



**WEST (INNER) AREA COMMITTEE**

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**Meeting to be held in St Peter's Church Hall, Hough Lane, Bramley LS13 3JF on  
Wednesday, 22nd June, 2011 at 5.00 pm**

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**MEMBERSHIP**

Councillors

J Harper	-	Armley;
A Lowe	-	Armley;
J McKenna	-	Armley;
D Atkinson (Chair)	-	Bramley and Stanningley;
T Hanley	-	Bramley and Stanningley;
N Taggart	-	Bramley and Stanningley;

Co-opted Members

To be appointed at the meeting

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**Agenda compiled by:  
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**West North West Area Leader: Jane  
Maxwell  
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## **A BRIEF EXPLANATION OF COUNCIL FUNCTIONS AND EXECUTIVE FUNCTIONS**

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

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

# A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Chief Democratic Services Officer at least 24 hours before the meeting.)</p>	
2			<p><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></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><b>RESOLVED –</b> That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p> <p><b>No exempt items or information have been identified on this agenda.</b></p>	

Item No	Ward	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></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><b>DECLARATION OF INTERESTS</b></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><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>	
6			<p><b>OPEN FORUM</b></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><b>MINUTES - 5TH APRIL 2011 AND 17TH MAY 2011</b></p> <p>To confirm as a correct record the minutes of the meeting held on 5<sup>th</sup> April 2011 and the special meeting held on 17<sup>th</sup> May 2011.</p>	1 - 10

Item No	Ward	Item Not Open		Page No
8	All Wards;		<p><b>NOTIFICATION OF APPOINTMENT OF AREA COMMITTEE CHAIR FOR 2011/12 AND REVISIONS TO AREA COMMITTEE PROCEDURE RULES</b></p> <p>To receive and consider a report from the Chief Officer (Democratic and Central Services) formally notifying Members of the appointment of Councillor D Atkinson as Chair of West (Inner) Area Committee, and advising on revisions in respect of the Area Committee Procedure Rules.</p> <p><b>(Council Function)</b></p>	11 - 18
9			<p><b>MINUTES - COMMUNITY FORUM MEETINGS</b></p> <p>To receive for information purposes the minutes of the following Community Forum meetings:</p> <p>Armley Community Forum – 15<sup>th</sup> March, 19<sup>th</sup> April and 17<sup>th</sup> May 2011. Bramley and Stanningley Community Forum – 14<sup>th</sup> April and 31<sup>st</sup> May 2011.</p>	19 - 32
10			<p><b>MINUTES - ALMO AREA PANEL</b></p> <p>To receive for information purposes the attached minutes of the ALMO West Inner Area Panel meeting held on 11<sup>th</sup> April 2011.</p>	33 - 38
11	Armley; Bramley and Stanningley;		<p><b>APPOINTMENT OF CO-OPTES 2011/12</b></p> <p>To receive and consider a report from the West North West Area Leader seeking Members' approval to appoint co-optes onto the West (Inner) Area Committee.</p> <p><b>(Council Function)</b></p>	39 - 40
12	Armley; Bramley and Stanningley;		<p><b>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES</b></p> <p>To receive and consider a report from the Chief Officer (Democratic and Central Services) on Local Authority Appointments to Outside Bodies.</p> <p><b>(Council Function)</b></p>	41 - 54

Item No	Ward	Item Not Open		Page No
13	All Wards;		<p><b>AREA COMMITTEE ROLES FOR 2011/12</b></p> <p>To receive and consider a report from the Assistant Chief Executive (Planning, Policy and Improvement) providing the Area Committee with a summary of the Area Functions and Priority Advisory Functions for 2011/12.</p> <p><b>(Executive Function)</b></p>	55 - 126
14	Armley; Bramley and Stanningley;		<p><b>INNER WEST AREA COMMITTEE WELLBEING FUND UPDATE 2011/12</b></p> <p>To receive and consider a report from the West North West Area Leader updating the Area Committee on the amount of wellbeing capital and revenue funding available for the financial year 2011-12 and an update on commitments already made.</p> <p><b>(Executive Function)</b></p>	127 - 130
15	Armley; Bramley and Stanningley;		<p><b>COMMUNITY SAFETY ISSUES, INNER WEST LEEDS</b></p> <p>To receive and consider a report from the West North West Area Leader updating Members on Community Safety Issues in Inner West Leeds since the Area Committee meeting on 5<sup>th</sup> April 2011.</p> <p><b>(Council Function)</b></p>	131 - 134
16	Armley; Bramley and Stanningley;		<p><b>AREA PROGRESS REPORT</b></p> <p>To receive and consider a report from the West North West Area Leader detailing work by the Area Management Team on key priorities in the inner west area of Leeds since the last Area Committee meeting.</p> <p><b>(Executive Function)</b></p>	135 - 142

Item No	Ward	Item Not Open		Page No
17	Armley; Bramley and Stanningley;		<p><b>TOWN CENTRE MANAGEMENT UPDATE</b></p> <p>To receive and consider a report from the West North West Area Leader providing an update on the work of the Armley Town Centre Manager.</p> <p><b>(Executive Function)</b></p>	143 - 154
18	All Wards;		<p><b>DELEGATION OF ENVIRONMENTAL SERVICES</b></p> <p>To receive and consider a report from the Director of Environment and Neighbourhoods providing 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.</p> <p><b>(Executive Function)</b></p>	155 - 160
19	Armley; Bramley and Stanningley;		<p><b>FUTURE WORKING BETWEEN WEST NORTH WEST HOMES LEEDS AND AREA COMMITTEE</b></p> <p>To receive and consider a report from West North West homes Leeds (WNWhL) outlining the purpose of WNWhL involvement in Area Committees, and to explore ways of making that involvement as meaningful and productive as possible.</p> <p><b>(Council Function)</b></p>	161 - 164
20	All Wards;		<p><b>CHILDREN'S SERVICES PERFORMANCE REPORT</b></p> <p>To receive and consider a report from the Director of Children's Services providing Area Committees with an update of key data relating to education for the academic year 2009-10; and November 2010 NEET and Not Known data. The report also provides details of recent key inspections that have taken place across Children's Services and provides an update on the development of the new Children and Young People's Plan 2011-2015.</p> <p><b>(Council Function)</b></p>	165 - 190

Item No	Ward	Item Not Open		Page No
21			<p><b>TEENAGE PREGNANCY</b></p> <p>To consider the report of the Director of Children's Services informing and updating on performance and action taken towards the reduction of teenage conceptions in the Inner West Area of the City.</p> <p><b>(Council Function)</b></p>	191 - 200
22			<p><b>DATES, TIMES AND VENUES OF FUTURE MEETINGS</b></p> <p>Wednesday 7<sup>th</sup> September 2011 at 5.00 p.m. at Strawberry Lane Community Centre.</p> <p><b>MAP OF TODAY'S VENUE</b></p> <p>St Peters Church Hall, Hough Lane, Bramley LS13 3JF</p>	



# Agenda Item 7

## WEST (INNER) AREA COMMITTEE

TUESDAY, 5TH APRIL, 2011

**PRESENT:** Councillor Harper in the Chair

Councillors D Atkinson, T Hanley, A Lowe,  
J McKenna and N Taggart

**CO-OPTEEES** Hazel Boutle – Armley Community Forum  
Eric Bowes – Armley Community Forum  
Roland Cross – Bramley and Stanningley Community Forum

### 78 Chair's Opening Remarks

The Chair welcomed all in attendance to the April meeting of the West (Inner) Area Committee.

### 79 Apologies for Absence

There were no apologies for absence.

### 80 Late Items

One Member expressed concern that the Area Committee had not adequately addressed potential funding in relation to Bramley Baths. The Chair reported that she had received legal advice stating that due to the politically sensitive nature of the issues involved, that it was not appropriate to include the item on today's agenda.

Members discussed arranging a Special Meeting of the Area Committee to take place after the forthcoming local elections. The meeting could be used to address the issues identified above and consider applications for wellbeing funding that had been submitted.

### 81 Declaration of Interests

There were no declarations of interest.

### 82 Open Forum / Community Forums

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.

**83 Minutes - 16th February 2011**

**RESOLVED** – That the minutes of the meeting held on 16<sup>th</sup> February 2011 be confirmed as a correct record.

**84 Matters Arising from the Minutes**

Minute No. 65 – Open Forum

The Area Management Officer reported that a proposal had been submitted by a local resident and agreed by Parks and Countryside in relation to improvements required at Rodley Park. It was agreed to consider the proposal at the Special Meeting of the Area Committee after the Local Elections.

Minute No. 73 – Future Options for Long Term Residential Care and Day Care for Older People

The Area Management Officer reported that a further update report was being submitted to the Area Committee in June 2011. One Member raised concern that there had been no contact with Touchstone in relation to the needs of the BME population in Leeds. Area Management agreed to raise this issue with the Department and report back.

Minute No. 74 – Children’s Services – Performance Report

The Area Leader reported that due to other commitments, a representative from Children’s Services was unable to attend today’s meeting. Members stressed the importance of a representative being available to attend the Area Committee in June 2011.

**85 Minutes - ALMO West Inner Area Panel, 7th February 2011**

**RESOLVED** – That the minutes of the ALMO West Inner Area Panel held on 7<sup>th</sup> February 2011, be noted.

**86 Inner West Area Committee Wellbeing Fund Update**

The Director of Environment and Neighbourhoods submitted a report which provided details of the amount of wellbeing capital and revenue funding available for 2011/12, and an update on commitments already made. The report also sought approval for new and continuing projects commissioned by the Area Management Team.

**RESOLVED** –

(a) That due to the politically sensitive nature of an issue raised by an elected Member, the wellbeing report (with the exception of one project referred to below), be deferred and considered at a Special Meeting of the Area

Committee to take place after the forthcoming local elections in May 2011, when the period of Purdah had ended.

(b) That the Area Committee approve the following application for wellbeing funding:

- Armley Community Fun Day Committee – Armley Fun Day – £1,500 approved.

## **87 Area Leader's Report**

The Director of Environment and Neighbourhoods submitted a report which informed the Area Committee of progress against the Leeds Strategic Plan and the Inner West Area Delivery Plan.

Clare Wiggins, Area Management Officer, presented the report and responded to Members' questions and comments.

In brief summary, the main areas of discussion were:

- The need for improved signage in relation to traffic calming works at Hill Top Road and Greenhill Road. Councillor Harper reported that a number of local residents had also raised concerns about this issue.
- Confirmation that Jason Singh had been appointed Environment Locality Manager for the inner west area of Leeds.
- Update on the work of the Armley Town Centre Manager – it was agreed to provide a more detailed review to the Area Committee in June 2011.
- Concerns about anti-social behaviour on Armley Town Street and the need for additional resources to tackle this.
- Concerns about high teenage conception rates in the inner west area – it was suggested that the Council's Teenage Pregnancy Co-ordinator be invited to attend the Area Committee in June 2011 to discuss the Area Committee's concerns.

### **RESOLVED –**

- (a) That the contents of the report be noted
- (b) That Councillors Hanley and Harper to appointed to serve on an Environmental sub-group to deal with service delivery matters, as part of the environmental services delegation.

(Councillor J McKenna left the meeting at 6.30 pm during the consideration of this item.)

## **88 Forward Plan of Area Committee Business - June 2011**

The Area Management Officer reported that there were some additional items to be added to the Forward Plan in relation to, school performance, teenage conception and Armley Town Centre Management.

**RESOLVED** – That subject to the inclusion of additional items identified above, the Forward Plan of Area Committee Business for June 2011, be noted.

## **89 Community Safety - Update Report**

The West North West Area Leader submitted a report, which updated the Area Committee on Community Safety Issues in Inner West Leeds since the last meeting on 16<sup>th</sup> February 2011.

The Chair welcomed to the meeting, Gill Hunter, Divisional Community Safety Co-ordinator, and Inspector Bownass, to present the report and respond to Members' questions and comments.

Inspector Bownass introduced Superintendent Deacon to the Area Committee. Superintendent Deacon briefly discussed the challenges of the current financial climate and the ongoing commitment to frontline services. He advised that there were no planned cuts to neighbourhood policing. He then thanked the Area Committee for funding the work of Police Community Support Officers (PCSO's). Members highlighted the positive contribution of PCSO's in the local community.

The following key points were also discussed:

- Concerns about metal theft at railways and the impact on train services.
- Update on Wythers Action Day – Councillor Lowe reported that she had arranged a meeting with Richard Walker, West North West Homes, to discuss support for victims of race hate crime.
- Councillor Atkinson requested a list of PCSO's in Bramley, which Inspector Bownass undertook to provide.

**RESOLVED** – That the contents of the report be noted.

## **90 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, Stacey Campbell, Service Manager, Environmental Services, to present the report and respond to Members' questions and comments.

In brief summary, the key areas of discussion were:

- Concern about noise nuisance arising from persistent dog barking.
- Empowering members of the public to encourage dog owners to act more responsibly.
- Concern that only 5 Dog Enforcement Officers were employed across Leeds.

- Proposals to restrict the number of dogs on leads and 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.
- Members welcomed proposals under phase 2 to exclude dogs from sports pitches and school grounds / playing fields.

**RESOLVED** – That the contents of the report be noted.

**91 Children's Services - Performance Report**

This item was deferred to the Area Committee in June 2011.

**92 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.

Members briefly discussed altering the date of the April 2012 Area Committee meeting to avoid any issues in relation to Purdah.

**RESOLVED** – That the following meeting dates be approved for 2011/12 to take place on a Wednesday at various venues across the inner west area of Leeds at 5.00 pm.

22<sup>nd</sup> June 2011, 7<sup>th</sup> September 2011, 19<sup>th</sup> October 2011, 14<sup>th</sup> December 2011, 15<sup>th</sup> February 2012 and 21<sup>st</sup> March 2012.

(The meeting concluded at 7.08 pm.)

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## WEST (INNER) AREA COMMITTEE

TUESDAY, 17TH MAY, 2011

**PRESENT:** Councillor J Harper in the Chair

Councillors D Atkinson, T Hanley, J Harper,  
A Lowe, J McKenna and N Taggart

### CO-OPTEEES

Hazel Boutle – Armley Community Forum  
Eric Bowes – Armley Community Forum  
Roland Cross – Bramley and Stanningley Community Forum

#### 93 Chair's Opening Remarks

The Chair welcomed all in attendance to the Special Meeting of the West (Inner) Area Committee.

#### 94 Declaration of Interests

There were no declarations of interest.

#### 95 Apologies for Absence

There were no apologies for absence

#### 96 Well Being Fund - Bramley Baths Additional Hours 2011/12

The Chief Recreation Officer submitted a report in relation to a proposal to extend the opening hours at Bramley Baths, after they fall in September 2011 to 29 hours per week.

The Chair welcomed to the meeting, Ian Waller, Sports Operation Manager, to present the report.

**RESOLVED** – That the Area Committee approves wellbeing funding of £37,800 to buy 20 extra hours per week at Bramley Baths from September 2011 until 31 March 2012.

(Councillor Taggart joined the meeting at 5.40 pm during the consideration of this item.)

#### 97 Well Being Fund Budget update

The West North West Area Leader submitted a report which updated Members on the current amount of capital and revenue funding committed and available via the Area Committee Well Being Budget for wards in the

Inner West area. The report also sought approval for new and continuing projects commissioned by the Area Committee.

Clare Wiggins, Area Management Officer, presented the report.

Jane Maxwell, West North West Area Leader, submitted a revision to appendix 5, outlining an additional funding option 1a for Members' consideration. Members were advised that other sources of funding had been secured in relation to the West Yorkshire Police, Covert Crime reduction project.

It was agreed to provide the Area Committee with a ward breakdown of the funding allocation in relation to all future wellbeing applications.

## **RESOLVED –**

- (a) That the Area Committee notes the potential budget deficit set out in paragraph 3.9 to the report if all projects were funded at their full amount  
(b) That the following applications be considered for wellbeing funding as follows:

- Inner West Community Centres Consortium (CCC) / BARCA Leeds – Community Asset Management – £41,000 approved
- West Area Management Team – Small Grants and Skips – £5,500 (Small Grants) and £800 (Skips) approved
- Leeds Youth Service – Lazer Centre and Friday Night Project – £2,000 approved
- Streetscene Services / Parks and Countryside – Additional litter bins (revenue funding to supplement capital shortfall) – £691 approved
- Sport and Active Recreation; Development – Bramley Baths – £37,800 approved to increase the opening hours by 20 hours to 49 hours.

- (c) That funding option 1a (as tabled at the meeting) be approved as the Inner West Area Committee's preferred funding option to include the following:

- Town Centre Manager (Leeds Ahead) – Summer Bands in Parks 2011 – £1,200 approved
- Leeds Ahead – Town Centre Manager (including £5,000 events budget) – £23,000 approved
- I Love West Leeds – I Love West Leeds festival – £18,000 approved
- LCC; Sports Development – Holiday Sports provision – £3,563 approved
- West Yorkshire Police – Covert Crime reduction – other sources of funding secured for this project
- LCC; Youth Service – Armley Sports project – £1,656 approved
- Armley Common Rights Trust – Armley Community Fun Day – £1,500 approved.

## **98 Date, Time and Venue of Next Meeting**

Wednesday 22<sup>nd</sup> June 2011 at 5.00 pm (venue to be confirmed.)

Draft minutes to be approved at the meeting  
to be held on Wednesday, 22nd June, 2011



Members briefly discussed potential meeting venues for the 2011/12 municipal year, particularly, Rodley Church Hall and Trinity Church.

**99 Councillor Harper**

The Area Committee paid tribute to Councillor Harper for her hard work and support as Chair of West (Inner) Area Committee.

(The meeting concluded at 6.16pm.)

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Originator: Sophie Wallace

Tel: (0113) 247 4326

## Report of the Chief Officer (Democratic and Central Services)

### West (Inner) Area Committee

Date: 22nd June 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 West (Inner) 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 Atkinson to the position of West (Inner) Area Committee Chair for the 2011/2012 municipal year which was made by Council at its Annual Meeting on 26<sup>th</sup> 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 26<sup>th</sup> 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 26<sup>th</sup> May 2011, Council appointed Councillor Atkinson to the position of West (Inner) 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 26<sup>th</sup> 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 Group<sup>1</sup> 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.

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<sup>1</sup> 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 Atkinson was elected as Chair of the West (Inner) Area Committee for the duration of the 2011/2012 municipal year by Council at its Annual Meeting on 26<sup>th</sup> May 2011;
- (b) The revised arrangements for the annual election of Area Committee Chairs, as approved by Council on the 26<sup>th</sup> 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 26<sup>th</sup> 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 – 26<sup>th</sup> May 2011

Report to General Purposes Committee entitled, 'Annual Review of the Constitution' – 17<sup>th</sup> 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 Group<sup>1</sup> 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.

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<sup>1</sup> 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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# Agenda Item 9



Environments & Neighbourhoods  
WNW Leeds Area Management

## Armley Community Forum

Date: 15<sup>th</sup> March 2011

### Present:

Cllr Janet Harper (Chair), Cllr Alison Lowe, D Boutle, Hazel Boutle, E Bowes, M Bruce, K Lemm, D Peck, T Maynard, F Smyth, J Ramell, D Laxton, B Holmes, W Anderson, J Kerry, G Atack, JK & JP Newsome, A Beig, Sarah Geary ( WNW Area Management), M Rayner, JD Mac Cook, Brian & Kath Draper, M & D Stead, J Grainger, J Kerry, B Mason.

### Apologies:

Sheila Richmond, Brooke Nelson, Mr & Mrs Rayworth, D Newsome.

		ACTION
<b>1.00</b>	<b>Welcome</b>	
1.01	Cllr Janet Harper welcomed everyone to the meeting and explained that Mrs Rayworth was unwell and to convey the best wishes of the forum to her.	
<b>2.00</b>	<b>Previous minutes / matters arising</b>	
2.1	Cllr Harper confirmed that money was now available to complete the works to Armley Moor which will include an exercise course and the widening and resurfacing of all footpaths.	
2.2	Previous minutes were agreed as an accurate record.	
<b>3.00</b>	<b>Crime update – Sgt Matt Brown</b>	
3.1	Burglary rates are down in the area, possibly due to more residents acquiring better home security. In total there have been 23 offences in the wider area and a number of arrests in relation to these.	
3.2	There have been 16 offences of criminal damage, most of which have been low level damage.	
3.3	Theft from motor vehicle – residents were urged to not leave items on display in vehicles, particularly satellite navigation holders which indicates to thieves that there may be equipment in the vehicle.	
3.4	There have been 15 thefts from motor vehicle and 2 reported hate crimes.	
3.5	Regarding the DPPO (Designated Public Places Order which forbids the consumption of alcohol in public places), dedicated officers have now been allocated to enforce the order. They will be patrolling the entire area to the top of Hilltop Road. Any incidents should be reported to the Police.	
3.6	Operation Acrobat has been set up to tackle anti social behaviour in greenspace areas around Armley Mills.	
3.7	There has been a large scale Police operation in and around Armley prison which has involved the mounted Police and ANPR (automatic number plate recognition) cars which have monitored movement into and out of the area.	
3.8	A question was raised about 7 properties on the Grasmere estate that have had lead stolen from their roofs. The Police are aware of this and have been carrying out night time patrols.	
3.9	A question was raised about a vehicle parking next to Armley Moor in an awkward position which was causing an obstruction to passing vehicles. This will be followed up by the Police and with Highways.	<b>Police Highways</b>
3.10	A resident asked whether the Police were aware of the old clinic on Theaker Lane that is currently boarded up but people had been seen going in and out. The Police noted that they were aware and had made several visits to the site.	
3.11	D Boutle noted that a car had driven on to Armley Moor causing some damage to the bollards. The Police reminded the meeting that any offence such as this should be reported.	<b>All</b>

3.12	A van has been dumped in the street on a T junction near Armley Grange Drive. It does have an MOT . The Police will look into this.	<b>Police</b>
<b>4.00</b>	<b>John Preston - Hollybush</b>	
4.1	John Preston from the BTCV Hollybush centre at the bottom of Broad Lane introduced himself and explained that the centre is trying to raise funds to replace the current gas boiler with a wood pellet system which is more environmentally friendly and cheaper to run. The installation would involve some initial building works on site but the lasting visible difference would be a chimney to the rear of the centre and the regular delivery of wood pellets.	
4.2	Cllr Harper noted that there was widespread support for this project from the forum.	
4.3	The venue is available for local groups and organisations to book, any enquiries can be made by calling 274 2335. The centre can provide refreshments for groups using the site.	
4.4	A question was raised about the piece of land opposite Broad Lane next to the canal. JP explained that it does belong to Leeds City Council but that BTCV had recently had recently improved the paths.	
<b>5.00</b>	<b>2011 Census</b>	
5.01	Sarah Geary from the West Area Management Team introduced herself and explained that Census Day 2011 was Sunday 27 <sup>th</sup> March. The Census questionnaires are being delivered by Royal Mail and most people will have already received theirs. This year for the first time questionnaires can be completed online using the code provided in the pack . There is a telephone helpline for queries and detailed instructions on how to complete the form.	
5.02	SG explained that some of the funding that Leeds receives from central government is based on population figures from the census which makes it vitally important that people complete the returns so that Leeds receives its fair share of funds.	
<b>6.0</b>	<b>Any Other Business</b>	
6.01	A question was raised about the Morbaine site. Cllr Harper explained that an application had not yet been re-submitted to plans panel.	
6.02	Armley Common Rights Trust noted that at all the events planned for Charlie Cake Park there will be entertainment provided.	
6.03	There is a rubbish heap on Hall Road that has been there for some time now. The matter is in hand with the appropriate agencies.	
6.04	The island in the middle of Greenhill Road has been causing problems with its kerb jutting out . This will be reported to Chris Way in Highways.	<b>Highways</b>
<b>7.0</b>	<b>Date of Next Meeting</b>	
7.1	<p><b>Dates of 2011 meetings</b></p> <p>19<sup>th</sup> - April  17<sup>th</sup> - May  21<sup>st</sup> - June  19<sup>th</sup> - July</p> <p><b><u>NO FORUM MEETING IN AUGUST</u></b></p> <p>20<sup>TH</sup> - September  18<sup>th</sup> - October  15<sup>th</sup> - November  20<sup>th</sup> - December</p>	

**Armley Community Forum**

**Date: 19<sup>th</sup> April 2011**

**Present:**

Cllr Janet Harper (Chair), D Boutle, Hazel Boutle, M Bruce, P Kempstor, B Holmes, B Mason, B Davies, P Ellis, G Atack, X Chevillard, Lord Mayor Cllr J McKenna, J Ford, J Mistry, W Anderson, J Kerry, M Pugh, E Bowers, D & D Armitage, G & E Eastwood, J Macdonald, H Gardiner, T Maynard, D Peck, K Lemm, B Draper, D & M Stead, JK & JP Newsome, F Smyth, S Richmond, M Litherland, Sohail Effendi (WNW Area Management)

**Apologies:**

D Newsome, J Ramell, Mr & Mrs Rayworth, C Draper, Cllr Alison Lowe.

