David Schofield (Chair), Cllr Mick Lyons, Cllr Bill Hyde, Martin Hackett (LCC - South East Area Management Team, minutes), Colin & Denise Wilsher (Woodland & Whitkirk Neighbourhood Watch), Margaret Blenkhorn (WW NW), Heather Sanderson (resident), Jackie Flannagan (resident), Thelma Dixon (resident), P & B Huison (WW NHW), John Pearson (LCC – Environmental Action), Michelle McGill (LCC – EA), R Fisher (Field End), M Fisher (Field End), Margaret Blenkhorn(W&W NHW), Alan Wakefield (Templegates NHW), Edward Fryer (Birch Hill), Mona Illingworth (Templegates), Michelle Bell (New Templegates), Giles Jeffs (LCC), Stacey Campbell (LCC), Clare Deacon (Halton PO), Maria Thornton (Field End Gdns), Mr & Mrs Boucher (Field End Green), Gwen Green (Oak Crescent), Patricia Wragg (Oak Cres), Mrs M Ward (Templegates), Coullin Meikle (LCC), Rashad Basharat (WYTS), PC 3888 Becky Healy, PC 4518 Simon Jarvis.

Apologies:

Terry Dennis

1.0	Welcome, introductions and apologies	
1.1	Cllr Schofield welcomed everyone to the meeting and introduced officers that had items on the agenda.	
2.0	Minutes from 20 January 2011	
2.1	Agreed as an accurate record.	
3.0	Matters arising from those minutes	
3.1	<p>(3.1) Issues regarding Incinerator proposals – it was clarified that Biffa had not yet submitted a planning application for an incinerator. It was anticipated that one would be submitted for commercial waste but it could take domestic waste but there would be a charge. This would be a private venture.</p> <p>Leeds City Council also has a proposal to build its own incinerator. This is still being progressed and this would deal with domestic waste.</p>	
4.0	10 minute open floor	
4.1	<p>Litter and parking issues around Temple Moor High School</p> <p>Mr Fisher expressed thanks to the environmental officers that had helped improve littering around the school and surrounding streets.</p> <p>There were still concerns about parking near the school with parents parking up for up to 1 hour to wait for children. At the same time parents and children continued to litter around that area.</p> <p>Action – JP and MM from Environmental Action Team agreed to patrol around the school from 2pm.</p>	
5.0	Community safety	
5.1	<p>Trading Standards</p> <p>RB attended from Trading Standards to consult residents on existing 'cold</p>	

	<p>calling' zones. He provided background informing the meeting that 19,000 in West Yorks are victims of crime because of cold calling each year; many are rogue traders who intimidate; many victims are elderly and vulnerable.</p> <p>5.2 RB reinforced the message that incidents needed to be reported to Police and invited residents to attend a meeting it was holding on the 28th of April at Whitkirk Primary School, 7.30pm start.</p> <p>5.3 West Yorks Police. The Police have been using a lazer camera to catch those speeding on the 30MPH section of Selby Road. They also have speed indicator devices that log registration plates.</p> <p>5.4 Although burglary had reduced in recent months car crime had increased.</p> <p>5.5 Several questions and issues were raised:</p> <ul style="list-style-type: none"> • Youths drinking in Temple Newsam fields – Police reported that they do spot checks on alcohol outlets. • Travellers going around the streets in a van collecting scrap metal – JP would check for scrap metal licences if he gets car reg number. • Cars parking on grass verges and zig-zag lines – WYP and Env Officers agreed to monitor • Problems with motorbikes on golf course – WYP reported that off road bikes were now operational and would be sent to this site. 	
6.0 Temple Newsam Farm		
<p>6.1</p> <p>6.2</p>	<p>TS from Parks & Countryside attended for this item. He reported that:</p> <ul style="list-style-type: none"> • There had to be budget savings for the farm in 2011/12 • He is consulting with partners about where those savings can be made • There will be a focus on rare breed conservation and maintaining this as a quality visitor attraction • There will be a new children's park built by the summer • Commercial farming will be reduced <p>Several questions were raised:</p> <p>Q Why have no large funding been bids been applied for? A The emphasis for Parks and Countryside is to arrive at the end of this process in a position where the farm is in a better financial position in terms of operating costs. From a farm perspective the focus moving forward is on maximising income from agro environmental schemes and providing an excellent and education visitor attraction. Notwithstanding that, Temple Newsam is a key site for P & C in terms of present and future priorities for investment, as is demonstrated by the investment in the new Children Play area.</p> <p>Q Have numbers gone down since the farm has started charging? A At this time it is unclear what impact the new entrance charges have had on visitor numbers at the farm given the lateness of Easter and other factors. Our intention as a service is to monitor this situation over a longer time frame to gain a clearer understanding of the trends in terms of footfall.</p> <p>Q Why reduce commercial farming when budgets are being cut? A Operating as a commercial farm within the constraints of a local authority working practices is difficult and one is not compatible with the other. It's better to run it as an efficient visitor service that specialises in rare breed conservation.</p>	