		<b>ACTION</b>
<b>1.00</b>	<b>Welcome</b>	
1.01	Cllr Janet Harper welcomed everyone to the meeting.	
<b>2.00</b>	<b>Previous minutes / matters arising</b>	
2.1	Previous minutes were agreed as an accurate record.	
<b>3.00</b>	<b>Crime update – PC Jackie Smith</b>	
3.1	Burglary rates are down in the area.	
3.2	Operation ACROBATIC covering Canal Road area, following some burglaries and sexual offences. An individual not from the area has been arrested.	
3.3	Operation ALBERTO is running across the division. A specific aspect for Bramley and Armley is the reduction of theft in the area. A significant number of arrests have been made.	
3.4	The Designated Public Places Order (DPPO) which forbids the consumption of alcohol in public places on Armley Town Street and surrounding areas is being enforced by the police. A resident reported that on his way to the meeting he saw a group of young lads drinking alcohol sitting outside the betting shop.	<b>Police</b>
3.5	A number of residents raised the issue of off road motor bikes being driven erratically. Cllr Harper also encountered a couple of riders without helmets weaving through the streets, on her way to the forum meeting. The police agreed to address this issue.	<b>Police</b>
3.6	A resident raised an issue of racial harassment, targeted at a particular family and their property on Heights Drive.	<b>Police</b>
3.7	The issue of a van mentioned at 3.12 of the March minutes was re-raised as the van is still parked in the street on a T junction near Armley Grange Drive. The van does have a valid tax disk.	<b>Police</b>
3.8	The issue of scrap metal theft was also raised again.	<b>Police</b>
<b>4.0</b>	<b>Equality Impact Assessment - Carol Osborne</b>	
	Improvements to Town Street, Armley were completed in February 2010. As part of the Council 's commitment to Equality, an Equality Impact Assessment was undertaken for the Armley Town Street scheme. The scheme involved the following improvements: <ul style="list-style-type: none"> <li>• resurfaced pavements and forecourts in natural Yorkstone;</li> <li>• replacement of kerbs and installation of tactile paving;</li> <li>• new heritage style furniture: seating, bollards, litter bins, pedestrian guardrails and signage;</li> <li>• heritage style lighting columns;</li> </ul>	

	<ul style="list-style-type: none"> <li>• public art: historical keystones and a compass feature as an integral part; and</li> <li>• Gelder Road signage and one-way system.</li> </ul> <p>A range of people have been involved in the implementation of the scheme including LCC officers, contractors, local traders, residents/local groups and Councillors. The objective of the schemes was to raise the profile of Armley and enhance the physical environment of Town Street.</p> <p>Carol explained how the impact of the scheme is measured and to discover whether it is good, bad or indifferent as seen by the residents of Armley and the effect the scheme has had on different users e.g. disabled, elderly, young people, ethnic minorities etc. The scheme was assessed during the project delivery stage and several activities took place:</p> <p><b>Armley Access Audit</b></p> <p>The West North West (WNW) Locality Group, 31<sup>st</sup> March 2009 a site visit took place and was attended by LCC Officers and members of the group who all have disabilities (sight, limited mobility and wheelchair bound) who made their way along Town Street from Branch Road to the Armley Health Centre (a distance of 0.2 miles or 0.32km) in order to establish accessibility.</p> <p>They looked at the condition of pavements, access to shops, bus shelters, positioning of signage, street furniture, furniture such as “A” boards, and a shopping trolley stand on the pavement and disabled parking facilities.</p> <p>A report was produced outlining their concerns and this was submitted to the scheme designers who took their points into consideration at the scheme design stage.</p> <p><b>Armley Heritage Advisory Group</b></p> <p>In order for the residents of Armley to facilitate learning about their own and other people’s heritage and conservation, a group was formed in 2008 to act as a consultative and advisory body between the local community and LCC.</p> <p>The group encourages membership from a cross section of the community its current function is primarily informing (progress on T&amp;DC and THI, planning applications and enforcement cases) and consulting (shop front design guide, T&amp;DC pavement improvement design, and a major supermarket outline planning application). Their comments are noted and passed onto the relevant bodies e.g. Highways.</p>	
<b>5.0</b>	<b>Keystones Booklet and Heritage Programme – Wyn Jones</b>	
5.1	<p>The Armley Heritage Advisory Group agreed to produce a booklet on keystones public art feature highlighting the significance of historic events, people or buildings of Armley. Successful consultation took place at the Armley Fun Day in 2010 through the administration of a survey. The group is involved in all stages of the development of the leaflet, as follows:</p> <ul style="list-style-type: none"> <li>• Identifying potential sources of funding and completing funding applications</li> <li>• Further consultation on a draft leaflet</li> <li>• Leaflet design and layout</li> <li>• Marketing and promotion</li> <li>• Printing and distribution</li> <li>• Feedback and evaluation</li> </ul> <p><b>Scheme communication</b></p> <p>The scheme has been communicated throughout the process</p> <ul style="list-style-type: none"> <li>• Dedicated web site</li> <li>• Newsletter</li> </ul>	

	<ul style="list-style-type: none"> <li>• Display Board ( in the library)</li> <li>• Press Releases</li> <li>• Armley THI launch</li> <li>• Presentations at Armley Forum Business and Business Forum- consultations and updates</li> </ul> <p>This has covered a wide audience and a variety of people and has ensured participation At this stage, we would like to know what people think about the scheme and what impact it has had on the community and we would like to capture this through a survey which we will pass around.</p> <p>As part of the Armley Townscape Heritage Initiative (THI) scheme a series of events will be held at the Armley One Stop Centre from May through to October. The events will provide an opportunity for local residents to learn about the benefits of utilising traditional materials and techniques on historic buildings and the damage that inappropriate modern materials can cause to the building fabric. A crafts open day, where demonstrations of using traditional building materials will take place, is planned to coincide with the popular Armley Fun Day in July.</p>	
5.2	A resident visited the Royal Naval college at Dartmouth recently and saw a picture on display of Admiral Sir John Fieldhouse who was an Admiral 1945 to 1950 approximately It stated he was born/lived on Armley Ridge Rd. This information will be passed onto Wyn Jones to be included in the Keystone Booklet.	WJ
5.3	Another resident informed the meeting about a book called 'How Leeds Changed the World' and stated that a number of people mentioned in the book were from Armley.	WJ
<b>6.0</b>	<b>Highways – Chris Way</b>	
6.1	Green Hill Road/Hill Top Road scheme has just been completed and road markings are going on	
6.2	Some residents raised the issue of footpath sticking out too far, while another resident thought that it was better for the pedestrians. CW stated that the whole idea of the scheme was to make it safer for the pedestrians.	
6.3	Another resident mentioned going over 18 speed bumps on her way to work, on top of that she has to tackle a number of pot holes as well.	
6.4	Chris to forward a the statistics of accidents to Sohail, so they can be sent out with the minutes.	CW / SE
6.5	In response to a report of a dangerous pot hole outside Christ church School by a resident and Cllr McKenna, CW stated that any dangerous pothole should be reported to the council and once reported the pothole should be repaired within 24 hours. CW agreed to report this to the relevant section.	CW
6.7	An issue of cars being parked causing obstruction and nuisance while waiting to go for their MOT was raised and an enquiry was made whether waiting restrictions can be imposed at that site. CW agreed to look into this.	CW
6.8	Hall Lane Scheme has not progressed due to lack of funding.	
6.9	Responding to an enquiry regarding heavy goods vehicles on Armley Town Street, CW informed the meeting that some licensing has been applied for, for some heavy goods vehicles, which is being dealt with by the development services.	
6.10	Green Hill Road island has been re-done and working fine.	
6.11	The island on Tong Road had to be taken out, to accommodate the bus stop.	
6.12	A resident mentioned that while someone came and fenced the falling down wall at Nunington Avenue, however the issue of stones from the wall thrown in a neighbours garden is still unresolved.	CW
<b>7.0</b>	<b>Any Other Business</b>	
7.1	Responding to an enquiry about the proposed super market, Cllr Harper stated that Morbaine is the developer and own the land. They have put in an application for a supermarket, however it is not known as yet which supermarket it would be and planning	

	permission has not yet been deured.	
7.2	In response to the issue of rubbish being dumped, Cllr Harper advised the residents to note the details of fly tippers.	
7.3	The issue of rubbish bins being left out was raised by some residents, while others stated that the bin collection is not regular and if the bins are not left out the collection gets missed.	
7.4	Cllr Harper asked everyone to go out and vote for their preferred candidate.	
8.0	<b>Dates of Meetings in 2011</b>	
	17 <sup>th</sup> - May 21 <sup>st</sup> - June 19 <sup>th</sup> - July ----- <b>August – no forum meeting</b> 20 <sup>TH</sup> - September 18 <sup>th</sup> - October 15 <sup>th</sup> - November 20 <sup>th</sup> - December	



**Armley Community Forum**
**Date: 17<sup>th</sup> May 2011**
**Present:**

Cllr Janet Harper (Chair), D Boutle, Hazel Boutle, M Bruce, P Kempstor, B Holmes, B Mason, B Davies, X Chevillard, Lord Mayor Cllr J McKenna, J Mistry, W Anderson, M Pugh, E Bowes, G Eastwood, H Gardiner, T Maynard, D Peck, B & K Draper, M Stead, JK & JP Newsome, F Smyth, S Richmond, W Eastwood, S Grimwood, Wyn Jones (THI), M Hogg, B Lancashire, Aisha Iqbal (YEP), Cllr Alison Lowe, J Kerry, Sohail Effendi (WNW Area Management)

**Apologies:**

J Ramell, B & e Rayworth, D Stead, D Newsome

		ACTION
<b>1.00</b>	<b>Welcome</b>	
1.01	Cllr Janet Harper welcomed everyone to the meeting.	
<b>2.00</b>	<b>Previous minutes / matters arising</b>	
2.1	Previous minutes were agreed as an accurate record.	
<b>3.00</b>	<b>Crime update – Sgt Mark Brown</b>	
3.1	It was reported that crime is down specially burglaries due to the work being done and resources applied by the police.	
3.2	Two cannabis farms in the area have been destroyed and arrests made.	
3.3	Vast improvement in problem of Town Street drinking as the DPPO has been enforced by the officers.	
3.4	A criminal who has been causing many problems in Armley and Wortley area has been put in prison for 18 months.	
3.5	MB reported that the canal area, a local beauty spot and a peaceful area is experiencing high levels of anti social behaviour which is being tackled through the Police's operation ACROBATIC.	
3.6	Responding to the parking issue on Armley Town Street, MB stated that the NPT does not deal with parking unless it is causing an obstruction. Furthermore if the parking is allowed and the cars are parked legally, there is nothing much the Police can do. Parking on pavement on the other hand is an offence and the Police will enforce it.	
<b>4.0</b>	<b>Highways – Chris Way</b>	
4.1	CW talked about the accident survey which was circulated to residents with the minutes of the last meeting, and explained that the reason for carrying out the traffic calming scheme at Green Hill Road was due to the fact that the accident rate was much higher than national accident rate.	
4.2	CW also informed the meeting that a survey to evaluate the effects of the scheme will be carried out sometime after the completion of the scheme.	
4.3	A resident asked Chris (on behalf of the Travellers Pub landlord) why an area near the pub has not been tarmacked. CW informed the resident that the contractor is coming back to topsoil this area. CW further stated that the decision not to tarmac this particular area was reached in agreement with the pub landlord.	<b>CW</b>
4.4	The issue of right turning traffic at the signal outside Mike's carpet was raised, whereby a number of residents stated the difficulty faced in trying to turn right. Cllr Harper agreed to raise the issue with Urban Traffic Control.	<b>Cllr Harper</b>
4.5	An update on the issue of the falling wall on Nunington Avenue (mentioned in 6.12 of April minutes) was sought from CW. CW stated that he had not had time to chase this yet and agreed to look into this before the next meeting.	<b>CW</b>

4.6	David Boutle reported that not all the potholes on Theaker Lane have been repaired. CW agreed to report this.	CW
4.7	Xavier Chevillard enquired about the HGV licenses (mentioned in 6.9 of April minutes) CW to find out	CW
4.8	Filter light on Bramley Town Street turning down to Greenhill Road was mentioned. CW to look into re-doing the Give Way lines.	CW
4.9	A resident mentioned the Crab Lane, which is a one way street, however due to lack of a sign people end up going down that road unaware of the one way system. CW to look into this.	CW
<b>5.0</b>	<b>Elections</b>	
5.1	Sohail Effendi from Area Management assumed the position of chair to conduct the election of the chair of the Armley Consultative Forum. As Cllr Janet Harper was the only candidate for the position, she was unanimously elected as chair of the forum by show of hands. Elections for the following positions were conducted by newly elected chair.  Vice Chair - Hazel Boutle Treasurer – Morgan Pugh Armley Heritage Group - Eric Bowes Area Committee Co-optees Hazel Boutle & Eric Bowes	
<b>7.0</b>	<b>Any Other Business</b>	
7.1	Quoting a newspaper report under the heading of ‘Christmas is cancelled’ as councils are planning not to fund the x-mass lights due to cutbacks, a resident asked if the Christmas event is cancelled in Armley as well? Cllr Mckenna stated that the councillors are looking into the legality of paying for the lights from their own funding. Cllr Harper stated that she has also spoken to the Town Centre Manager Nigel Conder to see if the lights can be funded from the town centre manager’s events budget. Cllr Harper assured the residents that Christmas may be cancelled everywhere else but the residents of Armley will have Christmas lights in Armley.	
7.2	Another resident asked whether in the light of the cutbacks, will MICE money be available for community events? The Councillors responded that it would be.	
7.3	The meeting was informed that Hanging Basket scheme was set up in 2001 by an individual and now run by the Armley Rights Trust. Baskets are free; however, any donations are welcome so the scheme can continue in the future.	
7.4	Wyn Jones mentioned the Heritage Programme and invited people to attend future meetings. A flyer listing the future meetings was distributed, the meetings are held in the conference room Armley One Stop Centre from 6:00 – 8:00.p.m. For further information and to reserve a place, please contact Wyn on 0113 39 50234	
<b>8.0</b>	<b>Dates of Meetings in 2011</b>	
	21 <sup>st</sup> - June 19 <sup>th</sup> - July ----- <b>August – no forum meeting</b> 20 <sup>th</sup> - September 18 <sup>th</sup> - October 15 <sup>th</sup> - November 20 <sup>th</sup> - December	

**Bramley & Stanningley Community Forum**

**Date: 14<sup>th</sup> April 2011**

**Present:** Laura McGhee (chair), Cllr Ted Hanley, V Foster, M Tyson, M Bell, P Simpson, S May, M Millward, F Graham, J Preston, S Longley, A Khan, JB Quimby, PC Rutherford, PCSO Penn, N Bridge, C Way, R Cross, K Ritchie, C Hughes, TB Mayward, B Coutts, S Withers,

**Apologies:** A Friebe, J & M Houseman, B & K Miller, Cllr Denise Atkinson, J Lockett, Sgt Michelle Martin, E & B Wrayworth, Anthony Silson.

**1.0 WELCOME**

- 1.1 Laura McGhee welcomed everyone to the meeting. Elections for Chair, Vice Chair and Area Committee Representatives will be held at the meeting in May. AF to send nomination forms out with the papers for the next forum.
- 1.2 LM has contacted BARCA, and someone to discuss debts & vulnerable people for the next forum

**Action**

**AF**

**LM**

**2.0 Minutes of the last meeting and matters arising**

- 2.1 A small budget for Rodley Park has been agreed, and will be used for emergency work on beds, footpaths etc. Once Bramley Park work has been completed, consultation and work will begin in Rodley.

**3.0 Police Feedback (PC MR and PCSO MP)**

- 3.1 There were two arrests for drug dealing in the Fairfield Estate, there have been numerous arrests for possession of Class B drugs throughout the area, and Police stopped & searched two males who were in possession of a stolen car radio. The police reported that crimes have slightly increased but work is being done to combat this.  
The Police also reported that one resident in the Fairfield's Estate had been evicted due to heroin dealing.  
Anti-Social Behaviour is a problem for the Fairfield Community where BARCA runs youth groups, the problem is with the kids that aren't part of the youth groups.
- 3.2 Residents reported a number of occasions where scrap men are entering gardens without permission and taking scrap metal. Police advised to note down vehicle details and registration number and contact the police.
- 3.3 R Cross asked the Police for advice on a stash of lead discovered on a recent litter pick and what should be done with it. The police advised contacting the council to dispose of it, or if crime is suspected to contact the police on the non-emergency number.
- 3.4 Sylvia asked the police for an update on a recent incident with a bogus house caller. The police will provide an update.
- 3.5 Cllr Hanley commented on the detailed report given by the Police, and thanks were extended by the Chair. Concerns were raised about the national Police cuts, and Cllr Hanley reported that cuts were being made to the support/administration staff and not the Police officers. The police confirmed this.

**4.0 Traffic Scheme Update (Chris Way & Nathan Bridge)**

- 4.1 Polland Lane work is nearly complete; there are a few tiny bits to tidy up.
- 4.2 There has been a zebra crossing put down near Hollybush School, Broad Lane.
- 4.3 Highways are collecting requests for traffic calming measures. If there are any

requests, please contact Chris Way at Highways.

- 4.4 Resident's reported that there are still problems near the train station and on Swinnow Road. Highways are going to look into it.
- 4.5 There will be new bus stop improvements to the bus stops around Leeds West Academy area.
- 4.6 Residents are reported that buses can't get through to Whitecote Primary due to people parking on double yellow lines around the area.
- 4.7 S May asked about a speed limit being put on Westover Road to stop people using it as a cut through. The residents want it to be a 20mph zone. Chris Way confirmed that this is still on the list, but everything is prioritised by number of incidents.
- 4.8 Chris Way confirmed that there will be an impact survey done on the speed bumps around St Peter's school.
- 4.9 Rossefield drive is being used as a cut through and there have been two crashes recently but there is no strong incident history. Chris Way confirmed that it is on the list, but as mentioned earlier in meeting, all projects are prioritised. And the footpath between Rossefield Grove and Rossefield Rise has lifted again.

## **5.0 Youth Service Update (Vince Foster – Youth Work Manager)**

- 5.1 Vince provided an update on the wide variety of services that are provided including sports, music, gardening, outreach programmes and with young people who fall in the NEET (Not in Education, Employment or Training)
- 5.2 Vince invited residents to come down and see the facilities and groups ran.
- 5.3 There are 5 areas that are being prioritised: NEET's, low attendance, an alternative curriculum, SILC's and looked after children. The Youth Services are working to ensure that these are given the best start in life.
- 5.4 There have been some mobile services in the area and these have proved popular.
- 5.5 The Youth Service is working in close partnership with BARCA to keep all youth work in the area consistent and to work in Anti-Social behaviour issues.
- 5.6 Bramley Community Centre is currently being used 3 evenings a week.

## **6.0 Bramley Baths (additional agenda item)**

- 6.1 Cllr Hanley provided an update. Bramley Baths will be open for 60 hours a week instead of the 80 hours previously. But the loss is still a lot each week. Cllr's and Rachel Reeves, MP, have stopped the centre being closed in April 2011 and this will be reviewed in September 2011. The Jacuzzi will cost 20-30k to repair/replace but it was popular when it was used.
- 6.2 In the long term this is still a complicated issue, and the centre is still making a loss. But the centre has a lot of good features, and suggestions have been made to improve the situation
  - Look at the pricing for services
  - A social enterprise company takes over the running
  - A Commercial company takes over the running
  - Open up the facilities to more local groups to run events like bingo, roller disco, afternoon tea dances.
  - Increased promotion and marketing of the Baths
- 6.3 There is a clear need for a sustained marketing strategy to be started now and continued.

## **7.0 Bramley Park (additional agenda item)**

- 7.1 There was a public meeting held recently with members of the public and council officers.
- 7.2 Ideas were met with approval
- 7.3 Maintenance is a concern especially fencing and vandalism
- 7.4 Friends of Bramley Park Group is to be set up, if anybody is interested in joining, please contact Marie Millward. Contact details to be circulated at the next forum

LM

7.5 Another public meeting is to be held to broaden public consultation  
Further funding opportunities to be explored.

**8.0 A O B**

6.1 Census forms – have they been completed and returned? Everyone reminded to ensure that their forms have been returned.

6.2 Cllr Hanley reminded all at meeting about the local election and referendum on May 5<sup>th</sup>

6.3 There will be a Tree Day at the Hollybush Conservation Centre on Sunday 17<sup>th</sup> April from 12-4pm.

6.4 Roland Cross will be providing a report from Area Committee at the next meeting

**7.0 Next meeting**

26<sup>th</sup> May 2011

Eric Atkinson Centre, Wellington Street, off Waterloo Lane, Bramley

**RC**

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## **Bramley & Stanningley Community Forum**

**Date: 31<sup>st</sup> May 2011**

**Present:** Laura McGhee (chair), Cllr Ted Hanley, N Gibson, P Ward, J Quimby, M Tyson, K Ritchie, S Withers, B Coutts, P Richardson, D Hollingshead, P Simpson, M Bell, J Locket, A Smith, J & M Houseman, B Miller, S Longley, S McBarron, A Silson

**Apologies:** Cllr Atkinson, Cllr Taggart, A Friebe, K Miller, M Law, R Cross

### **1.0 WELCOME**

- 1.1 Laura McGhee welcomed everyone to the meeting. Elections for Chair, Vice Chair and Area Committee representatives were held. The following people were voted in; Chair - Stephen McBarron, Vice Chair - Roland Cross, Co-optee - Stephen McBarron. The election for the 2<sup>nd</sup> co-optee will be held at the next meeting. Laura handed over to Stephen McBarron.
- 1.2 Cllr Hanley and Stephen McBarron thanked Laura for her time as Chair.

### **2.0 Minutes of the last meeting and matters arising**

- 2.1 7.2 – some residents believed the ideas were not met with approval. Friends of Bramley Park has been set up. At their first meeting they elected a Chair and Vice Chair and discussed the plans for the park.
- 2.2 Q) A resident asked whether the money would be lost if it wasn't spent?  
A) Cllr Hanley – The budget wasn't discussed at the meeting. Due to the cuts, no budgets are safe.

### **3.0 Police Feedback (PCSO Dan Hollinhead & PC Paul Richardson)**

- 3.1 Operation Anvil is on going, tackling burglary. There have been a number of arrests which has lead to a reduction in burglary rates over the last 5/6 months.
- 3.2 The Police attended the Moorside Community Centre open day.
- 3.3 Cllr Hanley thanked the Police for their prompt action regarding the lead theft from the building.
- 3.4 A resident raised concerns about speeding down Coal Hill Lane. The Police will pass on to the traffic team to investigate.
- 3.5 A resident had received a hoax call from a company called Niagara who tried to gain personal information. The Police advised if residents are suspicious of callers to not give out any personal information and hang up. The Police can do a letter drop in the local area to make elderly residents aware of the problem. The Police reminded resident when entering competitions etc, tick the box that say's 'do not sell my information on'. If you ask to be taken off a companies mailing list they will receive a considerable fine if they don't.

### **4.0 BARCA**

- 4.1 Adam Smith gave a update on adult drug treatments.
- 4.2 BARCA currently have 600/602 users in West North West that are using the service. Last year the Government changed to a recovery based model. Rather than putting people in to treatment for 5-10 yrs, they are now moving people a lot quicker in to treatment. 30% of patients that take the community detox leave drug free. Leeds are looking to improve that number.
- 4.3 2 social needs workers work with drug users to help with debt problems and helping them to return to work and back in to education.
- 4.4 BARCA manage the young person drug contract across the city, which has a good

**Action**

- success rate. They visit schools, providing advice and guidance on drug use.
- 4.5 A) Is methadone of value? A resident found a full bottle in the street.  
Q) Yes. If users can't get a prescription they can buy it on the streets. AS recommended if anyone finds any that they should contacting the pharmacy it has come from.
- 4.8 A) Is there a specific time that drug users collect their prescription?  
Q) No. Different pharmacies have different collect times.
- 4.9 A resident voiced concerns over the central location of the drugs centre. She felt unsafe as she had been previously attacked. BARCA have client contracts with users but it is only enforceable on their property. Manor House offers a community service so the facility has to be central to reach as many people as possible.
- 4.10 A resident suggested BARCA invite residents to their open days. AS suggested if any community groups that would like clients of Manor House to talk to residents to help dispel any myths, they should contact Manor House.
- 4.11 Q) Is it usual that users take their prescriptions unsupervised?  
A) Yes. When a user starts treatment they will be on supervised consumption at the pharmacy. If patients are testing clear of drugs, and a risk assessment has been carried out, then they are allowed to take it at home. If residents see people taking it in the streets, please report it to Manor House.
- 4.12 Q) Have the cuts in funding had any effect on BARCA?  
A) The Harm Reduction Team were cut last year. The Adult Drug Treatment Team are waiting to find out their budget. Children Services in BARCA have had 1/3 of their budget cut (£494k). There have been a number of redundancies within the Senior Management team and also front line staff. AS will bring some youths to the next meeting.
- 5.0 Area Committee Update (Cllr Hanley)**
- 5.1 Area Committee money is split in to revenue and capital money. The revenue budget was reduced by 12% to £136k which has been allocated to various projects which includes: BARCA - £41k, I love West Leeds -£18k, Bramley Baths - £37,800, skips £800 and small grants - £5,500. No capital money is available.
- 5.2 Roland Cross to provide a detailed update at the next meeting.
- 5.3 ZT to check the status of the Well-being application for the bins for Bramley Fall Woods. **ZT**
- 6.0 A O B**
- 6.1 ZT to get an update on the potholes at the junction of Gannard Road and Gannard Mount for the next meeting. **ZT**
- 6.2 ZT to investigate a planning application on Horton Rise. It does not met the criteria of the planning application. **ZT**
- 6.3 ZT to investigate the delay in the flower beds for Rodley Park.
- 6.4 Forum members asked after Cllr Taggart and Cllr Aktinson.
- 7.0 Next meeting**  
28<sup>th</sup> July TBC - Eric Atkinson Centre, Wellington Street, off Waterloo Lane, Bramley



**MINUTES OF THE  
INNER WEST AREA PANEL MEETING**  
held on  
**Monday 11<sup>th</sup> April 2011**  
**5.30 pm, at Westfield Chambers**

**Attendees:**

**Area Panel Members:**

Andrew Liptrot	AL
John Aubery	JA
Hugh Morgan Pugh	HMP
John Willshaw	JW
Harry Shields	HS
Dave Lawrence	DL
David Higgott	DH
Graham MacDonald	GMD
James Granger	JG
Jenny (Zeniada) Holt	JH
Betty Nyamayaro	BN
Francesca Harris	FH
Jean Paxton	JP

**Officers:**

Akbar Khan – Area Performance Manager Bramley/Armley	AK
Marie-Pierre Dupont – Neighbourhood Planner	MPD
Evelyn Gaughan – Customer Involvement Support Officer	EG
Margaret Houchen – Minutes	MH

**Guest Speakers:**

Lee Dobbins, Head of Customer Service Centre Operations, Morrison FS	LD
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**1.0 Apologies for Absence**

1.1 Apologies were received from Cllr Janet Harper.

1.2 A warm welcome was extended to everyone at the meeting by AL. Introductions were given, and in addition, the new Area Panel Members were welcomed to the Inner West Area Panel.

**2.0 Election of Chair**

2.1 There being only one expression of interest for the position of Chair to the Inner West Area Panel, John Wilshaw was duly elected as Chair, and congratulations and warm wishes were extended to him.

AL advised that Corrine Brown has now been elected to the Board of WNWhL and has, therefore, stepped down from the Inner West Area Panel.

**Action**

### **3.0 Minutes of the Meeting Held on 7<sup>th</sup> February 2011**

3.1 The minutes were accepted as true record of the meeting.

### **4.0 Matters Arising**

4.1 Local Performance Framework (4.4.1 of previous minutes): As agreed at the last meeting, AK confirmed that a summary of Local Performance Framework, for Armley and Bramley, will be provided at tonight's meeting.

### **5.0 Customer Involvement**

#### **5.1 Update**

A summary of the report was provided by EG, and she advised that the Customer Involvement Strategy is now completed.

5.1.1 Copies of the Strategy were provided to the Panel members, at the meeting, and EG advised them of the form for completion, by customers, in the Strategy.

5.1.2 With reference to paragraph 3.1 of the report, training for Active Learning for residents is now being accessed from TPAS, and a training pilot is to take place in May 2011.

5.1.3 JL enquired of the Core Training Incentive, outlined in paragraph 4.2 of the report. EG replied that this will include such things as running events and chairing meetings. The incentive, EG advised, is to try and encourage committee members to undertake training.

5.1.4 Regarding the Tenant Scrutiny Body (paragraph 7.0 of the report), AL said that he is aware that more interviews are to take place in May 2011.

5.1.5 JG asked of the goals for this Body. He was advised that they will scrutinise the decision making of the Board, and oversee how the Board performs. He was also advised that part of their remit will involve making recommendations.

**The Panel noted the contents of the report.**

#### **5.2 Morrison FS: Lee Dobbins**

LD introduced himself, and spoke of the bidding process and of the contract being subsequently awarded to Morrison FS. Currently they are in the process of mobilisation.

5.2.1 In an effort to engage with customers, LD has been spending time with the Customer Involvement Team, and along with Monica Kaur, Lee Wright and Stephen Towler, has produced a Cohesive Community Engagement Plan.

5.2.2 The new process, for customers who phone the Contact Centre to report a repair, will be in place by the 1<sup>st</sup> of June 2001. Appointment slots, eg, 8.00 am – 10.00 am, will now be given. No longer will a customer have to stay at home all morning or afternoon, for an 'am' or 'pm' appointment. The tradesman will also ring the customer. DL added that as well as ID, all Morrison operatives will carry a phone number, for any customer who may wish to ring for confirmation that this is a member of Morrison FS staff.

- 5.2.3 A fleet of 277 vans is currently available for WNWhL. However, this may increase by a further 200, for the length of the contract.
- 5.2.4 As of September 2011, Morrison FS will be taking on apprentices during the life of the five year contract.
- 5.2.5 A recent presentation hosted by Morrison FS, was held at Moorside TARA Community Centre, and Morrison FS will be putting in a ramp, by the end of May 2011, so that the centre is DDA compliant, and will also landscape the gardens. This work is to be done free of charge.
- 5.2.6 DL said that it is the intention for Morrison FS to leave a lasting legacy, and the aim of the partnership is that of customer service excellence.
- 5.2.7 Morrison FS will be looking to encourage residents to comment on how they are performing, and to this end, they are hoping to set up service monitoring and improvement groups of some 15 to 20 people. Meetings will then be held on a monthly basis.
- 5.2.8 As part of leaving a legacy, Morrison FS will be looking to sponsor such events as galas. However, DL advised, this will not mean throwing money away. It will be spent prudently.
- 5.2.9 DL advised that Andrew Roddison will be taking over from him, and will be the point of contact, if he is required for future Panel meetings. Andrew Roddison will also be working with the Panel, on 'match funds' along with a team of residents SLOs.

The Panel were asked if they had any questions they wished to raise during or after the meeting.

- 5.2.10 JG asked if the process has changed for emergency repairs. LD replied that it has. In future, the call will still go through the Contact Centre, and onto the Locator Plus, repairs system. A specific two hour slot will then be appointed for the repair. This system will take effect as of the 1<sup>st</sup> June 2011.
- 5.2.11 The intention, by Morrison FS, is for the new system to strip out any unnecessary phone calls and time wasting. AL asked DL if he is aware of the issue of 'avoidable contact.' He replied that he is, and believed that the new system will bring about a significant reduction in this area.

There being no further questions, LD was thanked for his time, and for attending the Panel meeting.

### **5.3 Community Partnership Agreement (CPA) Report**

MPD provided a summary of the report and updated the Panel on the progress of the Community Partnership Agreement.

- 5.3.1 MPD reported that focus on spending will be for such areas as the treatment of self-seeders and shrubs, as well as bollards, to which the Panel agreed.
- 5.3.2 The total budget for the new year, MPD advised, is that of £100,000, which amounts to £25,000 Capital spend and £75,000 Revenue spend. This amount of spend is the

same provided for last year.

There were no questions arising from the report.

**The Panel noted the contents of the report.**

**5.4 Local Performance Framework**

For the benefit of all Panel members, AK explained the new format of the Local Performance Framework.

A summary of the report was provided by AK.

5.4.1 He advised the panel that the poor performance with reference to the target for acknowledging correspondence, within one working day, had been due to staffing levels at Armley Housing Office. This figure has, however, greatly improved for March.

5.4.2 JA queried the 'NA' term given for the number of complaints dealt within a 10 day timescale. AK replied that the figure was not available, at the time of the report being compiled, but that a target of 100% was achieved.

There were no further questions arising from the report.

5.4.3 On a separate note, AK informed the Panel that numbers are dwindling on the Bramley/Stanningley Housing Forum. AK advised the Panel, that the next meeting is to be held during the week, at Wellington Gardens Sheltered Housing, from 7.30 pm, to 9.00 pm, and to please remind all concerned.

**The Panel noted the contents of the report.**

**5.5 Contact Centre Performance Report**

AK informed the Panel that the attached report had been provided for information purposes. He requested that the Panel read this at their leisure, and then to advise him if perhaps they wish a representative from the Contact Centre, to attend future meetings. Alternatively, if they wish, it could be an agenda item for a future meeting.

5.5.1 AL commented that the Contact Centre is aware that we are not happy with the service that they are providing. He suggested that members of the Panel might like to visit the Contact Centre, to view the service in operation, perhaps four members at a time.

EG, having taken some residents of WNWhL, to the Contact Centre, said that it had been well worth going. She added that the trip had been educational, however, they were not able to listen in on telephone calls on that visit.

5.5.2 It was agreed that Margaret Houchen writes to all Panel members, to enquire if they would be interested in taking part in a visit to the Contact Centre.

**MH**

**6.0 Revenue and Capital Expenditure**

**6.1 Decency Update and Capital Investment 2010/11**

Rebecca Mell, Investment Planning Manager, was not available for the meeting.

- 6.1.1 It was also noted that her regular attendance at the Panel Meeting is not required, unless there is a specific issue that either she, or the Panel wish to raise/discuss.
- 6.1.2 AL requested that for the meetings where Rebecca Mell will not be attending, that her reports bear the wording of, "For Information Only" on the front page.

**The Panel noted the contents and the updates of the report.**

## **6.2 Area Panel Bids**

- 6.2.1 AP05-2011: To request match funding to organise a community party for the Royal wedding

Total estimated cost: £1,340.00.

Due to having an interest and involvement with the bid, DL left the room.

HMP enquired if of the Area Committee and if match funding by them has been agreed or received. MPD said that she was unsure.

JG queried the responsibility for payment of the TV licence, year on year, and suggested that perhaps it might be an option to lease a TV for the day. MPD believed that it might be possible to obtain a licence for the period of one week also.

Lee Dobbins suggested that Morrison FS might be able to assist with the leasing of a TV.

Discussion took place around suitable funding alternatives, such as MICE money, or a Diverse Community bid. The possibility of perhaps part funding the bid was also questioned. However, it was pointed out that this would effectively mean making a new bid.

**The bid was rejected by the Panel.**

MPD requested clarification of the reasons why.

She was informed by AL that the bid was inappropriate. HS added that it failed on the parts of the TV and licence.

- 6.2.2 AP06-2011: Request for the installation of a 1.4 metre high metal fence, on the perimeter of 70 to 80 Landseer Way

Estimated cost: £5,000.

The Panel asked of the evidence of ASB, referred to in paragraph 2.6 of the bid, of which none was provided to Panel.

JG suggested that perhaps the ASB problem goes deeper than the request for the fence.

As the bid had been previously accepted, GMD asked of the need to agree the bid yet again. MPD informed him that there has been a change in the specification, and

that original bid was for a 1 metre high fence.

JW noted that the cost of the bid for a higher fence was cheaper than that of last year.

It was enquired by AL whether or not the leaseholders of Landseer Way are prepared to pay for this fencing. MPD advised him that they have objected. JA enquired if the leaseholders would be forced to pay their share, if the bid is agreed to, and was advised that this would be so. He then replied that it would not be morally right or fair to force them to pay a share.

JG mentioned that he lives with a similar situation, and that the metre high fence in place, has not acted as a deterrent.

### **The bid was rejected by the Panel.**

MPD requested clarification as to the reasons why.

AL replied that the bid does not represent value for money, and does not benefit many people. Also, the lack of evidence of ASB.

AK confirmed that the tenant in question has done all that she can with obtaining victim support, and that the issues which she is suffering from are those of loitering and nuisance.

## **7.0 Any Other Business**

AL thanked the Panel for allowing him to Chair the meetings.

JW also thanked AL, and in his new capacity of Chair, thanked everyone for attending the meeting.

## **8.0 Date, Time and Location of Next Meeting**

8.1 Monday 13<sup>th</sup> June 2011, at 5.30 pm, The Board Room, Westfield Chambers.

8.2 Future scheduled meetings: 8<sup>th</sup> August, 10<sup>th</sup> October and 12<sup>th</sup> December 2011 (all to be held at the same venue, and at the same time).



Originator: Clare Wiggins

Tel: 0113 336 7864

**Report of the Chief Democratic Services Officer**

**West Inner Area Committee**

**Date: 22<sup>nd</sup> June 2011**

**Subject: Co-optees to the Inner West Area Committee**

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

**EXECUTIVE SUMMARY**

This report outlines the proposals for the appointment of co-optees onto the Inner West Area Committee.

**1.0 Background**

- 1.1 Under Article 10 of the Constitution, there is provision for Area Committees to appoint up to 5 non-voting co-opted members to support the work of the Committee. Co-opted members can participate in debates but have no voting rights.
- 1.2 The Inner West Area Committee, since its inception, have supported local people to represent the area and to contribute expertise and experience to the Committee's deliberations, for example through their involvement in business, the voluntary sector, with young people, with faith organisations or people with a disability.
- 1.3 The Inner West Area Committee has been served recently by four co-optees, Hazel Boutle and Morgan Pugh representing Armley ward and Stephen McBarron representing Bramley and Stanningley ward (with one further co-optee to be elected in July).
- 1.4 Given that no co-opted member can be appointed for a period beyond the next Annual Meeting of the Council, this report seeks ratification of those co-optees recently elected through the Bramley and Stanningley community forum and the Armley

Forum.

The proposed co-optees for Bramley & Stanningley forum are as follows:

<b>Name of Co-optee</b>	<b>Representing</b>	<b>Body to which elected</b>
Stephen McBarron	Landseers neighbourhood, Bramley.	Co-optee to Inner West Area Committee and Chair of Bramley and Stanningley Forum.
The election for the 2 <sup>nd</sup> co-optee will take place at the July Forum.		

The proposed co-optees for Armley Forum are as follows:

<b>Name of Co-optee</b>	<b>Representing</b>	<b>Body to which elected</b>
Hazel Boutle	Armley and Armley Common Rights Trust	Co-optee to Inner West Area Committee
Eric Bowes	Armley and Armley Heritage Group	Co-optee to Inner West Area Committee

## **2.0 Recommendations**

2.1 Inner West Area Committee members are asked to:

- approve the appointment of the above mentioned co-optees, to support the work of the Area Committee.

## **Background Papers**

None





Originator: Sophie Wallace

Tel: 0113 247 4326

**Report of the Chief Officer (Democratic and Central Services)**

**Report to: West (Inner) Area Committee**

**Date: 22<sup>nd</sup> June 2011**

**Subject: Local Authority Appointments to Outside Bodies**

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

**Executive Summary**

This report outlines the procedures for Council appointments to outside bodies, and the Committee are requested to consider and appoint to those bodies listed at Appendix 2 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. This year, the Area Committee have to make appointments in respect of the following organisations (**see Paragraph 4**) :-

- **Bramley Surestart**
- **ALMO West Inner Area Panel**
- **Divisional Community Safety Partnership**
- **Area Children's Partnership**
- **Area Health and Wellbeing Partnership, and**
- **Area Employment, Enterprise and Training Partnership.**

## 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 Rules<sup>1</sup> 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 In July 2004 the Member Management Committee met to consider allocation of appointments to each Area Committee. Attached at Appendix 2 are those that have been determined should be made by this Area Committee.
- 2.6 One of the delegated Member appointment functions which Area Committees had **previously** been asked to exercise was making Elected Member appointments to the Boards of Housing Management Arms Length Management Organisations. **However**, on the recommendation of the Executive Board, the Member Management Committee at its meeting on 22<sup>nd</sup> 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. These appointments therefore no longer appear in the schedule of appointments at Appendix 2, but the Area Committees still appoint to the ALMO Area Panels.

## 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 holder<sup>2</sup> either by reference, if this is available, to the constitution

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<sup>1</sup> This Procedure is now incorporated into the Council's Constitution

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

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.
- 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 Members<sup>3</sup> 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 2011/12**

##### **Bramley Surestart**

Surestart is a national/local government initiative aimed at giving every young child the best possible start in life. The Surestart Children's Centres concept is that providing integrated education with childcare, family support and health services are key factors in achieving good outcomes for children and parents.

The Council's current representatives, appointed by the Area Committee, are **Councillor Taggart and Stephen McBarron.**

##### **ALMO West Inner Area Panel**

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

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

**The Area Panels have two main roles.**

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

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

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

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

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

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

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

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

These are annual appointments, and the Council's current representatives, appointed last year by the Area Committee, are **Councillors J McKenna and Taggart.**

### **Bramley Poors Allotment Trust**

Councillor N Taggart was appointed as the Area Committee's representative in June 2009. This was for a 3 year period and the position will be reviewed in 2012.

### **District or Area – Based Partnerships**

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

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

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

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

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

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

There is an expectation that Area Committee representatives will share their knowledge and intelligence of the area, to help shape and determine the priorities and action plans of the partnerships, ensuring they are complimentary and supportive of the Area Committees' ADPs. Direct participation by elected Members on these local partnerships will strengthen the role of Members and their voice as 'community champions' within our

partner agencies, and overcome any perceived 'democratic deficit' there may have been. Elected Members participation will also help build the links between local partnership working and the work of the Council through the Area Committees.

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

- Divisional Community Safety Partnership – **Councillor J McKenna**
- Area Children's Partnership – **Councillor Lowe**
- Area Health and Wellbeing Partnership – **Councillor J Harper**
- Area Employment, Enterprise and Training Partnership – **Councillor Hanley**

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

## **5.0 RECOMMENDATIONS**

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

### **Background Papers**

Appointment to Outside Bodies 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 nominee<sup>1</sup>) 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.