7.0	Youth Service Work	
7.1	CM reported that the youth service was working 7 days a week in the area and had 2 full time and 2 part time members of staff.	
7.2	Much of the work was informal social education i.e. When school ends they step in a do work with young people such as Duke of Edinburgh awards, volunteering, getting involved in community activity etc.	
7.3	The youth service work with the police and other partner agencies. It has a mobile provision and during holiday periods provides confidence building activities, training and fun activities.	
7.4	A question was raised about young people involved in ASB. CM replied that the youth service has outreach workers that will go to hotspot areas and talk to young people to encourage them to improve their behaviour, offer help etc.	
8.0	Environmental Issues	
8.1	Dog Control Orders. SC attended from environmental services and reported that: <ul style="list-style-type: none"> • There were 5 dog wardens across the city • They deal with fouling, strays and to some extent dangerous dogs (although this is primarily a police responsibility) • There are 400 requests for the dog warden service per month • 1,000 stray dogs are picked up per year 	
8.2	The new legislation provides for the following: <ul style="list-style-type: none"> • £75 fixed penalty fines for fouling • Dogs are not allowed in play areas • Wardens can direct an owner to put a dog on a lead • Exclusion areas can be extended • CESO's etc can also issue fines 	
8.3	Dog Wardens do not deal with banned breeds. That is a police function.	
8.4	A query was raised about dog bins not being emptied in parks. JP agreed to contact P&C about this.	JP
8.5	Community Environment Support Officers (CESO's). JP has been working with McDonalds to reduce littering around its Colton outlet. They are now holding monthly meetings to action the problems associated with its litter.	
8.6	JP distributed a report that detailed many of the activities undertaken by the CESO's in recent months. MM informed the meeting that it will be having an action week in Temple Newsam ward to address the issue of dog fouling and littering. A recent similar project in Garforth saw a total of £525 in fines being handed out.	
8.7	Grounds Maintenance Contract. GJ attended the meeting to report on the new contract that will start in 2012. He informed the meeting that: <ul style="list-style-type: none"> • The 2 concurrent grounds maintenance contracts are with 4 clients: highways and the 3 ALMO's • Next years contract will be for verges to be cut 13 times per year and rosebeds twice per year • A price has been requested for collection of grass after cutting • The improvements to the contract will be subject to affordability 	

9.0	Any other business and date of next meeting	
9.1	No other business.	
9.2	Date of next meeting: to be set by Area Committee	

Appendix 9

Present:

Councillor Keith Parker (Chair), Martin Hackett (LCC - SE AMT), Cllr Lewis, D Morgan, (Kippax PC), P J Roden (OPSG), Pat Samy (Kippax in Bloom), Doug Morley (Kippax PC), Jack Bate (Kippax PC), Joy Bate (Kippax PC), Mike Weaver (NHW LCC), Simon Norman (CESO), PS 1065 Steve Goodwill, (West Yorkshire Police), PCSO 540 David Warnes (West Yorkshire Police), Anne Needham (KPC), Jim Kerr (M&MRA), Harold Wilson (Park Ave NHood Watch), Martin Hall (Ledston PC), Catherine Black (Ledston PC), Alan Robinson (Ledston PC), Adrian Lee (LC CYS),

Apologies: Cllr Keith Wakefield, Ron Shaw, Monica Walker, Paul Spandler, Joanne Harper.