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<sup>1</sup> 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 holder<sup>2</sup> 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 Members<sup>3</sup> 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

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

<sup>3</sup> 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 holder<sup>4</sup> 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 Members<sup>5</sup> 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

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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

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

<sup>5</sup> 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 (West Inner)**

Outside Body	Charity /Trust	Appointment Category	Appointment Determined By:-	Based on Proportionality	Restricted Appointment	Nature of Restriction	No of Places	Review Date	No of places to review	Current appointees	Clr Y/N	Review Period	Last Appmnt	Group	Lead Dept	Lead Officer	Contact Name	Address	Telephone
ALMO West Inner Area Panel					Y/N	Portfolio	2	Jun-09	1	Jim McKenna	Y	Annually		Lab					
								Jun-09	1	Neil Taggart	Y	Annually		Lab					
Bramley Pools Allotment Trust (3 year term of office - next Triennial AGM of Trust due November 2006).	Yes	Community and	Area based	West Inner	Yes	No	2	Jun-09	1	Mr M Law	N	3 years	Unknown		Legal and Democratic	Mark Turnbull		Secretary, Bramley Pools	01943 876 033
								Jun-09	1	Neil Taggart	N	3 years	2006	Lab					
Bramley Sure Start	Yes						2	Jun-09	2	Neil Taggart	Y	Annually		Lab				Bramley Sure Start, Family Resource Centre	0113 257755
										Mr S McBaron									

Number of places 6  
 Places held pending review 6  
 Places currently filled beyond June 09 0  
 Number of places to fill 6

Number of Members in the Committee Area 6

Labour 6  
 Liberal Democrat 0  
 Conservative 0  
 Total 6

Percentage of Members on the Committee

Notional Places Allocated

100 3  
 0 0  
 0 0  
 3 3

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Originator: Sarn Warbis

Tel: 39 50908

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

**Inner West Area Committee**

**Date: 22<sup>nd</sup> June 2011**

**Subject: Area Committee Roles for 2011/12**

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

**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 26<sup>th</sup> 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 23<sup>rd</sup> 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 26<sup>th</sup> 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 The Inner West Area Committee is asked to note:
  - 7.1.1 The summary of approved the 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

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

<b>Area Functions Schedule</b>	
<b>Function</b>	
<b>Community Centres</b>	<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"> <li>• oversee controllable revenue budgets, operational arrangements and the use of the centres;</li> <li>• agree and implement a schedule of charges and discounts for directly managed centres;</li> <li>• make asset management and investment proposals to ensure the portfolio is sustainable and meets local needs.</li> </ul>
<b>CCTV</b>	To maintain an overview of the service in the Committee's area and receive regular information about it.
<b>Neighbourhood Management Co-ordination</b>	<p>In relation to the Committee's area:</p> <ul style="list-style-type: none"> <li>• to agree priority neighbourhoods (through the approval of the Area Delivery Plan); and</li> <li>• to agree and monitor Neighbourhood Improvement Plans for the Committee's area.</li> </ul>
<p><b>Street Cleansing &amp; Environmental Enforcement Services:</b></p> <ul style="list-style-type: none"> <li>• Litter bin emptying</li> <li>• litter picking and associated works</li> <li>• Street sweeping and associated works</li> </ul>	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"> <li>• Leaf clearing</li> <li>• Dog Controls (fouling, straying, dogs on leads, dog exclusions)</li> <li>• Fly tipping enforcement</li> <li>• Enforcement of domestic &amp; commercial waste issues</li> <li>• Litter-related enforcement work</li> <li>• Enforcement on abandoned &amp; nuisance vehicles</li> <li>• Overgrown vegetation</li> <li>• Highways enforcement (placards on streets, A boards, cleanliness)</li> <li>• Graffiti enforcement work</li> <li>• Proactive local environmental promotions</li> </ul>	<ul style="list-style-type: none"> <li>• the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered)</li> <li>• The agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality.</li> </ul> <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	<p>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.</p>
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	<p>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.</p>
Highways Maintenance	<p>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.</p>
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><b>Function is suspended until April 2012</b></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

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

<b>OUTCOMES AND PERFORMANCE INFORMATION</b>
<p><b>LINK TO LEEDS STRATEGIC PLAN OUTCOMES:</b></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"> <li>▪ the Vision for Leeds is about to be launched</li> <li>▪ the City Priority Plans are in development</li> <li>▪ it is not clear which indicators Leeds will report on to Central Government</li> <li>▪ the new Locality Working operating arrangements and focus are just evolving</li> <li>▪ it is clear that the Function Schedules need to be reviewed and redrafted to reflect the new priorities and operating arrangements</li> </ul> <p>It is therefore proposed that when the Function Schedules have been reviewed and redrafted appropriate indicators will be identified and included.</p>

<b>GOVERNANCE</b>
<b>DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:</b>
<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>

<b>MANAGEMENT AND CO-ORDINATION</b>				
<b>PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12:</b>				
<b>TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:</b>				
<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.			
<b>LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:</b>				
<p>Council Constitution Local Government Act 2000 Area Delivery Plans</p>				

**HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES**

**Citywide Budget For Service / Function 2011 / 12**

	<b>£000s</b>
<b>Net Revenue Budget</b>	<b>2,794</b>
<b>Net Capital Budget unallocated</b>	<b>190</b>

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	
<b>Net Budget 2011/12</b>	<b>2,984</b>	

**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
<b>Net Revenue Budget</b>	Base budget for 11/12	<b>1,796,570</b>	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	<b>1,017,071</b>	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	<b>2,813,641</b>	<b>380,652</b>	<b>260,919</b>	<b>272,145</b>	<b>197,461</b>	<b>232,890</b>	<b>412,342</b>	<b>400,228</b>	<b>214,249</b>	<b>169,621</b>	<b>273,134</b>
<b>Net Capital Budget</b>	Base budget for 11/12	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Unallocated carry forward from 10/11	<b>191,300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26,400</b>	<b>79,700</b>	<b>0</b>	<b>72,200</b>	<b>200</b>	<b>12,800</b>
	Total available to allocate 11/12	<b>191,300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26,400</b>	<b>79,700</b>	<b>0</b>	<b>72,200</b>	<b>200</b>	<b>12,800</b>

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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

<b>FUNCTION:</b>	<b>Community Centres</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b>	
<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>	
<b>OVERVIEW OF RESOURCES:</b>	
<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>	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b>	
<p>List of centres and management arrangements with data sheets and budget information, Lettings and Pricing policy.</p>	
<b>EXECUTIVE MEMBER:</b>	
<p>Cllr Peter Gruen</p>	
<b>RESPONSIBLE OFFICERS:</b>	
<p>DIRECTOR: Neil Evans CHIEF OFFICER: Bridget Emery LEAD OFFICER FOR FUNCTION SCHEDULE: Trudie Canavan</p>	

<b>OUTCOMES AND PERFORMANCE INFORMATION</b>
<p><b>LINK TO LEEDS STRATEGIC PLAN OUTCOMES:</b></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"> <li>▪ the Vision for Leeds is about to be launched</li> <li>▪ the City Priority Plans are in development</li> <li>▪ it is not clear which indicators Leeds will report on to Central Government</li> <li>▪ the new Locality Working operating arrangements and focus are just evolving</li> <li>▪ it is clear that the Function Schedules need to be reviewed and redrafted to reflect the new priorities and operating arrangements</li> </ul> <p>It is therefore proposed that when the Function Schedules have been reviewed and redrafted appropriate indicators will be identified and included.</p>
<p><b>IMPROVEMENT PRIORITIES:</b></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><b>GEOGRAPHY &amp; FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:</b></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>

<b>GOVERNANCE</b>
<p><b>DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:</b></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><b>PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:</b></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.

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

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

<b>HEADLINE CITYWIDE FINANCIAL INFORMATION FOR RESPONSIBILITIES</b>
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<b>Citywide Budget For Service / FUNCTION IN 2011 / 12:</b>	
	<b>£000s</b>
<b>Net Revenue Budget</b>	<b>£3,156</b>
<b>Net Capital Budget</b>	

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

<b>DESCRIPTION OF WHAT THE BUDGET REPRESENTS:</b>
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Revenue costs associated with the operation of the community centres.

<b>DETAIL OF ANY NON CONTROLLABLE ELEMENTS:</b>
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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
<b>Resource Availability</b>												
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
<b>Net Revenue Budget</b>	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 1<sup>st</sup> 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**

	<b>£000s</b>
<b>Net Revenue Budget</b>	<b>1,368</b>
<b>Net Capital Budget</b>	

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

**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
<b>Resource Availability</b>												
<b>Number of cameras</b>		129	5	2	19	4	11	0	75	7	4	2
<b>Net Revenue Budget</b>	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

<b>FUNCTION:</b>	<b>Neighbourhood Management Co-ordination</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b> 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.	
<b>OVERVIEW OF RESOURCES:</b> 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.	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b> 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.	
<b>EXECUTIVE MEMBER:</b> Councillor Peter Gruen	
<b>RESPONSIBLE OFFICERS:</b> DIRECTOR: James Rogers CHIEF OFFICER: Kathy Kudelnitzky LEAD OFFICER FOR FUNCTION SCHEDULE: Beth Logan	

<b>OUTCOMES AND PERFORMANCE INFORMATION</b>
<p><b>LINK TO LEEDS STRATEGIC PLAN OUTCOMES:</b></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"> <li>▪ the Vision for Leeds is about to be launched</li> <li>▪ the City Priority Plans are in development</li> <li>▪ it is not clear which indicators Leeds will report on to Central Government</li> <li>▪ the new Locality Working operating arrangements and focus are just evolving</li> <li>▪ it is clear that the Function Schedules need to be reviewed and redrafted to reflect the new priorities and operating arrangements</li> </ul> <p>It is therefore proposed that when the Function Schedules have been reviewed and redrafted appropriate indicators will be identified and included.</p>
<p><b>GEOGRAPHY &amp; FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:</b></p> <p>Quarterly progress and monitoring reports to be collated by service. Annual report to be produced for Area Committee Members.</p>

<b>GOVERNANCE</b>
<p><b>DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:</b></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>

<b>MANAGEMENT AND CO-ORDINATION</b>				
<p><b>PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2011 / 12:</b></p> <p><b>TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:</b></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><b>LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:</b></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

<b>FUNCTION:</b>	<b>Street Cleansing &amp; Environmental Enforcement Services</b>
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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 30<sup>th</sup> March 2011 and approved by full council on 26<sup>th</sup> May 2011.

<p><b>Street Cleansing &amp; Environmental Enforcement Services:</b></p> <ul style="list-style-type: none"> <li>• Litter bin emptying</li> <li>• litter picking and associated works</li> <li>• Street sweeping and associated works</li> <li>• Leaf clearing</li> <li>• Dog Controls (fouling, straying, dogs on leads, dog exclusions)</li> <li>• Fly tipping enforcement</li> <li>• Enforcement of domestic &amp; commercial waste issues</li> <li>• Litter-related enforcement work</li> <li>• Enforcement on abandoned &amp; nuisance vehicles</li> <li>• Overgrown vegetation</li> <li>• Highways enforcement (placards on streets, A boards, cleanliness)</li> <li>• Graffiti enforcement work</li> <li>• Proactive local environmental promotions</li> </ul>	<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"> <li>• the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered)</li> <li>• The agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality.</li> </ul> <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

<b>FUNCTION:</b>	<b>Community Engagement</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b>	
Overview of local engagement activities linked to improvement of local services and Area Delivery Plan priorities.	
<b>OVERVIEW OF RESOURCES:</b>	
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.	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b>	
Area based community engagement plan to be produced setting out minimum standards including:	
<ul style="list-style-type: none"><li>• Community profile – update of local intelligence twice a year with information about local stakeholders and how to reach local communities</li><li>• 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</li><li>• Additional activities with particular neighbourhoods and communities linked to Area Delivery Plan priorities</li><li>• Annual report to Area Committees and Executive Board to give overview of progress.</li></ul>	
<b>EXECUTIVE MEMBER:</b>	
Cllr Peter Gruen	
<b>RESPONSIBLE OFFICERS:</b>	
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

<b>FUNCTION:</b>	<b>Community Greenspace</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b>	
<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>	
<b>OVERVIEW OF RESOURCES:</b>	
<p>Community parks are managed and maintained by the Parks and Countryside service.</p>	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b>	
<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>	
<b>EXECUTIVE MEMBER:</b>	
<p>Cllr Adam Ogilvie – Leisure</p>	
<b>RESPONSIBLE OFFICERS:</b>	
<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

<b>FUNCTION:</b>	<b>PCSOs, Neighbourhood Policing Teams and Multi Agency Crime and Grime Operations</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b>	
<ul style="list-style-type: none"><li>• Co-ordination of Neighbourhood Policing Teams linked to political wards each with an NPT Inspector and PCSOs.</li><li>• The aim is to contribute to the reduction of Crime and Disorder (including ASB) by providing a visible presence on the street.</li><li>• PCSO's provide reassurance to communities through high visibility patrols and improved public contact.</li><li>• Crime and grime issues are tackled through local tasking arrangements where partnership activity is co-ordinated.</li></ul>	
<b>OVERVIEW OF RESOURCES:</b>	
<ul style="list-style-type: none"><li>• Dedicated NPT Inspectors</li><li>• 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.</li><li>• Resources across partner agencies linked to neighbourhood management tasking arrangements.</li><li>• The provision of a range of services, via uniformed patrols of PCSOs to reassure, reduce anti social behaviour and the fear of crime</li><li>• 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.</li><li>• 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.</li></ul>	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b>	
<ul style="list-style-type: none"><li>• Quarterly report prepared in each police division on PCSOs.</li><li>• Annual themed Community Safety Area Committee Report.</li><li>• Information on activity undertaken is available through the Area Community Safety Co-ordinators at area management level.</li></ul>	
<b>EXECUTIVE MEMBER:</b>	
Councillor Peter Gruen	
<b>RESPONSIBLE OFFICERS:</b>	
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"> <li>• WYP have management responsibility for PCSO and NPTs</li> <li>• Multi agency operations and neighbourhood management taskings jointly managed by WYP and Area Management</li> <li>• Central support and co-ordination in Safer Leeds</li> </ul>

**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 31<sup>st</sup> 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**

<b>Funding Provider</b>	<b>£000s</b>	<b>%</b>
LCC	<b>1,516</b>	100
<b>Net Budget</b>	<b>1,516</b>	

**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
<b>Resource Availability</b>												
<b>Number of PCSO</b>		170	20	20	15	15	19	20	15	20	11	15
<b>Net Revenue Budget</b>	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

<b>FUNCTION:</b>	<b>Highways Maintenance</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b>	
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.	
<b>OVERVIEW OF RESOURCES:</b>	
Resources to deliver highways maintenance programme	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b>	
Consultation with Ward members on planned maintenance programme and traffic management schemes.	
<b>EXECUTIVE MEMBER:</b>	
Cllr. Richard Lewis	
<b>RESPONSIBLE OFFICERS:</b>	
DIRECTOR: Martin Farrington	
CHIEF OFFICER: Gary Bartlett	
LEAD OFFICER FOR FUNCTION SCHEDULE: Helen Franklin	

<b>OUTCOMES AND PERFORMANCE INFORMATION</b>
<b>LINK TO LEEDS STRATEGIC PLAN OUTCOMES:</b>
<b>Primarily:-</b>
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"> <li>▪ the Vision for Leeds is about to be launched</li> <li>▪ the City Priority Plans are in development</li> <li>▪ it is not clear which indicators Leeds will report on to Central Government</li> </ul>

- 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 <i>(3 starting points highlighted in bold italics are points 1,3 and 4)</i>	15 Key indicators & baselines <i>(4 starting points highlighted in bold and italics are points 1,3,4 and 5)</i>
Are safe from harm	<b>1. Help children to live in safe and supportive families</b> 2. Ensure that the most vulnerable are protected	<b>1. Number of looked after children-</b> 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	<b>3. Improve behaviour, attendance and achievement)</b> <b>4. Increase numbers in employment, education or training</b> 5. Support children to be ready for learning 6. Improve support where there are additional health needs	<b>3. 16-18 NEET is 8.2% (average monthly figure for November-January 2009/10)</b> <b>4. Primary school attendance 94.3% (half terms 1-4, 09/10 academic year)</b> <b>5. Secondary attendance: 91.6% (half terms 1-4, 09/10 academic year)</b> 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

<b>FUNCTION:</b>	<b>Health and Wellbeing</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b>	
<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>	
<b>OVERVIEW OF RESOURCES:</b>	
Resources to deliver Health and Wellbeing improvement priorities within the Leeds Strategic Plan	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b>	
(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)	
<b>EXECUTIVE MEMBER:</b>	
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

<b>FUNCTION:</b>	<b>Conservation Area Reviews</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b>	
<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>	
<b>OVERVIEW OF RESOURCES:</b>	
<p>The work is being undertaken by the Sustainable Development Unit within the City Development Directorate</p>	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b>	
<p>A quarterly written update on progress</p>	
<b>EXECUTIVE MEMBER:</b>	
<p>Cllr Richard Lewis</p>	
<b>RESPONSIBLE OFFICERS:</b>	
<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**

<b>Funding Provider</b>	<b>£000s</b>	<b>%</b>
LCC	<b>23.0</b>	100
<b>Net Budget</b>	<b>23.0</b>	<b>100</b>

**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
<b>Service Standards and Performance</b>												
<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
<b>Resource Availability</b>												
Percentage of budget allocation												
<b>Net Revenue Budget</b>	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

<b>FUNCTION:</b>	<b>Regeneration Projects &amp; Programmes</b>
<b>DESCRIPTION</b>	
<b>HEADLINE INFORMATION:</b>	
<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>	
<b>OVERVIEW OF RESOURCES:</b>	
<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&amp;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>	
<b>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</b>	
<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>	
<b>EXECUTIVE MEMBER:</b>	
<p>Councillor Richard Lewis (Development) Councillor Peter Gruen (Neighbourhoods and Housing)</p>	
<b>RESPONSIBLE OFFICERS:</b>	
<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**

Advertising on Lampposts

**Function is suspended until April 2012**

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.

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.

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.

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.

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## Report of the Director of Environment and Neighbourhoods

### Inner West Area Committee

Date: 22<sup>nd</sup> June 2011

### Subject: Inner West Area Committee Well-Being Fund Update

**Electoral Wards Affected:**  
**Armley**  
**Bramley & Stanningley**

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 provides details of the well-being capital and revenue funding committed for the financial year 2011-12. Members are asked to note this information.

### 1.0 Purpose of This Report

1.1 This report seeks to update Members on the current amount of capital and revenue funding committed via the Area Committee Well-Being Budget for wards in the Inner West area. The total budget available has now been committed.

### 2.0 Well-Being Revenue Budget 2011/12

2.1 The Well-Being budget available for projects in 2011/12 has been calculated as follows:

Revenue Allocation 11/12	£136,710
Revenue carry forward from 10/11	£0
<b>Total Revenue Budget</b>	<b>£136,710</b>

2.2 The revenue allocation incorporates a reduction in funding of 12% on last years allocation which has been applied across all Area Committees. There was no carry forward available from 2010/11.

### 3.0 Well-Being Capital Funding 2011/12

3.1 There has been no new Well-Being capital allocation for 2011/12.

**Capital Allocation 2011/12** £0  
**Capital carry forward from 2010/11** £0

### 4.0 Applications Previously Approved for 2011-12

4.1 At the Special Area Committee meeting held on 17<sup>th</sup> May a number of funding decisions were made on new applications for 2011/12. Decisions were also made to reduce funding allocated to projects at previous Committees. The final list of projects funded for 2011/12 is detailed below:

Project Title	Organisation	2011-12	Armley	Bramley & S'ley
Summer Bands in Parks 2011	Town Centre Manager (Leeds Ahead)	£1,200	✓	✓
Town Centre Manager	Leeds Ahead	£23,000	✓	
I Love West Leeds Festival	I Love West Leeds	£18,000	✓	✓
Holiday Sports Provision	Leeds City Council Sports Development	£3,563	✓	✓
Armley Sports Project	Youth Service	£1,656	✓	
Armley Community Fun Day	Armley Common Rights Trust	£1,500	✓	
Business Development Manager	Community Centre Consortium via BARCA	£41,000	✓	✓
Small Grants Budget	Area Management Team	£5,500	✓	✓
Skips Budget	Area Management Team	£800	✓	✓
Lazer Centre and Friday Night Project	Youth Service	£2,000	✓	✓
Litter Bins	Streetscene/ Parks & Countryside	£691	✓	✓
Bramley Baths	Sport and Active Recreation	£37,800		✓
<b>Total</b>		<b>£136,710</b>	<b>£62,533</b>	<b>£74,177</b>
<b>Balance Remaining for 2011/12</b>		<b>£0</b>		



## 5.0 Small Grants and Skips

5.1 The following small grants have been approved from the budget approved for 2011/12:

Fairfield Fun Day	Fairfield Community Partnership	£200
Armley hanging baskets	Armley Common Rights Trust	£500
Royal wedding street party	New Wortley Community Association	£350
Royal wedding party	Fairfield Community Partnership	£350
Russian dancing	Russian speakers	£250

5.2 A budget of £5,500 has been set aside for small grants for 2011/12. To date, £1,650 has been spent leaving a remaining balance of £3,850. In addition, two further small grants - £500 for a bicycle repair scheme from the Youth Offending Service and £250 for stickers for wheelie bins in the Wythers – are currently being processed. If approved, this would reduce the remaining balance to £3,100.

5.3 A budget of £800 has been reserved for expenditure on skips for 2011/12. To date £120 has been spent on skips in Inner West for Hayleysfield allotments, leaving a remaining balance of £680.

## 6.0 Implications for Council Policy and Governance

6.1 Well-Being projects support the actions identified by the Area Committee, which contribute to the priorities of the Departmental, Council and Corporate Plans by aiming to create better neighbourhoods and confident communities.

## 7.0 Legal and Resource Implications.

7.1 The financial resource implications of well-being projects will be processed through the Area Management's well-being budget. Staff resources will be provided by Area Management and partner agencies.

## 8.0 Conclusions

8.1 The well-being fund provides financial support for key projects in the Inner West Area.

## 9.0 Recommendations

9.1 The Area Committee is asked to note the financial status of the capital and revenue streams of the Inner West Well-Being Budget.

## Background Papers

- No background papers

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Originator: Gill Hunter &  
Inspector Mark  
Bownass

Tel: 3367868

## Report of Environment and Neighbourhoods

### Report to Inner West Area Committee

Date: 22<sup>nd</sup> June 2011

### Subject: Community Safety update

**Electoral Wards Affected:**

Armley  
Bramley and Stanningley

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

## 1. Executive Summary

1. Crime Trends
2. Acquisitive crime
3. Action Days
4. Metal Theft and the Stolen Goods Market

## 2.0 Purpose Of This Report

- 2.1 This report provides the opportunity for Inspector Mark Bownass to provide the Inner West Area Committee with information on crime trends, partnership initiatives and future joint projects between Leeds City Council and West Yorkshire Police in West.

## 3.0 Background Information

- 3.1 The North West Divisional Community Safety Partnership is responsible for delivering actions to reduce crime and disorder in the West Wedge. It is made up of representatives from key statutory agencies.

#### **4.0 Main Issues**

Community Safety is one of the priority areas for the Area Committee. Regular reports are received from Community Safety and West Yorkshire Police on key issues and activity in the Inner West Area.

#### **4.1 Crime Trends**

Overall performance figures show West Inner NPT is doing well and has 135 fewer recorded offences compared to last year.

The cumulative detection rate is also above the divisional average at 27%. This is the second highest detection rate across the NPT's.

The main concern is Burglary Dwelling which is around the same level as it was last year; however there has been a noticeable increase in the Bramley area with the majority of burglaries in the NPT being committed in this area. There are no identified tight clusters of offences.

There has been a slight increase in Assault with injury offences.

The NPT is performing well in the other areas when compared to last year. There has been particularly good reductions in Burglary others, damage and TFMV offences. There were only 3 TFMV offences last week compared to 21 the same week the previous year and offences so far this year are down by 64 when compared to last year.

4.2 From the last Divisional Community Safety partnership meeting in April 2011, it was agreed to focus attention on reducing burglary in Armley . During 2010 Armley was identified as one of the top most burgled wards in the city. Further analyses were under taken by the Divisional Intelligence Unit which identified three main areas of concerns, these being the Little Scotland area, the Aviaries and the Cedars. Whist there has been a number of initiatives, action days and resources targeted within Armley, it was felt that a longer focus was required to tackle burglary in Armley.

The Community Safety Coordinator Gill Hunter and the Inner West Neighbourhood Police Team Inspector Mark Bownass facilitated a workshop based on the Out Come Based Accountability (OBA) model on 17<sup>th</sup> May 2011. The principles of OBA is using the turning the curve exercise to identify where we are currently in relations to burglaries, and where we need to be taking a problem solving approach with partner agencies to reduce this. The workshop identified a number key focuses these being:

- Targeting resources to identified dysfunctional /chaotic families with links to offending
- Developing some form of Integrated offender management system with the most active burglars who are not currently managed under Intensive Offender Manager
- Targeted work with Landlords through the accredited landlord scheme

Most of the proposed actions from the session are in the Armley Neighbourhood Management Plan. The plan is discussed, reviewed and updated monthly with partners at the Inner West multi-agency tasking meeting. With some amendments, additional priorities and actions the plan can be utilised to further develop, manage, monitor and review progress in Armley to reduce burglary. The plan also needs to feed and link into the work of the Armley Cluster of schools to enhance and develop partnership work with schools around attendance, dysfunctional/complex family issues.

#### **4.3 Closed Circuit Television (CCTV)**

The new CCTV camera has now been installed on Broadlea Hill. The BT connection is due on the 6<sup>th</sup> /7<sup>th</sup> June at which point the camera will become operational. A report of the functions of Leeds Watch is included in the June Area Committee papers.

#### **4.4 Action Days/Operations/Events**

There have been a few incident of hate crime around the Raynville area and a few concerns of under reporting around anti-social behaviour. A reassurance day has been organised with partner agencies on Wednesday 8<sup>th</sup> June from 3 PM – 7 PM targeting the Raynville area. The focus of the action day is to speak to residents about local issues in particular around Anti Social Behaviour, Hate Crime and also crime prevention advice.

An open day has been arranged with Armley Mosque and the Inner West Neighbourhood Police team with support from other faith sectors on Sunday 5<sup>th</sup> June from 2 PM – 5 PM. There will be a range of stalls information and engagement with the local community event to foster positive relationships in Armley.

#### **4.5 Operation Acrobatic**

Operation Acrobatic is an intelligence led multi agency based initiative that aims to reduce the levels of sexual activity in the woodland / picnic area of Canal Road, Leeds Liverpool canal and the Armley Mills museum and the associated anti social behaviour.

The Leeds Anti-social Behaviour Team has been working with the Police with some excellent results. The first being the arrest of a youth for robbery in the area, who admitted to five offences and is now in prison. Over 75 males, not from the Armley area have been stopped and warned re cruising. Several warning letters have been served on persistent attendee's. A number of further actions have been identified to address this problem which include work with Parks and Countryside to cut back some of the over grown foliage and work with MESMAC to dissuade people from using this site. A media campaign with MESMAC will be will used in the near future, but plain clothes and high visibility patrols will continue in the area throughout summer.

#### **4.6 Metal theft and the stolen goods market**

A number of initiatives are being progressed to address the stolen goods market and also around the rising crime issue of metal thefts. This is to include, scrap metal dealers being visited on a weekly if not daily basis to gather intelligence on those weighing in metal and to warn the dealers of accepting metal from unknown people. Also known receivers of stolen goods, including the likes of cash converters etc.

#### **5.0 Implications for Council Policy and Governance**

##### **5.1 None**

## **6.0 Legal and Resource Implications**

6.1 The Safer and Stronger Communities Board has been established, bringing together the six responsible authorities of the Community Safety Partnership with other key strategic partners to deliver the key outcomes agreed for both safer and stronger communities.

6.2 This plan details the city-wide priorities that will enable the city to move towards fulfilling its ambition. The Board will be supported by key groups focused on the key themes safer, stronger and environmental cleanliness. These in turn will be supported by delivery structures that focus on key identified themes, locality working and community engagement in the delivery of priorities. Over the next four years we 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

## **7.0 Conclusions**

7.1 The report has highlighted the community safety issues and actions for Inner West. The main current issues are crime trends, acquisitive crime, action days and metal theft and the stolen goods market. It has outlined actions the Police and partners have undertaken to address these issues.

## **8.0 Recommendations**

8.1 To note the content of this report

## **Background documents**

None



**Report of the West North West Area Leader**

**To: Inner West Area Committee**

**Date: 22<sup>nd</sup> June 2011**

**Subject: Area Progress Report**

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

**Executive Summary**

The purpose of this report is to inform Members of progress against the Area Management work programme for Inner West Leeds and local contributions to Council priorities.

**1.0 Purpose of This Report**

1.1 This report informs Members of the progress against the Area Management work programme for Inner West Leeds and local contributions to Council priorities.

**2.0 Background Information**

2.1 The Area Committee has received regular reports on progress against the Inner West Area Delivery Plan. This was due to run until March 2011 and so is not now a current document. However, the actions contained within the ADP are still relevant as many of them are ongoing into 2011/12. This report therefore provides an update against relevant actions and partner agencies' progress on local improvements.

### **3.0 Main Issues**

#### **Culture**

- 3.2 Inner and Outer West Area Committee funding for I Love West Leeds has now been confirmed for 2011/12. This year's rotating festival will take place in Bramley Falls Wood Park and feature a mix of performances and activities for all the family, free of charge to everyone. The main body of the festival will include three weeks of events across West Leeds. Highlights include outdoor film screenings in Armley, Farnley and Farsley, a music trail in Pudsey, family activities at Bramley Shopping Centre and an orchestra in Bramley Baths. Schools are creating customised washing lines and bunting for display during the festival. Full festival listings will be available in the brochure which are currently being printed and should be available from 8<sup>th</sup> June for distribution. Assistance may be required for distribution this year, either physically or electronically.
- 3.3 Throughout the year the festival continues to support the Citizens Orchestra for the over 60s with weekly sessions, the group will be performing at Pudsey library during the main festival. The festival continues to support Armley Mills with the monthly Family Film Club and Neighbourhood Action in Farnley with quarterly screenings for older people. A further long weekend of events in the late Autumn including the launch of a series of new radio plays written specially for the festival which will be distributed free of charge to older people across West Leeds. Full festival listings will be available on [www.ilovewestleeds.co.uk](http://www.ilovewestleeds.co.uk).
- 3.3 The City Projects Team are working with City Development and the Museums Service to consider ways of revitalising Armley Mills. Work is continuing to prepare the Development Prospectus and Design and Development Brief for Armley Mills. Discussions are ongoing to identify the opportunity to bring new uses into the mill complex and any development potential on adjoining land including Dunkirk Hill. Opportunities for hydro-power are currently being explored and it is anticipated that the City Council will commission a feasibility study considering the potential for hydro-power at a number of sites across the city including Armley Mills. The procurement process to identify a contractor as part of the Re:fit project is ongoing. This will see energy reduction measures being introduced to 10 Council buildings across the city, of which Armley Mills is one.
- 3.4 As part of the Townscape Heritage Initiative scheme, Alan Gardner Associates has been appointed to present a series of events to highlight the benefits of using traditional materials and techniques for preserving historic buildings. The events are aimed at local residents who own historic buildings in Armley. However, other historic building property owners, architects, building surveyors, conservation officers and contractors are encouraged to attend. The first two events took place in May and there is an event each month from June to October 2011. This includes an event as part of the Armley Fun Day in July.

#### **Enterprise and Economy**

- 3.6 A full update report from the Armley Town centre Manager is included elsewhere on this agenda.
- 3.7 Jobcentre Plus has now restructured internally to reflect how it wishes to move forwards as a business. Delivery of services will be based around more flexible



intervention and actions under the 'Get Britain Working' initiative such as Work Clubs, Work Experience and Enterprise Allowance which helps unemployed people who want to start and grow their own business and offers access to a business mentor and financial support of around £2,000. Support will now be focused on three groups of customers:

- a) those who are furthest from the labour market and not engaged with Jobcentre Plus such as lone parents, carers, those on incapacity benefit and other health related benefits. These customers will be supported through a new Jobcentre Plus outreach team who will work with existing partners such as Leeds City Council to develop this support strategy across the city. The outreach team is being led by Christine Street
- b) Those customers who have recently become unemployed or generally have been registered up to 39 weeks. They will be supported by existing Jobcentre Plus contracted provision, Get Britain Working measures and new and existing partner arrangements. All customers in this category will be allocated a personal advisor for the life of their claim. There is a move away from other organisations and partners duplicating services for this group as Jobcentre Plus will manage them through to the point at which they gain employment. This would avoid a scenario whereby a customer receives support from five different organisations for completion of a C. V.
- c) Those customers who have been registered as unemployed for more than 39 weeks. They will be referred to the new Welfare Reform Programme, delivered by BEST and Ingeus in West Yorkshire, with the aim of the customer being managed back to work by these private companies who would be paid to deliver this service. Jobcentre Plus would not provide services to this group, again avoiding duplication.

3.8 Armley Credit Union, an initiative supported by the Inner West Area Committee, continues to grow. In the last quarter of 2010/11 (January – March 2011) there were 102 new adult members and 21 new junior members. This is comparable with 103 new adult members in the same period last year and 13 new junior members. The majority of new membership is from the postcode areas of LS12 1 (New Wortley), LS12 2 (Upper Armley / the Aviaries), LS12 3 (Little Scotland) and LS13 2 (Moorside / Sandfords).

### **Transport**

- 3.9 In Armley ward, the Hill Top Road and Green Hill Road scheme is almost complete and initial informal monitoring suggests that the traffic calming is proving effective. Some issues need to be resolved regarding the beacons for the zebra crossing which are incomplete; this needs to be done in conjunction with SEC.
- 3.10 No objections were received to the advertised closure notice for Truro Street and Aviary Street and therefore the scheme will be issued by 10<sup>th</sup> June. It is anticipated that the contractor should be able to construct the scheme fairly soon after issue, albeit there is a two week lead in time for the demolition and reconstruction of part of a bin store wall.

- 3.11 The Tong Road pelican crossing is complete and according to local observations is being well used. The Hall Lane TRO and Canal Road refuge islands have been placed on hold due to the withdrawal of funding.
- 3.12 In Bramley, the Leeds and Bradford Road refuge islands were completed in mid May. Early observations are that vehicle speeds are down and crossing movements are up. A formal speed count will be undertaken in the coming weeks. The Broad Lane zebra crossing is also completed and is being well used, particularly by the school children of Hollybush School.
- 3.13 No further schemes are currently planned due to the withdrawal of the Traffic Management Capital budget beyond existing committed schemes. It is hoped that some area wide TROs will be progressed to deal with some of the outstanding issues at junctions and other problems with obstruction, although no funding has been identified at this stage.

## **Environment**

- 3.14 A full update report on the delegation of Environmental Services to the Area Committee is included elsewhere on this agenda.
- 3.15 As agreed at a previous Area Committee, Councillors Hanley and Harper have been nominated to form an Inner West Environmental Sub Group. The first meeting of this group is expected to take place by the end of June and will focus on the Environmental Services delegation and potentially environmental issues in the wider sense.
- 3.16 Through the Wythers Improvement Group, a litter project has been established. A poster competition to address litter issues took place at Raynville Primary School on 8<sup>th</sup> June. This follows on from a litter pick that the school children carried out in the local area.
- 3.17 West North West Homes are planning to concentrate additional staff resources in the Wythers to focus on tenancy management issues, overgrown gardens and greenspaces.
- 3.18 The New Wortley Community Association has secured funding through Groundwork to make greenspace improvements to the area outside the community centre, between the centre and the parade of shops. The proposed works include re-surfacing footpaths, an informal play area and seating area, tree maintenance and bulb planting. The work is planned to take place in the autumn.
- 3.19 The New Wortley Residents Association have obtained sufficient public liability insurance cover to allow them to enter into a lease with the Council to implement a community garden on land at Holdforth Place / Clyde Walk. However, the Council's Legal Service has advised that as currently written, the residents association constitution does not allow the group to enter into tenancies and leases. Work is ongoing with the association to make the necessary changes to the constitution. A planting day was held in April which was well attended, but the community have been advised not to undertake further work to the garden until the tenancy has been finalised which it is hoped will be concluded over the course of the next month.

## Health & Wellbeing

- 3.20 The Community Sports Officer will be promoting the Area Committee funded coaching scholarship to local clubs and organisations and inviting applications in June, with the scholarship starting in September.
- 3.21 The Community Sports holiday provision is currently being promoted and it is hoped to provide extended holiday provision at Armley Leisure Centre and Bramley Baths including fitness sessions for young people in community locations. Community Sports are also working with local clubs to offer holiday programmes including Wortley Boys, New Farnley CC, Farnley Falcons, Stanningley Rugby League and Esprit gymnastics club in Bramley.
- 3.22 Both Armley and Bramley clusters have identified teenage pregnancy and obesity as their priority areas of work. The teenage pregnancy Locality Action Plan is almost ready to go out to wider consultation. The idea is to use the young people's events to consult further on this and Interplay are interested in supporting this consultation. The events will now be organised as themed events – boys' and girls' events, rather than ward based as originally proposed. The aim is for young people to lead on the design and delivery of the event and to manage the budget.
- 3.23 The 'mystery shopper' initiative will be going ahead in West Leeds over the summer to identify areas for service improvement and particular issues that could feed into the Locality Action Plan. The training day for participants aged 13-25 has been booked for the 31<sup>st</sup> May at Pudsey Library. The Youth Service are leading on this and there has been a good level of interest so far. Young people will be given a £10 voucher for each service that they 'shop' and bus fares will be refunded.
- 3.24 The 'transitions' work for girls in the three primary schools – Raynville, Whitecote and Hollybush has now been booked for the summer term. This work is being funded by the Bramley cluster. Leeds West Academy has agreed to offer a summer camp[ to the participating girls as well as follow up support throughout year seven for those most in need.
- 3.25 The Health Improvement Officer (HIO) has completed Armley Cook4life healthy living training for seven family support workers (FSWs) in the Armley cluster. She will be offering ongoing support to any cooking groups set up by the FSWs in order to maximise use of the St Bartholomew's community kitchen. All staff received training packs and support materials for future sessions.
- 3.26 The HIO has also promoted the Be Healthy Challenge child led Fun Days at the Healthy Schools meeting. The Armley cluster is to be offered staff training from the HIO in partnership with NHS Leeds for events to run in September / October. The HIO has also co-trained staff in some schools in the Bramley cluster on Be Healthy Challenge for events to run before the school year end.
- 3.27 The HIO also ran a Change4Life stand at the Fairfield Community Centre in April with a good level of interest. She also ran a Volunteer Walk Leader training course from the Public Health Resource Centre in Armley.
- 3.28 Men's Health Week is 13-19<sup>th</sup> June and as part of this Healthy Living Network Leeds is organising a comedy night with comedian John Ryan doing his show which focuses on male health related issues, dealing with serious issues in a humorous way. This

will take place on Wednesday 15<sup>th</sup> June at Stanningley SARLC from 7-8pm followed by a signposting, advice and information session. Tickets cost £3 and are available from Healthy Living Network or Stanningley SARLC.

- 3.29 A drugs project funded by West North West Homes Leeds has been running to stabilise vulnerable tenants on the Wythers, reduce the impact of drug abuse and prostitution and to build tenants' emotional resilience. However this project is due to end in June and drugs issues may therefore potentially escalate.
- 3.30 The Community Sports Service has secured central government funding for a three year project to target the bottom 20 'super output areas' particularly women, to increase their participation in sport. The project which is targeting women aged 25-45 years starts on Thursday mornings from 16<sup>th</sup> June at Armley Leisure Centre. It offers a 10 week off-peak Bodyline Card for £5 per week.

### **Thriving Communities**

- 3.31 A detailed community safety update report is presented elsewhere on this agenda.
- 3.32 Members should note that planning permission has now been granted for the Area Committee funded CCTV camera on Broadlea Hill. YEDL completed their part of the work on Friday 3<sup>rd</sup> June. BT are in the process of finishing connections from the site to the Leedswatch control room and this was due to be completed by Wednesday 8<sup>th</sup> June. The lines will be configured within the control room and tested. The camera is due to go live by the end of June.
- 3.33 A Community Safety Action Day is planned for the Wythers for 8<sup>th</sup> June 4-7pm in the bottom Wythers / Raynviles area to tackle some of the current issues around anti-social behaviour and hate crime.
- 3.34 With regards to 2 Branch Road, a trial was set to take place on 4<sup>th</sup> and 5<sup>th</sup> May in relation to the prosecution case which has been brought against the owner by the City Council in relation to non-compliance with the S215 untidy land and listed building notices served in 2008. Various offers were made by the defence to settle out of court, but the Council held firm. The building owner attended court on 4<sup>th</sup> May and pleaded guilty. Sentencing was adjourned until 29<sup>th</sup> June and the owner told the court that he would undertake the necessary works to comply with the notices in advance of sentencing. Some work has been completed, but further work is necessary if the owner does intend to comply. The owner has indicated separately that he is prepared to accept a THI Grant Agreement and that he has spoken to third parties about selling the building, although a sale is not being progressed at the present time.

### **Harmonious Communities**

- 3.35 An 'Inspiring Leaders' course was designed in 2007 by Lead Change, based at the University of Manchester, to offer a bespoke training course that helps people leading and managing in the voluntary and community sector. Inspiring Leaders is designed to help participants enhance their leadership and management skills enabling them to be more effective in their roles and have a measurable impact on their organisations and the community. Twenty one participants took up free places on the programme, funded by NHS Leeds through Leeds Community Health Development Network as part of their commitment to invest in local community development. Many of these

were community leaders from the Inner West area. A graduation ceremony took place on 19<sup>th</sup> May at St George's Centre in the centre of Leeds.

- 3.36 The Local Area Management Plan is achieving progress on the Fairfields estate. The May / June issue of the newsletter been produced and disseminated. An Easter event was held on 12<sup>th</sup> April which was very well attended. A four week free cookery course, funded by NHS is due to start on 19<sup>th</sup> June from 9:30 – 13:30 and will be delivered by BARCA. A gardening scheme for tenants is being developed by West North West homes whereby old and vulnerable tenants will qualify for this gardening service for a small charge. Fairfield Community Centre will soon have an internet café room which will be open for the community to use. A Day of Action will take place in conjunction with Aramark on 24<sup>th</sup> June at Fairfields Community Centre. This will involve 75 volunteers working to improve the centre and grounds.
- 3.37 It is suggested that it would be useful to have an update report back to the Area Committee at its September meeting on the housing development on the Fairfields estate.
- 3.38 Work is also ongoing with the community to refresh the Community Plan for New Wortley to ensure it reflects their current aspirations and priorities.

#### **4.0 Implications for Council Policy and Governance**

- 4.1 The work programme of the Area Management Team is steered by relevant Council policies.
- 4.2 Members are consulted on projects and initiatives within their wards. In addition, each Leeds Strategic Plan theme has a Member champion to progress work in this area. An Environmental sub group has now been established and the key issues are included within the 'Environment' section of this report.

#### **5.0 Legal and Resource Implications**

- 5.1 In order to deliver the Area Committee's functions, funding is available via Well Being budgets and the community centres budget. To meet the Area Committee's roles, funding is in the main supplied by other Leeds City Council Departments mainstream budgets, and external partner agencies e.g. the Police and Primary Care Trust, which is in turn reflected in the fact that the Area Committee's role here is only to influence, develop and consult. However, Wellbeing funding has resourced some projects e.g. community engagement, area based regeneration schemes and conservation area reviews.

#### **6.0 Conclusions**

- 6.1 The report has provided an update on a range of issues across the Inner West Area including those delivered by the Area Management Team and its partners. The overarching aims of the Inner West work programme is to:
- Improve the quality and value for money of Council service delivery
  - Improve the quality of democracy and citizen participation
  - To co-ordinate policy and service delivery between the local service providers.

## **7.0 Recommendations**

7.1 The Inner West Area Committee is asked to:

- note the contents of the report and comment on any aspect of the matters raised
- suggest items for inclusion on future Area Progress reports

### **Background Papers**

None



Originator: Nigel Conder  
 Tel: 0113 247 4237 /  
 0113 395 0965

**Report of Nigel Conder; Armley Town Centre Manager**

**Report to Inner West Area Committee**

**Date: 22<sup>nd</sup> June 2011**

**Subject: Armley Town Centre Manager update**

**Electoral Wards Affected:**

Armley  
 Bramley and Stanningley

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 provides Members with an update on current issues facing Armley town centre and actions that are planned by the Town Centre Manager (TCM) to address these issues and improve the vitality and viability of Armley town centre.

**1.0 Purpose Of This Report**

This report provides Members with an update on current issues facing Armley town centre and actions that are planned by the Town Centre Manager (TCM) to address these issues and improve the vitality and viability of Armley town centre.

**2.0 Background Information**

Since the appointment of the TCM nearly 2 and a half years ago there have been many successes. The TCM has delivered the message to businesses that the role is to help and take their concerns seriously and act upon them. It has however proven very difficult to get businesses to be more proactive in becoming actively involved in shaping the future of Armley town centre.

The Armley Business Forums has been poorly attended with no businesses willing to take the lead in chairing this group. This has been more successful in Pudsey where there is active business forum. It is difficult to ascertain why businesses are not becoming more involved and engaging more proactively. Many businesses feel that no matter what initiatives are tried, they are unable to change the fortunes of what they see is a town in crisis. While this apathy exists it is largely down to the TCM to try and change the businesses view point. The TCM feels that if the proposed new super market development goes ahead this could potentially change the future prosperity of the town.

Significant improvements to Armley's wellbeing and security have been made. The Alertbox was a key achievement. This initiative has proven an effective way of getting businesses to support one another. The community based initiatives working with the police, Environmental Action Team and other agencies has improved confidence among the public and retailers although as explained from further on in this report, if this is not maintained on a regular basis the situation will worsen.

### **3.0 Main Issues**

1. Problems with littering
2. Education
3. Anti-social Behaviour (ASB) on Town Street
4. Tensions
5. Future prosperity
6. Events
7. Budgets / fund raising
8. Empty Units

#### **3.1 Problems with littering**

Members of the public and traders continue to comment on the poor appearance of Town Street. The TCM agrees that the environmental quality of Armley Town Street is still a problem. Although there is a street cleaner, he only uses a pair of tongs which makes the job of collecting cigarette butts difficult. One of the main comments made by people is the number of cigarette butts accumulating on Town Street. The TCM arranged with Streetscene Services for the delivery of a machine that would suck up the cigarette butts and it was used with great success then withdrawn. The TCM is currently investigating why this decision was taken and has tried to contact Streetscene to ask if the machine could be used again. This issue continues to be a major concern for Armley and something which needs resolving as soon as possible. The other comments are based around the appearance of the pavements. They are dirty and full of chewing gum. Ideally the pavements require more regular cleaning to improve their appearance.

#### **3.2 Education**

The TCM is currently working with Christ Church school Armley to educate young children not to drop litter. The campaign is based around designing a poster that



promotes people putting their rubbish in bins and not dropping litter on the floor. The winning poster has been chosen by Cllr Harper and it has been reproduced and posted on the bill board at Branch Road. Plans are in place via a larger campaign throughout the local primary schools in the area with involvement from EAT, to educate small children not to drop litter and create a sense of civic pride.

### 3.3 ASB Town Street

Traders and the public regularly highlight issues in relation to ASB on Town Street. Traders have commented on the number of people drinking and gathering in large groups. This is happening at various times of the day and includes whole families, some with young children. They are gathering outside the bookmakers and other areas of Town Street. Traders have reported that many of their customers are concerned about coming onto Town Street because they feel unsafe and threatened by the large groups. The TCM is liaising with the Police to try and combat this problem working through the established multi-agency tasking meetings.

### 3.4 Tensions

Traders have also reported seeing groups of youths from Asian and Eastern European communities swapping verbal insults and goading one another. This is a possible tension monitoring situation which the TCM has reported to the Police. They have said they will put on extra patrols and the issue will be raised by the TCM at the next tasking meeting.

### 3.5 Future prosperity

The Area Committee may be aware that outline planning consent was approved in principle and the decision deferred and delegated to the Chief Planning Officer subject to several conditions and a Section 106 agreement to include a management fee, travel plan monitoring fee, public transport contribution, bus infrastructure contribution, contribution to signalisation works at Tong Road, specification for works to the former chapel on Town Street and triggers for construction / completion of additional retail units. At this stage it is unclear which operator will take the site.

The TCM has been speaking to the owner of the properties at the bottom end of Town Street (Gain Hold Properties) who own all the units under the canopy on both side of Town Street. He has made them aware that there will be a major development taking place in the centre of Armley which will change the look of the town. On the back of this development they may wish to upgrade their buildings to bring them in line with this new development and make Armley a more attractive place to visit. The TCM is also making them aware of the promotions and events that are held to promote the town, and the efforts that are being made to make the town a better place to visit. He has also highlighted the monies that have been spent so far to regenerate the town through the Town & District Regeneration Scheme.