1.0	Welcome / Introductions and Apologies	Action
1.1	Councillor Parker welcomed everyone to the meeting.	
2.0	Minutes of the meeting held 27 September 2010	
2.1	Minutes agreed as a true record.	
3.0	Matters arising from those minutes	
3.1	Item 3.1 of previous minutes. It was confirmed that a file is with enforcement section to determine if action can be taken to improve the run down building off the High Street.	
3.2	Item 3.2 of previous minutes AL confirmed the funding for the Youth Shelter had not been withdrawn. He also confirmed that there is discounted transport available, by using the Youth Service minibus, to get to the South Leeds Youth Hub.	
3.3	Item 4.1 of the previous minutes MW confirmed that the bus shelter in Allerton Bywater is staying where it is.	
3.4	Item 7.4 of previous minutes. Things are being put in place to prevent flooding at Swillington Park (Trout pond). Officer involved is Max Rathmell.	
4.0	10 Minute open floor	
4.1	Ledston. Ledston Parish Councillors first thanked Ward Members for their support against the open cast mine near the village. They then raised the issue of littering and tipping in the village especially at one particular location going towards Sherburn where a tarmaced area was a hotspot for litter and tipping. They felt if this was grassed over and shrubbed the problem could be greatly reduced. It was agreed that SN would liaise with Bob Bradley (Parks & Countryside) to provide a cost for the work. It would then be determined if finances are available to pay for this work.	SN
4.2	Charges for community groups using schools. Cllr Jack Bate (Kippax PC) raised this as it had previously been free to use school rooms for community meetings and now they were being charged £18 per hour. Ward Members agreed to look into this.	K&M Ward Members

4.3 4.4	<p>Pumping Station at Allerton Bywater. Cllr Mike Weaver (AB PC) provided a letter from Ian Hope stating that the control panel, which will be sited near the road close to the pumping station will have dimensions of 2mtrs high by 2 mtrs wide. When they had previously been consulted they were told that the dimensions were much smaller. Cllr Parker agreed to speak to Ian Hope.</p> <p>Property at 89 Park Avenue (Allerton Bywater). HW raised concerns about work carried out to this property (new internal fittings) that was subsequently removed to install facilities for a disabled family. MH provided a response from Aire Valley Homes explaining that when the property was released a family with 3 disabled members were allocated it and a number of aids and adaptations had to be carried out.</p>	Cllr Parker
5.0	Community Safety	
5.1 5.2 5.3 5.4 5.5 5.6 5.7	<p>Police Report</p> <p>The NPT for the villages was 1 of only 3 in the city where crime had reduced over the last 6 months.</p> <p>There has been a target set of 5% reduction in overall crime for 2011.</p> <p>The off road bikes are now available on an ad-hoc basis. The majority of calls for bikers are in Micklefield and on Station Road, Kippax.</p> <p>There are still a high number of calls from Kippax Leisure Centre but overall nuisance has reduced at that location.</p> <p>Questions/issues raised</p> <p>Q. Will Police numbers be reduced in the area? A. No. The Chief Constable has said frontline policing will not be affected. Frontline includes NPT's, Response and Counter Terrorism.</p> <p>Q Travellers going around the streets looking for scrap. Can Police stop them? A SN picked this up. If people provide him with reg number he will check if they have a waste carriers licence.</p> <p>Q Speed cameras at Ledston Luck not working. Can Police get them fixed ? A Sgt Goodwill agreed to pass this report on to Safer Leeds Partnership.</p> <p>Community Environment Support Officer (CESO) SN reported that there had been 767 requests for the service in Outer East Leeds; 297 were in Kippax & Methley ward; 57 were about noise; there had been 3 prosecutions concerning waste in gardens.</p> <p>SN advised members of the forum that should they have any environmental concerns they can contact him on 07891 278378.</p>	
6.0	Youth Service and Activities for Young People	
6.1 6.2 6.3	<p>Youth Service has been re-aligned. It has reduced from 5 wedge areas to 3. The cuts have been mainly management with front line staff remaining the same.</p> <p>Since September 2010, 431 young people have been supported. YS are working with more 13-16 year olds and are more involved in safeguarding and child protection. YS identify those they consider at risk and support them.</p> <p>AL gave a breakdown of the youth clubs in the ward:</p> <ul style="list-style-type: none"> • Kippax Kabin – has 30 regular users 	