The TCM has made contact with the production team that makes the Mary Queen Of Shops programme featuring Mary Portas. They have shown an interest in the idea of not just looking at one shop but the town as a whole. Although the talks are still very young, this could really highlight Armley's potential. The background to this programme is that Mary Portas, who has many years experience in the retail sector, comes to a town, and looks at turning the fortunes of an ailing shop around by looking at all the different aspects of how a shop is run and advising on how the business

could improve. She has been very successful and clearly shown that just because a large multiple retailer comes to a town it doesn't necessarily mean that all the existing businesses will be negatively affected.

### Summary of Appendices

#### 3.6 Appendix 1: Events

A number of events are planned for this year (see Appendix 1). The Easter event went very well on the 16<sup>th</sup> of April and in cooperation with Armley Common Rights Trust the TCM is running a number of new events this year. New to this year will be the teddy bears picnics which will be held in Charlie Cake Park. This year the TCM will be concentrating on promoting Armley through these events and working with partners who may wish to convey any messages they have through these activities. Events will be promoted through schools, local community groups and the press.

#### 3.7 Appendix 2: Budgets / Fund raising

The budget this year has been used to organize a number of events. (See appendix 2). The acts the TCM has booked are all very good value for money. The TCM has developed a good working relationship with them which means they will deliver a few extra shows if asked or stay a little longer, they are always willing to be flexible in their approach.

The TCM is actively seeking private funding from businesses to try and ease the burden of always looking to Area Committee for financial assistance. So far there have been a few tentative responses from some businesses.

#### 3.8 Appendix 3: Empty Units

As reported previously there are a total of four empty units on Town Street and four on Branch Road. It is proving difficult to attract new retailers to the town, especially well known high street brands. The issue seems to be the size of the units. Many larger retailers require a minimum square footage which most of the units in Armley do not meet.

These premises may be good for new start up businesses, but again it is difficult to find good start ups that require units of this type and who can afford the initial capital outlay. However the letting agents are now far more receptive to negotiation on the rent for these properties. Other issues that cause many concern are the very high rateable values placed on retail units in Armley. This is a big worry for not only the existing businesses but from any new start ups when they realise how much the rateable values are.

### **4.0 Implications for Council Policy and Governance**

#### Member Consultation

4.1 The TCM regularly liaises with elected Members for Armley, for example through the Armley Initiative and Armley Community Forum.

## **5.0 Legal and Resource Implications**

- 5.1 The TCM post and associated events budget is solely funded by the Inner West Area Committee.

## **6.0 Equality Considerations**

- 6.1 The work of the TCM aims to improve the vitality and viability of Armley Town Street for all sections of the community.

## **7.0 Conclusions**

- 7.1 The TCM role is now well established in Armley. It has secured a number of successes including trader engagement, new community events and reduced retail unit vacancy levels. However there are a number of challenges still to be resolved, including poor environmental quality, trader apathy and community tensions. The TCM will continue to strive to tackle these issues in partnership with traders and other agencies who also work in the area.

## **8.0 Recommendations**

- 8.1 The Area Committee is asked to note the information set out in this update report and comment on future priorities for the TCM to focus on.

## **Background Papers**

None

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# 2011

January '11							February '11							March '11						
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Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				

October '11							November '11							December '11						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

Events	Armley	Cost
<b>16th April</b>	<b>Easter Celebration</b> Suitcase Circus, Lightcliffe Band, Face Painting , puppeteer	
<b>29th May</b>	<b>Teddy Bears Picnic</b> Suitcase Circus, Face Painting , balloon moulder	
<b>11th June</b>	<b>Armley Summer Celebration</b> Suitcase Circus, Lightcliffe Band, Face Painting , quazar laser tag	
<b>26th June</b>	<b>Teddy Bears Picnic</b> Face Painting, Balloon Modelling, Proper Punch	
<b>27th July</b>	<b>Armley Fun Day</b> Paradise Steel Band, Face Painting	
<b>14th August</b>	<b>Teddy Bears Picnic</b> Face Painting, Balloon Modelling	
<b>19th November</b>	Armley Christmas Light Switch On	

<u>Act</u>	<u>E-mail</u>	<u>Telephone</u>
<b>Punky Face Painting</b>	<a href="mailto:info@punkyfacepainting.co.uk">info@punkyfacepainting.co.uk</a>	07930 885 076
<b>Sergeant Twist</b>	<a href="mailto:sgt.twist@yahoo.co.uk">sgt.twist@yahoo.co.uk</a>	0775 223 1552
<b>Brendinis Magic</b>	<a href="mailto:brendini@btinternet.com">brendini@btinternet.com</a>	01757 704 437
<b>Suitcase Circus</b>	<a href="mailto:pete.lawless.white@gmail.co.uk">pete.lawless.white@gmail.co.uk</a>	07966 525751
<b>Propper Punch</b>	<a href="mailto:les@propperpunch.eclipse.co.uk">les@propperpunch.eclipse.co.uk</a>	01484 843964
<b>Lightcliffe Band</b>	<a href="mailto:john366clay@btinternet.com">john366clay@btinternet.com</a>	07990 633320
<b>Paradise Steel Band</b>	<a href="mailto:st.clairleroy@btinternet.co.uk">st.clairleroy@btinternet.co.uk</a>	01482 441190

acts that are booked .

16th april armley easter celebration - puppeteer

0113 3683848

29th may teddy bears picnic - ballon modeler - 01132683848

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# Appendix 2

## 85/642 Armley Budget 2011 - 2012

£3,000.00

£419.60

No.	Date	Order No.	Paid by Petty Cash	Description	Amount	
	15/04/11		N	Bunting from street lighting Harry Rhodes	450.00	
	11/06/11		N	Lazer Quest Armley <b>Summer Celebration</b> Fun Bounce	249.00	
	16/04/11		N	Suitcase Circus Easter Celebration	225.00	TOTAL Spent
	16/04/11		N	Face Painting Easter Celebration	63.80	£2,580.40
	16/04/11		N	Puppeteer Easter Celebration	250.00	
	29/05/11		N	Balloon Modeller Teddy Bears	175.00	
	29/05/11		N	Suitcase Circus Teddy Bears	225.00	
	29/05/11		N	Face Painting Teddy Bears	63.80	
Page 151	11/06/11		N	Suitcase Circus summer celebration	0.00	
	11/06/11		N	Face Painting summer celebration 63.80	0.00	Postponed
	11/06/11		N	Lightcliffe Brass Band Summer Celebration	0.00	
	26/06/11		N	Balloon Modeller Teddy Bears	175.00	
	26/06/11		N	Face Painting Teddy Bears	63.80	
	27/07/11		N	Propper Punch Teddy Bears fun day 250	0.00	Cancelled
	27/07/11		N	Face painter Fun Day	0.00	
					0.00	
	14/09/11		N	Balloon Modeller Teddy Bears 250	0.00	Cancelled
	14/09/11		N	Face painter Teddy Bears 63.80	0.00	
	28/04/11		N	Armley Common Right Trust / Hire of gazebo for 5 functions	350.00	
	24/05/11		N	Flyer design Summer Celebration	75.00	
			N	Billboard Costs	215.00	

<i>Date</i>	<i>Cheque No.</i>	<i>Monies Received</i>	<i>Amount</i>

£0.00



# Appendix 3

## Empty Units

Town Street Armley

Address	Sq.ft	Sq.m	Rent	Rateable Value	Agent
20 Town Street LS12 3AB	717	66.2	£12,000.00	£13,000.00	Carter Towler 0113 2451447
26 Town Street LS12 3AB	881	81.8	£11,950.00	£14,500.00	Carter Towler 0113 2451447
40-46 Town Steet LS12 3AB	5,430	504.5	£25,000.00	£40,550.00	Carter Towler 0113 2451447
28 Town Street LS12 3AA	1,300	120.7	£10,000.00	£11,500.00	Carter Towler 01132451447

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Originator: Jason Singh

Tel: (0113) 2146541

**Report of the Director of Environment & Neighbourhoods**

**Inner West Area Committee**

**Date: 22<sup>nd</sup> June 2011**

**Subject: Delegation of Environmental Services Update**

<p><b>Electoral Wards Affected:</b></p> <p><b>All</b></p> <p><input type="checkbox"/> Ward Members consulted (referred to in report)</p>	<p><b>Specific Implications For:</b></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 Inner West Area Committee on **Wednesday 13<sup>th</sup> July 10-1pm**, 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 26<sup>th</sup> 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**

'Delegation of Executive Functions in Relation to Street Scene Management to Area Committees' Executive Board 30<sup>th</sup> March 2011.

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

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**Report of West North West homes Leeds**

**Inner West Area Committee**

**Date: 22 June 2011**

**Subject: West North West homes Leeds involvement in Area Committees**

**Electoral Wards Affected: Armley;  
Bramley & Stanningley.**

**Specific Implications For:**

Ethnic minorities

Women

Disabled people

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 purpose of WNWhL involvement with the Area Committee, and explores ways of making WNWhL involvement as productive and meaningful as possible. Members are asked to note this report and make comment as to how joint and collaborative arrangement can be established.**

**1.0 Purpose Of This Report**

**1.1** To outline the purpose of West North West homes Leeds (WNWhL) involvement in Area Committees, and to explore ways of making that involvement as meaningful and productive as possible.

**2.0 Background Information**

**2.1** WNWhL is one of three Leeds ALMOs and provides a range of housing management services under the terms of a Management Agreement with Leeds City Council. Amongst the services we provide are management of the Leeds Housing Register, repairs and property improvements to Council homes, tenancy management including rent collection. We also manage the Leeds Anti Social Behaviour Team following the recent QUEST Review, and have an extensive Customer Involvement network.

**2.2** In 2010, WNWhL was inspected by the Audit Commission and received a '2 star' rating, equating to the delivery of good housing management services, along with promising prospects for improvement.

- 2.3** WNWhL, along with the other ALMOs, has been invited to attend and work with the Area Committees across Leeds. WNWhL welcome this invite, and are keen to explore the opportunities for increasing co-ordination and co-operation within localities.
- 2.4** WNWhL Neighbourhood Performance manager have been tasked with working with Area Committees, and have been attending Area Committee meetings over the last few months. Work has also been undertaken with Jason Singh and area management colleagues to develop this approach.
- 3.0 Main Issues**
- 3.1** The ALMOs are by definition arms length from council governance. However, as the experience of having ALMO's within the broader provision of council services within Leeds matures there is a recognition that there needs to be a balance between achieving creative approaches to meeting the challenges of providing council housing in Leeds, and ensuring that provision through the ALMO's is contributing to meeting the wider strategic needs of service provision across a range of services within Leeds. This is particularly true at local level, where there is the opportunity to tailor services to meet specific housing related and broader service objectives. We welcome the opportunity to participate in Area Committees and to develop our approaches within local communities.
- 3.2** Participation in the Area Committee structure allows WNWhL to ensure that we are developing our approaches in ways which are consistent with the broader area management objectives and strategies, and to seek support in meeting the objectives of our service and our customers.
- 3.3** Within the current financial constraints we are keen to explore the patterns of provision of services within local communities and to contribute to joined up working which assists in developing service provision and quality, while generating savings and efficiencies in the provision of council services. There have been frequent references to joint funding arrangements in recent Area Committee reports, for example ALMO contributions to the Covert and Crime Reduction Team, and Environmental projects e.g partnership scheme on the Wythers involving Groundwork Leeds and the Youth Service. This report envisages building on existing arrangements to further cement WNWhL's relationship with the Area Committees.
- 3.4** Through our recent involvement we have become more aware of the broad range of issues being discussed at Area Committees. While some of these do not seem at first to be directly relevant to WNWhL, it is envisaged that over time beneficial linkages may be found. We are very aware that the broad range of neighbourhood issues are of major relevance to our tenants and customers and that these issues strongly affect their experience and perception of the area they live in.
- 3.5** The Area Committees emerging role in relation to Streetscene, youth services, along with community safety reviews and opportunities for joining up community engagement present clear points of connection between the work of Area

Committees and the ALMO. WNWhL has an established and extensive network for customer consultation, which could be used to promote further feedback from the community on how services are being delivered locally. We need to ensure that there is effective joined up working to drive efficiency and satisfaction in our communities that effective services are being delivered.

- 3.6** Conversations are underway on ways that the Streetscene services being overseen by Area Committee's and the caretaking services provided by WNWhL can work in mutually supportive ways. There are many areas throughout the West North West area where there is an interface between land which is maintained by Streetscene and WNWhL. WNWhL is already identified as a key partner in the network of Local Area Management Plan ( LAMPs) which focus on specific priority neighbourhoods e.g. Wythers, New Wortley , Fairfields and Broadleas. Proposals for the Area Committee to create an Environmental Sub Group present a further opportunity for collaboration and for WNWhL to contribute to the wider Council objectives. Such a move would be consistent with our Place Making Strategy, which identifies how WNWhL will influence how neighbourhoods are shaped to become places where people choose to live, learn and work.
- 3.7** We need to ensure that there is effective joined up working to drive efficiency and confidence in our communities that effective services are being delivered. We would welcome thoughts and ideas from Area Committee members for any ways that we can make our involvement in area committees more meaningful and productive.
- 3.8** Following discussion with Area Management it is suggested that WNWhL provide a six monthly update to Area Committee of progress with areas of mutual interest.
- 4.0 Implications for Council Policy and Governance**
- 4.1** Council Policy and Governance arrangements will not be affected by these proposals.
- 5.0 Legal and Resource Implications**
- 5.1** There are no legal implications of this report. No additional resources are needed to deliver the approach outlined in this report, which will be delivered within existing resources.
- 6.0 Conclusions**  
It is concluded that there are clear benefits and opportunities for WNWhL working closely with Area Committees as outlined in this report. Developing this approach provides the opportunity to develop services and join up working to the benefit of residents.
- 7.0 Recommendations**  
Members are invited to note this introductory report, and it is recommended that WNWhL provide a six monthly update to Area Committee of progress with areas of mutual interest.





**Report of the Director of Children’s Services**

**Report to Inner West Area Committee**

**Date: 22<sup>nd</sup> June 2011**

**Subject: Children’s Services Performance Report**

**Electoral Wards Affected:**

All Wards

Ward Members consulted  
(referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council  
Function

Delegated Executive  
Function available  
for Call In

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

**Executive Summary**

This report supports local elected member engagement with the work of children’s services by providing Area Committees with an update against key data relating to education for the academic year 2009-10; and November 2010 NEET and Not Known data. It also provides details of recent key inspections that have taken place across Children’s Services and provides an update on the development of the new Children and Young People’s Plan (CYPP) 2011-2015.

This report aims to support elected member involvement with children’s services locally by helping to strengthen understanding of some key performance information at a local level. It builds on previous children’s services performance reports presented to Area Committees during 2010. The first of which covered similar themes to those in this report and the second of which covered themes primarily relating to Children and Young People’s Social Care and intervention work. This report provides comparative information for those issues that were reported in the equivalent report during 2010. We will continue to improve the local reporting to build local knowledge and ownership around the agenda. Increasingly, the reporting will be around the CYPP priorities.

## **1.0 Purpose Of This Report**

- 1.1 The purpose of this report is support local elected member engagement with the work of children's services by providing Area Committees with an update of key data relating to education for the academic year 2009-10; and November 2010 NEET and Not Known data. It also provides details of recent key inspections that have taken place across Children's Services and provides an update on the development of the new Children and Young People's Plan 2011-2015.
- 1.2 As we work to transform and improve children's services across Leeds we are keen to identify opportunities to involve members in taking this agenda forward. An important component of this is giving members the data about local issues that enables more targeted and informed responses to challenges and need. Within this content it is important that members get the opportunity to engage in the performance management process and in particular receive the latest information available for the issues outlined above at ward level (where possible). The report builds on previous performance reports and where appropriate provides comparative information for those issues that were reported in the corresponding report during 2010.

## **2.0 Background**

- 2.1 Children's services in Leeds are currently undergoing an important period of change and improvement. Throughout 2010 work at citywide and local level has focused on responding to the priorities set out in the Children's Services improvement Plan, which in turn was in part a response to a Government Improvement Notice. A new Director of Children's Services, Nigel Richardson, joined Leeds in September 2010 and has given further impetus to the improvement and transformation work across the service, which includes a focus on stronger locality working. Elected Members have an important role to play in supporting and contributing to this work, particularly at a local level. This requires a good understanding the local context to enable better targeting of priority areas, particularly in relation to the priorities and ambitions of the new Children and Young People's Plan, which is currently under development (and discussed below).
- 2.2 To support Councillors to undertake this work, a process has been established for Area Committees to receive two performance reports per year. One report for the February/March cycle that focuses on educational attainment, attendance, exclusions, Ofsted judgments and NEET. The second report is produced for the September/October cycle and focuses on Looked After Children (LAC) data, C&YPSC assessment data and CAF data.
- 2.3 Information on the new CYPP for 2011-15 is provided in this report. The new plan is built around delivering against five outcomes and 11 priorities. The new plan will provide a platform to further improve reporting to Area Committees and identify a wider range of valuable locality data to ensure Councillors have the information to more fully understand their neighbourhoods and improve outcomes for children, young people and their families.

## **2.0 Structure of the Report**

- 2.1 The first part of the report provides a brief overview of the education and NEET and Not Known data that is being reported with further detail, including the disaggregated data at Area Committee or Ward level, provided in the appendices listed below:
- Appendix 1 - Ofsted inspection judgments; attainment; absence/ attendance and exclusions data
  - Appendix 1a - NI 108 – Key Stage 4 attainment for Black and minority ethnic groups
  - Appendix 2 - NEET and Not Known data
- 2.2 The second part of the report provides information on key recent inspections that have taken place across Children's Services. It also provides an update on the new Children and Young People Plan for 2011-15 and its outcomes and priorities.

### 3.0 Education Data

3.1 The data relating to **education** included in Appendix 1 covers the following areas:

- **Ofsted Judgements Block A Performance Profile**
- **Attainment** – foundation; primary and secondary
  - **NI 72** - Early Years Foundation Stage to increase achievement for all children age five
  - **NI 76** - Reduction in number of schools where fewer than 55% of pupils achieve level 4 or above in both English and Maths at KS2
  - **NI 73** - Achievement at level 4 or above in both English and Maths at Key Stage 2
  - **NI 75** - The number of pupils achieving 5 or more A\*-C or equivalent including English and maths at KS4 as a percentage of the number of pupils at the end of KS4

\* Please note 08/09 data is also provided for **NI 76** and **NI 75** as these indicators were included in the Jan 2009 -10 report that detailed education attainment results.

- **Absence / Attendance (local data)** – primary attendance and persistent absence; secondary attendance and persistent absence
- **Exclusions (local data)** – permanent and fixed term exclusions (number and rate per 1,000 including academies)

3.2 In addition to the above, an update has also been provided against some key performance indicators included within Improvement Notice which are as follows:

- **NI 78** – Reduction in number of schools where fewer than 30% of pupils achieve 5 or more A\*- C grades at GCSE and equivalent including GCSEs in English and Maths
- **NI 79** - Achievement of a Level 2 qualification by the age of 19
- **NI 102 A)** Achievement gap between pupils eligible for free school meals and their peers achieving the expected level at Key Stage 2
- **NI 102 B)** Achievement gap between pupils eligible for free school meals and their peers achieving the expected level at Key Stage 4

**NI 108** – Key Stage 4 attainment for Black and minority ethnic groups is also included in the Improvement Notice. Detailed information on this indicator can be found in Appendix 1a.

### 4.0 NEET Data

4.1 Data on November figures for NEET and Not Known can be found in Appendix 2. As well as the city wide positions, the data has been disaggregated to ward level.

4.2 Whilst the NEET and Not Known positions are improving, they are still a major challenge for the City which the public and private sector will need to collectively address to ensure young people have improved outcomes and are able to participate and contribute to the communities in which they live.

4.3 There has been improved comparative performance and a positive overall reduction in the annual NEET figures, from 9.6% in 2008-09 to 8.2% in 2009-10. Increasing the levels of young people in employment, education or training is one of the 11 priorities in the new Children and Young People's Plan. We are keen to find strategies that will build on the improvements of the last year, but also recognise that doing so will be particularly challenging given the current economic context. The Connexions Service has seen a reduction in staff numbers, meaning new approaches and partnerships will be needed for children's services as a whole if we are to sustain the recent improvements made on the NEET and particularly the Not Known level. It will also be important to monitor the impact on changing national policy, for example the removal of Education Maintenance Allowance, as this may also make the prioritisation of reducing NEETs

and not knowns more challenging. A targetted focus on 'turning the curve' around NEETs will begin shortly (discussed in the CYP Plan section below) and it is intended that this will help to find the best solutions to the issue within the changing context.

- 4.4 Other developments relating to the NEET agenda include the merger of The Children Leeds Learning Partnership, the 14-19 Strategy Group and the IYSS Board to form the 11-19 (25 for disabled young people) Learning and Support Partnership which met for the first time in September 2010. This Partnership will have clear ownership of the NEET Strategy on a permanent basis. The corporate NEET Improvement Board, which has driven significant improvements since November 2009, has passed all residual elements of the NEET Improvement Plan to this new partnership.

## 5.0 Update on Recent Inspections in Children's Services

- 5.1 Appendix 1 contains an update on the inspection reports published on the Ofsted website as at 31<sup>st</sup> December for **primary schools, secondary schools and sixth forms**. Other recent inspections that have taken place in Children's Services include the **Adoption Service** inspection.

- 5.2 The **Adoption Service** inspection report was published on Monday 11<sup>th</sup> January. The service has been graded as 'good' overall, with some outstanding features. This is considered a significant achievement for the service and for all the partner agencies who support them in delivering such high standard of provision in this very challenging field.

- 5.3 The scores for the different aspects of the inspection are as follows:

Overall grading:	<b>Good</b>
Be Healthy:	Not judged on these inspections
Stay safe:	<b>Good</b>
Enjoy and Achieve	<b>Outstanding</b>
Positive Contribution:	<b>Good</b>
Economic wellbeing:	Not judged on these inspections
Organisation:	<b>Good</b>

- 5.4 The positive comments in the report reflect improvements across the service and this is a very positive indicator for the service and the rest of Children's Services. This follows a positive inspection for the fostering earlier in 2010, when the service received a 'good' rating overall.

- 5.5 Leeds has 13 children's homes, including East Moor Secure Children's Home. All of Leeds' residential provision is judged by Ofsted as satisfactory or good, one home has benefited from a closely supervised management plan to achieve satisfactory and was inspected on 14<sup>th</sup> January 2010, achieving a verbal report of satisfactory, this judgement will be published within 2 weeks.

- 5.6 The **Youth Offending Service** received top marks in its recent inspection report. The findings published on 12<sup>th</sup> January stated the youth offending service in Leeds is performing very well.

- 5.7 Leeds scored well above the national average in all three areas inspected by HM Inspectorate of Probation – safeguarding, risk of harm to others, and reducing the likelihood of re-offending. The report is scored as a percentage of work that the inspectors judged to be of high quality in each category, and the level of improvement needed. The results were as follows:

Safeguarding – 84% (national average is 67%)
Risk of harm to others – 76% (national average is 62%)
Likelihood of re-offending – 83% (national average is 69%)

- 5.8 Inspectors agreed that the service only needed a minimum level of improvement for each category. This is the highest rating available to the inspectors, and equivalent to a grade of '**outstanding**'.



- 5.9 Since Ofsted commenced inspecting **Children's Centres** in September, 5 Children's Centres have been inspected.
- 5.10 **Seacroft Children's Centre** received the highest possible score in every category of the Ofsted report and obtained an '**Outstanding**' judgment. The inspectors highlighted the determination of all staff to secure outstanding outcomes for children and their families, as well as the centre's extremely flexible approach to the delivery of services that ensures the exceptional support provided is correctly targeted to the changing needs of the community, families and children.
- 5.11 The 4 other Children's Centres that have been inspected and the judgments they received are outlined below:

Harehills	Good
Little London	Good
Burley Park	Satisfactory
Richmond	Satisfactory

## **6.0 Children and Young People Plan (CYPP) 2011-15**

- 6.1 Although the government has stated its intention that there will no longer be a statutory requirement to have a Children and Young People's Plan, Leeds' Children's Trust Board (CTB) has confirmed its commitment to having a single shared vision for children and young people across the city and a set of priorities to focus joint effort and activity.
- 6.2 The city wide planning framework for Leeds identifies the CTB as the owner of one of five City Priority Plans -The Children and Young People Plan. The other four City Priority Plans are: Safer Leeds; Health and Wellbeing; Sustainable Economy; and Regeneration and Development. Each plan will have a four year timescale commencing April 2011. It is anticipated that the final draft of the refreshed CYPP will be taken to the CTB on March 24<sup>th</sup> and the Children's Services Scrutiny Board on March 17<sup>th</sup>.
- 6.3 The new Children and Young People's Plan is built around a new vision for Leeds to become a child friendly city. The idea of a child friendly city builds on a project developed by Unicef that aims to help cities develop a system of good governance committed to fulfilling children's rights. There is more information on the website [www.childfriendlycities.org](http://www.childfriendlycities.org). This city ambition can be used to engage a wide range of partners, public, private, voluntary and communities more generally in a collective effort to put the child at the heart, make the economic case for investing in the future, and evidence the voice and influence the child.
- 6.4 The five outcomes the CYPP will cover to make sure that children and young people:
- are safe from harm;
  - do well in learning and develop skills for life;
  - choose healthy lifestyles;
  - have fun growing up; and
  - are active citizens who feel they have voice and influence,

will be underpinned with a short, clear set of eleven priorities, including a cross-cutting focus on minimising the effects of poverty on children and families (see Appendix 3 for a breakdown of outcomes; priorities and the delivery lead). They will be delivered by creating a stronger sense of the shared values and behaviours that bind the children's workforce and these will in turn reflect the Council's new corporate values. To do this there will be an increased focus on working in partnership to develop the children's workforce together in a way that helps us realise our ambitions. An 'outcome based accountability' approach will be used to engage those who can make a difference to the priority areas.

- 6.5 Using this approach, in the short term there will be an immediate drive to re-assess current activity around three areas where children's services partners have identified the need to 'turn

the curve' as quickly as possible. Workshops to begin this effort by using outcomes based accountability are planned for late January. These will cover three key measures: the number of looked after children; the number of children and young people not in employment; education or training and the level of school attendance.

- 6.6 Outcomes based accountability is an approach that engages a broad cross section of partners and staff to work out how best to develop practical action plans that deliver against priorities and improve the baseline position (commonly known as the 'turning the curve' methodology) for key measures. It is proposed to use this approach at city and locality level.

## **7.0 Implications for Council Policy and Governance**

- 7.1 The performance data and ongoing activities mentioned in this report will help inform future policy / strategy development as well as the redesign of Children's Services.

## **8.0 Legal and Resource Implications**

- 8.1 There are no legal and resource implications.

## **9.0 Conclusions**

- 9.1 Not applicable as the report is information based.

## **10.0 Recommendations**

- 10.1 Area Committees are requested to note the contents of this report, to inform their role in improving outcomes locally.

### **Background papers**

Children's Services Performance Report to Area Committees: February/March 2010

Children's Services Performance Report to Area Committees: September/October 2010

Children's Services Performance Update Report: Executive Board, 15<sup>th</sup> December.

## Area Committee Performance Reporting - February / March 2010-11 Cycle

Primary Schools - Block A Performance Profile setting judgement - Inspection reports published on Ofsted website as at 31st December 2010.											
Inner East	Outer East	Inner North East	Outer North East	Inner North West	Outer North West	Inner West	Outer West	Inner South	Outer South	City Wide Result	City Wide Target
3 - Out. 13 - Gd. 7 - Sat. 0 - Inad.	3 - Out. 13 - Gd. 12 - Sat. 0 - Inad.	4 - Out. 6 - Gd. 6 - Sat. 0 - Inad.	7 - Out. 12 - Gd. 4 - Sat. 0 - Inad.	2 - Out. 11 - Gd. 6 - Sat. 0 - Inad.	7 - Out. 16 - Gd. 5 - Sat. 0 - Inad.	1 - Out. 6 - Gd. 8 - Sat. 0 - Inad.	2 - Out. 10 - Gd. 8 - Sat. 1 - Inad.	3 - Out. 8 - Gd. 10 - Sat. 1 - Inad.	4 - Out. 11 - Gd. 8 - Sat. 1 - Inad.	36 - Out. 106 - Gd. 74 - Sat. 3 - Inad.	N/A
Secondary Schools - Block A Performance Profile setting judgements - Inspection reports published on Ofsted website as at 31st December 2010											
Inner East	Outer East	Inner North East	Outer North East	Inner North West	Outer North West	Inner West	Outer West	Inner South	Outer South	City Wide Result	City Wide Target
0 - Out. 2 - Gd. 2 - Sat. 0 - Inad.	1 - Out. 3 - Gd. 1 - Sat. 0 - Inad.	1 - Out. 2 - Gd. 1 - Sat. 0 - Inad.	0 - Out. 2 - Gd. 1 - Sat. 0 - Inad.	0 - Out. 1 - Gd. 1 - Sat. 1 - Inad.	0 - Out. 4 - Gd. 2 - Sat. 0 - Inad.	2 new schools, no current Ofsted reports.	0 - Out. 1 - Gd. 2 - Sat. 1 - Inad.	0 - Out. 1 - Gd. 0 - Sat. 0 - Inad.	1 - Out. 0 - Gd. 4 - Sat. 0 - Inad.	3 - Out. 16 - Gd. 14 - Sat. 2 - Inad.	N/A
Sixth forms (includes SILCs, therefore total can be more than number of secondaries) - Block A Performance Profile setting judgements - Inspection reports published on Ofsted website as at 31st December 2010.											
Inner East	Outer East	Inner North East	Outer North East	Inner North West	Outer North West	Inner West	Outer West	Inner South	Outer South	City Wide Result	City Wide Target
0 - Out. 1 - Gd. 2 - Sat. 0 - Inad.	0 - Out. 2 - Gd. 2 - Sat. 0 - Inad.	2 - Out. 1 - Gd. 2 - Sat. 0 - Inad.	0 - Out. 1 - Gd. 2 - Sat. 0 - Inad.	0 - Out. 2 - Gd. 1 - Sat. 0 - Inad.	0 - Out. 4 - Gd. 2 - Sat. 0 - Inad.	0 - Out. 0 - Gd. 1 - Sat. 0 - Inad.	0 - Out. 1 - Gd. 2 - Sat. 1 - Inad.	0 - Out. 1 - Gd. 0 - Sat. 0 - Inad.	0 - Out. 1 - Gd. 4 - Sat. 0 - Inad.	2 - Out. 14 - Gd. 18 - Sat. 1 - Inad.	N/A

## Area Committee Performance Reporting - February / March 2010-11 Cycle

Foundation Stage Attainment											
Measure: NI 72 - Early Years Foundation Stage - percentage of children achieving a good level of development											
Inner East	Outer East	Inner North East	Outer North East	Inner North West	Outer North West	Inner West	Outer West	Inner South	Outer South	City Wide Result	City Wide Target
2009-10 Academic Year											
34.2	54.4	55.1	68.0	55.1	66.9	45.4	57.4	38.8	57.4	53	56
<p><b>Information about the PI</b>            The Early Years Foundation Stage Profile is a statutory framework for children's learning and development and welfare from birth to the end of the academic year in which they turn 5. It covers six areas of learning: personal, social and emotional development; communication, language and literacy; problem-solving, reasoning and numeracy; knowledge and understanding of the world; physical development and creative development. To achieve a good level of development, children need to achieve 78 or more points and at least 6 points in each of the communication, language and literacy and personal, social and emotional development strands. Good performance is typified by an increase in percentage points.</p> <p><b>Comment on city wide performance</b>            Following a very encouraging 4 percentage points improvement in the percentage of pupils reaching a good level of development (GLD) in 2008-09, outcomes have again risen in 2009-10; this time by 2 percentage points. This continued improvement has been driven by the strong performance observed in the Personal, Social and Emotional Development (PSED) and Communication, Language and Literacy Development (CLLD) strands; which are key to this indicator. National and statistical neighbour performance have improved by a greater amount than in Leeds and the percentage of children achieving a good level of development is now 3 percentage points lower than national and 4 percentage points below statistical neighbours.</p>											

## Area Committee Performance Reporting - February / March 2010-11 Cycle

Primary Attainment											
Measure: NI 73 - Achievement at level 4 or above in both English and Maths at Key Stage 2.											
Inner East	Outer East	Inner North East	Outer North East	Inner North West	Outer North West	Inner West	Outer West	Inner South	Outer South	City Wide Result	City Wide Target
2009-10 Academic Year											
60.0	74.4	73.6	90.6	72.3	86.0	60.1	76.2	60.4	71.0	74	77
<p><b>Information about the PI</b>            This indicator measures the number of pupils achieving Level 4 or above in both English and Maths at Key Stage 2 as a percentage of the number of pupils at the end of Key Stage 2 with valid National Curriculum test results in both English and maths. Key Stage 2 is the stage of the National Curriculum between ages 8 and 11 years. This indicator relates to tests taken by pupils at the end of KS2. Local Authority-level results relate to pupils in maintained schools. Good performance is typified by an increase in percentage.</p> <p><b>Comment on city wide performance</b>            In 2009-10 some schools boycotted the test, therefore the figures are for those schools who did the tests. After three years of maintaining performance at 72%, the percentage of pupils achieving level 4 or above in English and maths increased by 2 percentage points, compared to a 1 percentage point increase nationally and in statistical neighbours. Attainment is now 1 percentage point above the national figure. Despite this improvement, the challenging target of 77% has not been achieved.</p> <p><b>Please note:</b> 2009-10 data is provisional.</p>											

## Area Committee Performance Reporting - February / March 2010-11 Cycle

Measure: NI 76 - Reduction in number of primary schools where fewer than 55% of pupils achieve level 4 or above in both English and Maths at Key Stage 2											
Inner East	Outer East	Inner North East	Outer North East	Inner North West	Outer North West	Inner West	Outer West	Inner South	Outer South	City Wide Result	City Wide Target
<b>2009-10 Academic Year</b>											
7 (of 22 primary schools)	2 (of 28 primary schools)	4 (of 16 primary schools)	0 (of 23 primary schools)	4 (of 19 primary schools)	0 (of 25 primary schools)	3 (of 15 primary schools)	0 (of 20 primary schools)	4 (of 22 primary schools)	2 (of 23 primary schools)	26 (of 213 primary schools)	15 (of 213 primary schools)
<b>2008-09 Academic Year</b>											
5 (of 23 primary schools)	4 (of 28 primary schools)	4 (of 16 primary schools)	0 (of 18 primary schools)	4 (of 19 primary schools)	0 (of 25 primary schools)	5 (of 15 primary schools)	3 (of 20 primary schools)	8 (of 22 primary schools)	1 (of 23 primary schools)	34 schools (of 209 schools)	11 schools (of 209 schools)
<b>Information about the PI</b>											
<p>This indicator relates to maintained mainstream schools with end of KS2 cohorts with more than 10 pupils where less than 55% are achieving Level 4 or above in both English and maths at the end of KS2. Pupils' attainment is assessed in relation to the National Curriculum and pupils are awarded levels on the National Curriculum scale to reflect their attainment. The data for 2010 is only for schools that undertook the tests at the end of Key Stage 2. Good performance is typified by a fall in the number.</p>											
<b>Comment on city wide performance 2009-10</b>											
<p>Due to some schools boycotting tests in the academic year 2009-10, the number of schools below floor target has been calculated using test data where available and teacher assessment where tests were not undertaken. Provisional data for 2009-10 indicates that the number of schools below the floor target of 55% of pupils achieving level 4 or above in English and maths, has fallen from 34 in 2009 to 26 in 2009-10. This is the lowest ever number of schools below floor target in Leeds. Information from the new government indicates that the floor target for primary schools will change from 55% to 60%. If this proposed floor target was to be applied to the data for 2009-10, there would be 35 primary schools below the proposed new floor target of 60%.</p>											

## Area Committee Performance Reporting - February / March 2010-11 Cycle

Measure: NI 102 A Achievement gap between pupils eligible for free school meals and their peers achieving the expected level at Key Stage 2 (Improvement Notice PI)											
Inner East	Outer East	Inner North East	Outer North East	Inner North West	Outer North West	Inner West	Outer West	Inner South	Outer South	City Wide Result	City Wide Target
2009-10 Academic Year											
										26	22.8
<p><b>Information about the PI</b>  This indicator measures the percentage point gap between pupils eligible for free schools meals (FSM) achieving at least Level 4 in English and maths at Key Stage 2 and pupils ineligible for FSM achieving the same outcome. Good performance is typified by a decrease in percentage point gap.</p> <p><b>Comment on city wide performance</b>  Gaps between pupils eligible for free school meals and their peers at are not particularly meaningful at an AC level, therefore only the city wide position has been reported. The gap in the percentage point achieving level 4 or above in English and maths at Key Stage 2 between pupils eligible for free school meals and thier peers is 26 percentage points. There was an improvement in attainment of pupils eligible for free schools meals, but only at the same rate as the improvement for pupils not eligible for free school meals, therefore the gap is the same as in 2008-09. The gap in Leeds is 5 percentage points wider than the national gap.</p> <p><b>Please note:</b> 2009-10 data is provisional.</p>											

## Area Committee Performance Reporting - February / March 2010-11 Cycle

**Secondary Attainment**

Measure: NI 75 Proportion of pupils in schools maintained by the authority achieving five or more GCSEs at grades A\*-C or equivalent, including English and maths.

Inner East	Outer East	Inner North East	Outer North East	Inner North West	Outer North West	Inner West	Outer West	Inner South	Outer South	City Wide Result	City Wide Target
<b>2009-10 Academic Year</b>											
33.5	53.4	52.3	57.4	49.6	64.8	36.7	42.3	36.6	54.1	50.3	50.6
<b>2008-09 Academic Year</b>											
30.9	51.2	46.4	52.0	41.2	62.1	27.1	41.3	26.0	49.3	45.9	51.6

**Information about the PI**

This indicator covers the number of pupils achieving 5 or more A\*-C GCSEs or equivalent including English and maths at KS4 as a percentage of the number of pupils at the end of KS4. The school element relates to all maintained mainstream schools including Academies. Key Stage 4 (KS4) is the stage of the National Curriculum between the ages of 14 and 16 years. GCSE is the principal means of assessing pupil attainment at the end of compulsory secondary education. Grades A\* to G are classified as passes, grades A\* to C as good passes and grades U and X as fails. Good performance is typified by an increase in percentage points.

**Comment on city wide performance**

There has been strong improvement against the headline national measure of 5 or more GCSEs at grades A\*-C including English and maths, with over half of young people in Leeds now reaching this level. At 50.3% this represents significant improvement, with a 4.4 percentage point improvement from the 2009 result of 45.9%. National results improved by 3.3 percentage points, therefore the gap to national attainment for this indicator has narrowed and performance in Leeds is now 2.8 percentage points lower than national. Despite the significant improvements achieved, the challenging target of 56.9%, set by schools has not been met.

**Please note:**

2009-10 data is provisional and data for South Leeds academy is not included as they did not provide permission for the authority to receive their pupil level Key Stage 4 results.



## Area Committee Performance Reporting - February / March 2010-11 Cycle

Measure: NI 78 Reduction in number of schools where fewer than 30% of pupils achieve 5 or more A\*- C grades at GCSE and equivalent including GCSEs in English and maths. (Improvement Notice PI)

Inner East	Outer East	Inner North East	Outer North East	Inner North West	Outer North West	Inner West	Outer West	Inner South	Outer South	City Wide Result	City Wide Target
<b>2009-10 Academic Year</b>											
1 (of 4 schools)	0 (of 5 schools)	0 (of 4 schools)	0 (of 3 schools)	0 (of 3 schools)	0 (of 6 schools)	1 of ( 2 schools)	0 (of 4 schools)	1 (of 2 schools)	0 (of 5 schools)	3 (of 38 schools)	1 school

**Information about the PI**

The number of schools in the local authority where the number of pupils achieving 5 or more A\*-C grades or equivalent including English and Maths at KS4 as a percentage of the number of pupils at the end of KS4 is less than 30%. Good performance is typified by a fall in number of schools.

**Comment on city wide performance**

There are three schools in Leeds below the current floor target of 30% or more pupils achieving 5 or more GCSEs at grades A\*-C including English and maths (NI 78). This is compared to four in 2009 (in addition there were 3 schools that closed in 2009 that were below the floor target – South Leeds, West Leeds and Wortley). The three schools remaining below floor target are Primrose (25%), Swallow Hill (24%) and South Leeds Academy (29%). Even though these schools remain below the floor target, Primrose achieved significant improvements in 2010 compared to 2009, Swallow Hill performed better than the combined West Leeds and Wortley results in 2009 and South Leeds Academy performed better than South Leeds High School in 2009.

The recent Education White paper states that the floor target will be raised from 30% achieving 5 or more A\*-C including English and maths to 35%. If this floor target was to be applied to the data for 2009-10, there would be 8 schools below this level.

**Please note:** 2010 data is provisional.

## Area Committee Performance Reporting - February / March 2010-11 Cycle

Measure: NI 102 B Achievement gap between pupils eligible for free school meals and their peers achieving the expected level at Key Stage 4 (Improvement Notice PI)											
Inner East	Outer East	Inner North East	Outer North East	Inner North West	Outer North West	Inner West	Outer West	Inner South	Outer South	City Wide Result	City Wide Target
2009-10 Academic Year											
										33	24.8
<p><b>Information about the PI</b>            The percentage point gap between pupils eligible for FSM achieving 5A*-C grades at GCSE (and equivalent), including GCSE English and Maths, at KS4 and pupils ineligible for FSM achieving the same outcome. Good performance is typified by a decrease in percentage point gap.</p>											
<p><b>Comment on city wide performance</b>            Gaps between pupils eligible for free school meals and their peers at are not particularly meaningful at an AC level, therefore only the city wide position has been reported. 2010 data is provisional. There has historically been a wide gap in attainment in Leeds between pupils eligible for free school meals and those who are not, and the gaps in Leeds are wider than the national gaps. The gaps are wider in Leeds because performance of pupils not eligible for free school meals in Leeds is generally in line with national performance for this group, whereas attainment for pupils eligible for free school meals is below national attainment for this group. In 2010 the gap is 33 percentage points, compared to 35 percentage points in 2009. The provisional national gap for 2010 is 28 percentage points.</p>											

Area Committee Performance Reporting - February / March 2010-11Cycle

Measure: NI 108 Key Stage 4 attainment for Black and minority ethnic groups (Improvement Notice PI)											
Inner East	Outer East	Inner North East	Outer North East	Inner North West	Outer North West	Inner West	Outer West	Inner South	Outer South	City Wide Result	City Wide Target
<b>See Appendix 1a for results</b>											

## Area Committee Performance Reporting - February / March 2010-11 Cycle

Absence / Attendance (local data)											
Attendance - Primary											
Inner East	Outer East	Inner North East	Outer North East	Inner North West	Outer North West	Inner West	Outer West	Inner South	Outer South	City Wide Result	City Wide Target
<b>2009-10 Academic Year</b>											
92.8	94.9	94.7	95.5	94.1	95.8	94	94.6	93.1	94.9	94.4	
<b>Information about the PI</b>											
This local indicator measures the percentage of possible sessions attended in primary schools in half terms 1-5.											
<b>Comment on city wide performance</b>											
Attendance in primary schools increased marginally in 2009/10 from 94.3% in 2008/09 to 94.4% in 2009/10. This increase is despite the impact of snow days during the severe weather last year, where schools that remained open would have had their attendance impacted on by children who could not get to school. National data is not yet available for half terms 1-5, but comparative information for half-terms 1-4 indicates that attendance improved more in Leeds than nationally in 2009/10. In half-terms 1-4 attendance in Leeds was 0.4% lower in Leeds than nationally.											

## Area Committee Performance Reporting - February / March 2010-11 Cycle

Persistence Absence - Primary											
Inner East	Outer East	Inner North East	Outer North East	Inner North West	Outer North West	Inner West	Outer West	Inner South	Outer South	City Wide Result	City Wide Target
2009-10 Academic Year											
3.6	1.3	1.4	0.9	2.4	0.6	2.2	1.4	3.4	1.5	1.9	
<b>Information about the PI</b> The percentage of primary pupils that are persistent absentees in half-terms 1-5, where a persistent absentee is defined as a pupil missing 64 or more sessions of school (attendance below 80%).											
<b>Comment on city wide performance</b> The percentage of primary pupils that were persistent absentees fell from 2.3% in 2008/09 to 1.9% in 2009/10. This reverses a previous trend of rising persistent absence in primary schools in Leeds. National data is not yet available for half-terms 1-5, but comparative information for half-terms 1-4 indicates that persistent absence in Leeds was 0.7 percentage points higher than national levels of persistent absence for this time period.											

## Area Committee Performance Reporting - February / March 2010-11 Cycle

Attendance - Secondary											
Inner East	Outer East	Inner North East	Outer North East	Inner North West	Outer North West	Inner West	Outer West	Inner South	Outer South	City Wide Result	City Wide Target
2009-10 Academic Year											
89.2	92.3	92.7	92.2	90.5	93.2	88.1	92	88	92.2	91.6	93.3
<b>Information about the PI</b> The percentage of possible sessions attended in secondary schools in half terms 1-5											
<b>Comment on city wide performance</b> For half-terms 1-5 attendance in secondary schools has increased marginally from 91.5% in 2008/09 to 91.6% in 2009/10. National data is not yet available for half-terms 1-5, but comparative information for half-terms 1-4 indicates that improvements in Leeds is less than the improvement achieved nationally and in statistical neighbours and therefore the gaps in performance to these comparators has widened. Attendance was 1.6 percentage points below national for half-terms 1-5.											