	<ul style="list-style-type: none"> • Friday Night project at Kippax Leisure Centre – 40 regulars but up to 78 have attended. • Allerton Bywater – averages 15 users • Methley – 15 regulars • Micklefield – 20 attending <p>Activities at the centres include DJing, team games, cooking, job clubs, confidence building, support with CV's etc.</p>	
6.4	Brigshaw High School holds teenscope on Thursdays and has a mobile provision on lunch times.	
6.5	Future plans include using the South Leeds Hub. AL will do everything he can to get young people to visit this from the K&M ward. Transport costs will be subsidised. The holiday programme is limited this Easter but plans are place to have a wide range of activities for the Spring and Summer holidays.	
	<p>Q Do YS have to pay for the hire of the leisure centre on Friday nights? A AL to make inquiries.</p>	AL
6.6	Areas noted for ASB and nuisance included Millennium Village playground play area near cricket ground (both Allerton Bywater). AL agreed to get outreach workers to visit	AL
7.0	Any Other Business	
7.1	Brigshaw Lane in very bad condition. Cllr Lewis reported that it was in the 2011/12 schedule to resurface.	

Date of next meeting: to be agreed at Area Committee

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Appendix 10

Present:

Cllr Suzi Armitage (Chair), Cllr Peter Gruen, Cllr Pauleen Grahame, James Nundy (South East Area Management Team), Virgil Meikle (LCC - Youth Service), Sgt. Chris Walters (West Yorkshire Police), Jean Jackson (resident), Siddiga Austin (resident), Stuart Austin (resident), Ken Hill (Swarcliffe Good Neighbours Scheme), M. Richardson (SGNS), Doreen Scahill (Whinmoor 'B' Residents Association), Rita Grainger (WBRA), Nathan Vaughn (LCC – Environmental Action Team), Pam Parker (Aire Valley Homes)

Apologies:

Lizzie Haigh (Swarcliffe Children's Centre)

1.0	Welcome, introductions and apologies	Action
1.1	Cllr Armitage welcomed everyone to the meeting. Introductions were made and the apologies noted.	
2.0	PACT meeting	
2.1	<p>Stanks Parade – flats and shops Residents reported the anti-social behaviour issues are on the increase again, for example balls being thrown at windows, fires on the wasteland. It was reported in person at Killingbeck Police Station but officers didn't follow it up – officers were asked to review the CCTV footage.</p> <ul style="list-style-type: none"> • Stanks Parade will remain on as a PACT priority • There will be some proactive targeting / mini operation at the shops 	
2.2	<p>Crime statistics from the last six weeks were discussed: Reported burglaries in ward 11 (includes Cross Gates and Stanks) have decreased from 287 in 2009/10 to 286 in 2010/11. The last six week period saw 13 offences taking place on Hebden walk, Swarcliffe Avenue, Stanks Lane North, Sherburn Road, Sledmere Square, Millgreen Close, Farndale View and Ash Tree View. Many of these were via bogus officials / distractions or breaking Europrofile locks.</p>	
2.3	<p>Anti-social behaviour was recorded as 167 calls on the last six weeks. This is an increase of 50%. Examples include youths gathering, motorbikes, littering. Peak times are on Wednesdays and Fridays between 4pm and</p>	
2.4	<p>8pm.</p>	
2.5	<p>Stanks Drive has been victim to vehicle damage – mainly buses / broken windows, with the peak time being 3pm-5pm. Bus drivers have also being subjected to verbal abuse by young people. The police are working with the bus companies to sort the issues out.</p>	
	<p>Mini motor bikes have been causing a nuisance in the Swarcliffe area –</p>	

2.6	mainly over the weekends. The police off-road biker team is back on patrol, although one of the riders is still not back on two wheels. PCSO Michelle Hunton is very keen on reducing ASB associated with mini bikes.	
2.7	Sgt Walters was given information in relation to football ASB on Eastwood Drive.	
2.8	<p>Recent results</p> <ul style="list-style-type: none"> Vicky Bentley has been given a six year sentence for perverting the course of justice. Proceeds of Crime Act are looking into taking over £5,000 of her assets John Nicholson has also been given a six year sentence for possession with intent 	
2.9	<p>The Forum raised the issue of low number of residents in attendance at the PACT meeting.</p> <ul style="list-style-type: none"> The police are looking into raising awareness <p>Current PACT priorities:</p> <ul style="list-style-type: none"> Stanks Parade Reducing theft of lead and metals from across Swarcliffe 	
3.0	Minutes from Swarcliffe Forum on 2 February 2011	
3.1	Agreed as accurate.	
4.0	Matters arising from those minutes	
4.1	(4.2) Land at rear of Stanks Parade - SA still hasn't received a formal letter, although PP had requested that one be sent. PP will chase it up again.	PP
4.2	(5.1) Stanks Parade shops – fire escape issues. Cllr Armitage to take up with Kimberley.	Cllr A
5.0	10 minute open floor	
5.1	No issues.	
6.0	Environmental Action Team Update – Nathan Vaughn (Tel: 07891 279 500)	
6.1	Sledmere Woods, Ash Tree Grove, Ash Tree Approach and the full length of Cock Beck have been cleared.	
6.2	Whinmoor 'B' and Brayton Green flower beds have received attention.	
6.3	The prosecution case for the person caught flytipping in Sledmere Woods is going to court.	
6.4	Missed collections of black and green bins is making the enforcement	

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	side difficult but Locality Teams are being set up through the restructure in June / July 2011 which should deal with service and get it back up to standard.	
7.0	Housing issues in Swarcliffe – Pam Parker	
7.1	10 properties are on notice and 11 are currently void. There were 29 re-lets between January and April 2011 (four were mutual exchanges).	
7.2	Partnership meetings are now ongoing for the new Leeds Anti-social Behaviour team (LASBT). LASBT have already taken up seven AVHL cases. ASB referrals are also still taken by Aire Valley Homes.	
7.3	Monthly and quarterly estate walkabouts are still ongoing. Please see the Aire Valley Homes website www.avhleeds.org.uk for dates and other details. Recent actions have produced the following: <ul style="list-style-type: none"> • 76 highway referrals • One litter referral • 12 untidy garden letters • 10 communal area issues Private garden issues can be dealt with by Nathan Vaughn (contact number above)	
8.0	Activities for young people in Swarcliffe – Virgil Meikle	
8.1	The current team is a good one and the volunteers were praised. The Youth Service have a good relationship with the Neighbourhood Policing Team.	
8.2	The youth bus / mobile provision is out in the area as often as possible and during the summer months there will be more outreach work done. The bus also offers drop-in service for information and advice.	
8.3	The Youth Service is operating a seven day service at the moment.	
9.0	Swarcliffe Good Neighbours Scheme – update from Ken Hill	
9.1	Luncheon clubs are still running over three days, with around 90 people attending per week.	
9.2	There will be a trip out to Great Broughton for the Royal Wedding.	
9.3	32 members are going to Morecambe for a summer version of the 'tinsel and turkey' event.	
9.4	The gardening scheme (for anyone over 60 living in the outer east Leeds wards who don't have a local relative who can help them) is up and running again. It operates from 1 April – 30 September 2011. Please call Ken with your requests on 0113 232 6910 and he will do the necessary checks.	

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9.5	<ul style="list-style-type: none"> • 50 requests have been received to date 	
9.6	The line dancing group (35 members) are doing well. The group meets twice a week.	
9.7	The computer café for silver surfers is still running on Thursdays. The Swarcliffe Good Neighbours Scheme quarterly newsletter is being distributed at the moment.	
10.0	Any other business and date of next meeting	
10.1	Next meeting date will be set by the Area Committee.	