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## Area Committee Performance Reporting - February / March 2010-11 Cycle

Persistence Absence - Secondary											
Inner East	Outer East	Inner North East	Outer North East	Inner North West	Outer North West	Inner West	Outer West	Inner South	Outer South	City Wide Result	City Wide Target
2009-10 Academic Year											
12	5.7	4.9	6.3	8.8	4	13.4	7	14.5	6.7	7.4	6.3
<b>Information about the PI</b> The percentage of secondary pupils that are persistent absentees in half-terms 1-5, where a persistent absentee is defined as a pupil missing 64 or more sessions of school (attendance below 80%)											

## Area Committee Performance Reporting - February / March 2010-11 Cycle

Exclusions (local data) - Primary and Secondary											
Inner East	Outer East	Inner North East	Outer North East	Inner North West	Outer North West	Inner West	Outer West	Inner South	Outer South	City Wide Result	City Wide Target
<b>2009-10 Academic Year</b>											
<b>Primary Exclusions - The rate of fixed term exclusion per 1000 pupils (numbers in brackets are number of exclusions).</b>											
9.6 (74)	5.0 (40)	9.5 (54)	5.9 (28)	8.2 (33)	1.2 (8)	(3.9 (16)	3.8 (24)	5.7 (38)	(5.4 (42)	5.8 (357) all pupils 46.6	all pupils 45.0
<b>Secondary Exclusions - The rate of fixed term exclusion per 1000 pupils (numbers in brackets are number of exclusions).</b>											
210.5 (528) - excludes David Young Academy	18.0 (117)	71.5 (343)	73.0 (277)	68.0 (220)	92.8 (724)	145.0 (386)	152.1 (649)	21.9 (23) - excludes South Leeds academy	116.2 (855)	93.7 (4122) all pupils 46.6	all pupils 45.0
<b>Information about the PI</b>											
The target and the all pupils city-wide result include exclusions from SILCs, as well as primary and secondary schools.											
<b>Comment on city wide performance</b>											
The rate of fixed term exclusions has reduced marginally in 2009/10, with the rate of fixed term exclusion increasing slightly in secondary schools and falling slightly in primary schools. The number of exclusions from primary schools fell from 392 in 2008/09 to 357 in 2009/10.											



## NI 108 - Key Stage 4 attainment for Black and minority ethnic groups

Ethnic Origin	2010 cohort size	Percentage Point Difference	
		Academic Year 2008-09	Academic Year 2009-10
White British	6511	1.2	1.6
White Irish	27	7.4	23.8
White Gypsy, Roma and Traveller of Irish heritage	24	-39.7	-46.1
White - Any other white background	98	-7.3	-6.4
Mixed - Black Caribbean and White	145	-12.6	-13.7
Mixed - Asian and White	60	2.4	9.7
Mixed - Any other mixed background	89	-1.2	-7.6
Black African	188	-6.8	-7.2
Mixed - Black African and White	24	-14.7	-8.6
Black Caribbean	93	-18.9	-13.7
Black - Any other Black background	49	-27.2	-7.4
Asian - Indian	125	15.9	8.9
Asian - Pakistani	338	-10.7	-6.2
Asian - Bangladeshi	59	-17.1	-6.2
Asian - Any other Asian background	98	-5.5	-6.4
Chinese	32	6.7	9.1
Any other ethnic background	46	0	6.2

**Information about the PI**

This indicator measures the percentage point gap between pupils in each ethnic group and all pupils, in achieving 5 A\*-C grades at GCSE (and equivalent), including GCSE English and maths. The rationale behind this measure is to narrow the gap in achievement between children in low attaining minority ethnic groups and their peers by improving the performance of these groups at Key Stage 4. Good performance is typified by a decrease in percentage point gap, equating to a reduction in the percentage point gap for the mean of each group.

**Comment on performance**

Disaggregating the data for this measure to an AC level would mean that the cohort sizes would be too small and the data would be meaningless. As such, only the city wide figure has been reported for each ethnic group. Attainment for all pupils improved by 5 percentage points for 5 A\*-C including English and maths. Attainment improved for all ethnic groups except Indian, other white heritage, other Mixed heritage and Travellers of Irish heritage. As with 5 A\*-C, several of the ethnic groups with historically lower levels of attainment increased by more than the Leeds average, including Bangladeshi (up 15 percentage points), Other Pakistani heritage (12 percentage points), Black Caribbean (10 percentage points), Other Black heritage (24 percentage points), and Mixed Black African and White (10 percentage points). White Eastern European pupils saw an increase of 22 percentage points, despite only small improvements in their 5 A\*-C attainment, indicating that their success in English and maths has improved significantly.

The performance for Indian pupils is still above the Leeds average for 5 A\*-C including English and maths, but is below national levels of attainment for Indian pupils. Attainment for Bangladeshi pupils is still below the Leeds average, but the gap has narrowed to 6 percentage points, and attainment is still below the national level.

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### **November 2010 Figures**

All figures contained in this report come from the Connexions database. The cohort of young people to whom Connexions Leeds provides a service is:

- young people in education or training in Leeds
- young people in employment who are resident in Leeds
- young people not in education, employment or training (NEET) who are resident in Leeds
- young people in youth custody in Leeds (Eastmoor Secure Children's Home and HMPYOI Wetherby)

All the figures in this dataset are for young people age 16-18. This does not include young people age 16 in statutory education. Year 11 leavers are not included in the count until the September after they complete Year 11.

**Headline figures for November 2010 are:-**

**Adjusted NEET: 8.4% (1900 young people)**

**Not Known: 5.3% (1225 young people)**

The adjusted NEET figure takes account of the number of young people whose status is Not Known. A formula is applied to work out how many young people whose status is Not Known are likely to be NEET. This is added to the NEET figure to give the adjusted NEET figure.

Young people are classed as Not Known if they have not had contact with the Connexions service within a certain period, how regular the contact needs to be depends on whether the young person is NEET or EET. The Not Known figure, therefore, includes young people who may be in contact with other services but whose record has not been updated on the Connexions database.

The level of NEET this year is similar to last year, when a significant reduction was achieved, maintaining the level of NEET whilst reducing the level of Not Known has been an achievement over the last year. Work is required to bring the number of young people NEET down further.

The level of Not Known in Leeds has fallen in the past month (down from 11.9% in October) and is the lowest level for November that has ever been achieved in Leeds. Reductions in Not Known have brought figures in to line with statistical neighbours.

### **Ward Data**

It should be noted that these figures will not include young people who are in education or training in Leeds and not resident in Leeds, those young people are included in the headline figures for the authority.

If a young person's address is unknown it is recorded as the Connexions Centre. This means the large number of young people in the city centre does not reflect the number of young people who actually live in the city centre.

Errors in the recording of postcode on the Connexions database mean there are a number of young people who can not be matched to a ward or a super output area. For this reason these figures should be viewed as indicative.

Ward	Ward Wedge	NEET		Not Known		Total number of young people
		Count	%	Count	%	
Burmantofts and Richmond	East	109	14.06%	50	6.45%	775
Crossgates and Whinmoor	East	61	8.18%	23	3.08%	746
Garforth and Swillington	East	20	2.90%	9	1.30%	690
Gipton and Harehills	East	119	11.06%	78	7.25%	1076
Killingbeck and Seacroft	East	115	11.76%	60	6.13%	978
Kippax and Methley	East	32	5.44%	18	3.06%	588
Temple Newsam	East	56	6.81%	37	4.50%	822
<b>East Total</b>		<b>512</b>	<b>9.02%</b>	<b>275</b>	<b>4.85%</b>	<b>5675</b>
Alwoodley	North East	21	3.61%	17	2.92%	582
Chapel Allerton	North East	79	9.91%	40	5.02%	797
Harewood	North East	11	3.34%	12	3.65%	329
Moortown	North East	21	3.28%	18	2.81%	641
Roundhay	North East	44	5.98%	20	2.72%	736
Wetherby	North East	9	2.96%	10	3.29%	304
<b>NE Total</b>		<b>185</b>	<b>5.46%</b>	<b>117</b>	<b>3.45%</b>	<b>3389</b>
Adel and Wharfedale	North West	15	2.98%	21	4.17%	503
Guiseley and Rawdon	North West	21	3.28%	19	2.97%	640
Headingley	North West	7	6.54%	4	3.74%	107
Horsforth	North West	13	2.08%	20	3.20%	625
Hyde Park and Woodhouse	North West	28	7.41%	19	5.03%	378
Kirkstall	North West	44	8.00%	38	6.91%	550
Otley and Yeadon	North West	29	4.25%	39	5.71%	683
Weetwood	North West	38	6.65%	24	4.20%	571
<b>NW Total</b>		<b>195</b>	<b>4.81%</b>	<b>184</b>	<b>4.54%</b>	<b>4057</b>
Ardsley and Robin Hood	South	37	6.01%	22	3.57%	616
Beeston and Holbeck	South	96	12.52%	49	6.39%	767
City and Hunslet	South	94	9.84%	196	20.52%	955
Middleton Park	South	116	12.16%	54	5.66%	954
Morley North	South	30	5.08%	26	4.40%	591
Morley South	South	51	8.70%	28	4.78%	586
Rothwell	South	35	6.41%	25	4.58%	546
<b>South Total</b>		<b>459</b>	<b>9.15%</b>	<b>400</b>	<b>7.98%</b>	<b>5015</b>
Armley	West	104	12.79%	48	5.90%	813
Bramley and Stanningley	West	89	11.73%	60	7.91%	759
Calverley and Farsley	West	23	4.03%	23	4.03%	571
Farnley and Wortley	West	73	8.35%	50	5.72%	874
Pudsey	West	29	4.73%	36	5.87%	613
<b>West Total</b>		<b>318</b>	<b>8.76%</b>	<b>217</b>	<b>5.98%</b>	<b>3630</b>

## Draft Children and Young People's Plan (CYPP) for 2011-2015

<b>Five outcomes for Children and young people in Leeds:</b>	We will major on 11 <b>priorities</b> to deliver these outcomes:	<b>LCC Delivery Lead</b> (CTB partner sponsors to be confirmed)
Are safe from harm	1.help children to live in safe and supportive families 2.ensure that the most vulnerable are protected	1. Jackie Wilson 2. Jackie Wilson
Do well in learning and have the skills for life	3.support children to be ready for learning 4.improve behaviour, attendance and achievement 5.increase the levels of young people in employment, education or training 6.improve support where there are additional health needs	3. Sally Threlfall 4. Dirk Gilleard 5. Dirk Gilleard 6. Sally Threlfall
Choose healthy lifestyles	7.encourage activity and healthy eating 8.promote sexual health	7. Dirk Gilleard 8. Sarah Sinclair
Have fun growing up	9.provide play, leisure, culture and sporting opportunities	9. Sally Threlfall
Are active citizens who feel they have voice and influence	10.reduce youth crime and anti-social behaviour 11.increase participation, voice and influence	10. Jim Hopkinson 11. Sally Threlfall

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Originator: Lisa Banton

Tel: 0113 247 8615

**Report of Lisa Banton**

**Report to Inner West Area Committee**

**Date: 22<sup>nd</sup> June 2011**

**Subject: Teenage Pregnancy**

**Electoral Wards Affected:**

Armley  
Bramley and Stanningley

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**

1. **Leeds has a high rate of teenage pregnancy/parenthood compared to statistical neighbours.** West Leeds has pockets of high need, particularly in Bramley.
2. **Effective intervention in reducing teenage conceptions include good quality sex and relationships education, in and out of school; the provision of positive activities; enabling access to flexible sexual health services, and tailored support for teen parents.** These services, delivered on a targeted, locality, multi-agency basis raise aspirations and therefore engagement in education, employment and training.
3. **Evidence from other areas shows effective interventions need an effective shared ownership.** 'Teenage pregnancy is 'everybody's business' – National Support Team, 2007. Sex and relationships education is not just the responsibility of schools but of all agencies as part of the corporate parenting role (Education Act 2006).
4. **Teenage Pregnancy is strongly linked to broader risks for young people and the three key priorities for action in the new Children and Young People's Plan 2011-15.** 15% of the overall NEET population are teenage parents, 20% of teenage conceptions are second or subsequent pregnancies. 52% of babies born to parents who are either Looked After Children or care leavers, aged twenty years old or younger, are removed into care within six months of the child's birth. 80% of fathers under twenty have been in contact with attendance improvement services at some point during their school life.

**5. Recommendations:**

- 5.1. That members note the current indicators for high teenage conception rates in West Leeds.
- 5.2. That members consider and endorse the current and proposed initiatives.
- 5.3. That members consider requiring partners receiving Well-Being Fund Grants from the committee to support and evidence their engagement with vulnerable groups such as Looked After Children and offer a no cost access to this group where possible.
- 5.4. That Members support a structured, regular reporting system for progress on initiatives which tackle teenage pregnancy and the linked outcomes through cluster partnerships, West Leadership Team meetings and an annual report to Inner and Outer Area Committees.
- 5.5. That Members recognise attendance and support for this issue at cluster partnership meetings as a route to increase strategic support and effectiveness of actions to reduce teenage conception.



## **1.0 Purpose of this report**

- 1.1. To respond to the request from West Area Committee for updated information on performance and action taken towards the reduction of teenage conceptions in the Inner West area of the city. This report details the recent additional local work undertaken by the authority and partners and set this in a city wide context.
- 1.2. To raise awareness of the risk factors for teenage pregnancy/parenthood and demonstrate the inter-relationship with outcomes such as school attendance/attainment, access to education, employment and training and the number of children coming into care.
- 1.3. To emphasise that national good practice guidance indicates teenage pregnancy reduction occurs where it is 'everybody's business' and to illustrate the common ground running through current strategic aims and priorities including the vision for Leeds as a 'Child Friendly City.'
- 1.4. To provide to members a good outline of what has been found to be effective in reducing teenage pregnancy/parenthood and to ensure young people achieve positive outcomes.
- 1.5. This report proposes a range of further initiatives to take this work forward effectively.
- 1.6. This report seeks the support of the committee to maximize the potential impact of the current and proposed initiatives.

## **2.0 Background information**

- 2.1. **National and Local Priority.** The reduction in UK teenage pregnancy rates has been a national policy and local priority since 1998. The overarching national policy and associated target expired in 2010 with the coalition government placing an emphasis on locally determined actions to reduce teenage conception. Government is continuing to collate teenage pregnancy rates as one of the reduced set of indicators of local area performance. Within Leeds there has been significant interest in teenage pregnancy from elected members, particularly in relation to school approaches to sex and relationships education. This new financial year, sees a new Children and Young People's Plan, a single Children's Service, an emphasis on locality working and a changed political and financial context which suggests that now is a good time to take stock of current and emerging needs of West Leeds.
- 2.2. **City Performance.** Using our most recent national data, the rolling quarterly average for under-18 conceptions in Leeds is: 46.6 conceptions per 1000 15-17 year old young women. This is the lowest rolling quarterly rate for Leeds since Q3 2005 and is the fifth consecutive drop in the rolling quarterly average. It represents the longest consistent pattern of quarterly progress since 1998. However the current rate in Leeds is higher than the rates for Yorkshire and Humber (43.4) and for England (37.9). The gap between Leeds and England has also widened since 1998 with England showing a faster rate of decrease than Leeds. The Yorkshire and Humber region as a whole has also made better progress than Leeds in reducing rates.
- 2.3. Compared to other major cities Leeds has the third lowest rate of under-18 conceptions Leeds and is only behind Sheffield and Newcastle upon Tyne of the other Core Cities. However when compared to ten authorities which are close statistical neighbours Leeds has the seventh highest conception rate with only Derby, St Helens and Calderdale showing higher rates.

- 2.4. Considering target groups we are seeing some progress. Whilst the numbers of our Looked After Children who conceive are small the conception rates for this population are historically higher than for other young people. Targeted provision such as the appointment of our dedicated Sexual Health Nurse has seen a 74% reduction in reported conceptions for Looked After Young People between 2007 and 2011.
- 2.5. Overall Leeds is showing some good progress and a consistent trend in reducing teenage conception rates. Other similar local authority areas are however also doing well and demonstrate that Leeds can further accelerate its progress to be a leading authority in this area.
- 2.6. **Associated Risks of Teenage Pregnancy.** In Leeds 52% of children born to Looked After Children under twenty years old are removed into care within 6 months. (ESCR 2009/10). 80% of young fathers under twenty years old have had contact with Attendance Improvement services at some point during their school life. (Health Initiatives Team 2009/10). 59.63% young people who are teenage parents are NEET (14-19 team 2011).
- 2.7. **Past targeted work- South and East.** Leeds as a city has some clearly defined areas of high deprivation in South, East and West Leeds. These are largely contained within the Inner wards and are areas of high teenage conception.
- 2.8. Since late 2008 targeted work has been undertaken in the South and East of the city. This work has included: locality events, multi-agency workforce development, Speak easy – accredited sex and relationships education for parents and carers, improvements to school based sex and relationships education, promoting access to positive activities, increasing access to contraceptive and sexual health services, a post loss support research project, a fatherhood project, mystery shopping of sexual health services, transitions work for girls in year 5/6, support to Children's Centres to develop services for teenage parents. These projects have been funded by a combination of PCT, Area Based Grant, Area Committee, and cluster partnerships. A PCT funded 'Scored' project for young men linking sport to healthy living including sexual health is due to be rolled out over the summer. As noted above the reductions noted in recent conception rates for Leeds we have attributed to the effectiveness of locality work.
- 2.9. **A need for work in West Leeds.** Aggregating conceptions by ward masks small areas of high conception rates (termed "hot pockets"). By using smaller units of geography ("Middle Layer Super Output Areas") we were able to note that areas of West Leeds had significant hot pockets of teenage conception and may benefit from a locality approach also.

### 3.0 Main Issues

#### 3.1 Overall Approach

- 3.2. Tackling teenage pregnancy using a targeted local approach in West Leeds began in October 2010. A multi-agency teenage pregnancy tasking group was established by Children Leeds in West in October 2010 and has been meeting monthly to identify practical approaches to delivering on three priorities. For West, as with South and East, these are improving sex and relationships education- in and out of school, increasing the provision of positive activities/raising aspirations and increasing access to contraceptive and sexual health services. The tasking group provides an

effective link between central strategic aims and local need. The tasking group is currently chaired by a member of Children Leeds Commissioning Team.

### 3.3. **Specific Initiatives**

- 3.4. **A teenage pregnancy event was held in January this year.** 71 colleagues from West Leeds and across the city attended. The key aim was to identify common ground and gain an acceptance that teenage pregnancy is 'everybody's business.' The event was very successful in achieving this aim and in challenging local partners to evidence the impact of their services.
- 3.5. **A mystery shop of Inner and Outer West sexual health services** is planned over the summer led by the Outer West Youth Service Team. The aim of this is to identify areas for improving quality of and access to sexual health services by young people under 25. This process will be repeated next year.
- 3.6. **A series of young people's events** will be held over the summer to promote access to contraception. These will be designed and delivered by young people. So far themes identified are: girls, boys, families/teenage parents. All of these activities have been funded by the PCT.
- 3.7. **Targeted support is being offered to Bramley, primary schools.** They have been identified through proximity to priority postcodes, foundation stage performance data, attendance rates and free school meal entitlement. These schools are Whitecote, Raynville and Holly bush. This support includes transitions work for girls in year 5/6 due to start May 2011 funded by the cluster partnership, and Speak easy training (sex and relationships education) for parents and carers. A Summer camp is being planned by Leeds West Academy for the participating girls.
- 3.8. **At Leeds West Academy additional provision will be allocated** for this September's year 7 cohort, throughout the whole year, for pupils identified by their primary schools as in need. This will follow on from the transitions work. A current cohort of young leaders will support this work as buddies. The young leaders will be offered the opportunity to deliver Sex and Relationships Education as Peer Educators to year 12. Similar support will be available to the Armley cluster subject to available resources.
- 3.9. **A Westnet Website** has been designed and developed in response to requests from members of the teenage pregnancy tasking group to improve local communication and information sharing.
- 3.10. **A young peoples' teenage pregnancy locality action plan** is being developed to identify specific outcomes for partners to work towards in improving local services. This will go out to consultation over the summer and be finalised in October.
- 3.11. **Further Speak easy courses and a west 'Scored' project** are planned from September. The aim is to part fund these through under spend from South and East. Some cluster support will be required.
- 3.12. **A city wide resettlement pilot for Looked After boys aged 15-19** leaving secure/YOI Accommodation is due to be delivered from June 2011 by partner agencies through the use of existing resources.
- 3.13. **Initiative Areas for further Development**

- 3.14. The teenage pregnancy tasking group wish to build on existing support/good practice for teenage parents to achieve increased access to children's centres.
- 3.15. An attendance improvement project and transitions work for boys are suggested areas for development subject to available funding.
- 3.16. Increased access to community based leisure activities for young people at risk through improvements to asset management.
- 3.17. **Challenges**
- 3.18. We must continue to challenge the idea that teenage pregnancy/sexual health is a specialist area of work and not integral to mainstream youth, health, schools and community work. This acts as a barrier to youth engagement, effective partnership and service improvement.
- 3.19. West Leeds must agree a common but flexible approach to meeting need. Multi-agency workforce development is one way of negotiating consistent approaches, for example in defining well being, and this needs to be a priority locally and centrally.
- 3.20. Sharing resources, including community/local business assets, is a key approach to improving partnerships and therefore outcomes, in West. We need to maximize the use of community/youth centres, schools, libraries, parks and those of private partners, for the benefit of those most in need through increased engagement. We need a consistent partnership approach between Inner and Outer West and Members should be aware that a whole locality approach in terms of sharing and developing good practice/resources will be of benefit to those most at risk. Looked After Children/those attending SILCS, often travel from/to West and between Inner and Outer to access schools for example. A division/lack of flexibility in allocating resources between Inner and Outer areas may create barriers to accessing services such as the activities fund.
- 3.21. Strategic ownership and leadership of teenage pregnancy by all partners in West Leeds and clear communication with the centre through the Children's Trust Board would be consistent with the guidance received from the Teenage Pregnancy National Support Team in 2007.
- 3.22. It is imperative that sexual health/teenage pregnancy is not seen as either a health or an education issue but part of a holistic improvement agenda. Without this approach we will not address the key objectives of improving school attendance, increasing access to education, employment and training and reducing the numbers of children in care.
- 3.23. **Project Plan**
- 3.24. The teenage pregnancy tasking group is to take on a wider more holistic remit in order to incorporate teenage pregnancy into a 'healthy community' agenda. This should enable the development of a consistent multi-agency approach.
- 3.25. The locality needs to learn from good practice in other parts of the city, for example the appointment of a Looked After Children co-ordinator within Brigshaw High School. This role has led to a significant increase in engagement with positive activities which is a key aim of the tackling teenage pregnancy agenda.
- 3.26. We have learnt from sexual health support to Looked After Children that targeted support for at risk groups has a significant beneficial impact. We need to increase the

range of groups in receipt of targeted provision such as, young offenders, poor school attenders, those not in education, employment or training, substance users.

- 3.27. In terms of achieving consistency in meeting need the locality should: have consideration of the differing needs of boys and girls in terms of access to services; require that all West schools, including West SILC to adopt teenage pregnancy as a priority under the Healthy Schools programme; Support and promote increased participation of young people in service design, delivery and commissioning.

#### **4.0 Implications for Council Policy and Governance**

- 4.1. Endorsement of a multi-agency teenage pregnancy agenda supports the actions contained in the Inner West Area Delivery Plan. Ward Members have been consulted on the Inner West Area Delivery Plan for 2011-14. The Area Delivery Plan contributes to the priorities of the Departmental, Council and Corporate Plans by aiming to create better neighbourhoods and confident communities.

#### **Member Consultation**

Local Members have received information and updates via e-mail and local meetings such as the West Leadership Team..

#### **5.0 Legal and Resource Implications**

- 5.1. Endorsement of a multi-agency teenage pregnancy agenda supports the actions contained in the Inner West Area Delivery Plan. Ward Members have been consulted on the Inner West Area Delivery Plan for 2011-14. The Area Delivery Plan contributes to the priorities of the Departmental, Council and Corporate Plans by aiming to create better neighbourhoods and confident communities.
- 5.2. There have limited resources allocated to this work in West to date. A Teenage Pregnancy lead from Children Leeds had been made available on a part time basis since October. £7,000 has been received from the PCT for access to contraception work. £5,000 has been allocated by Bramley Cluster to support the delivery of transitions work for girls. Improved partnerships with local youth and community services for example with regard to asset management in the prevention of teenage pregnancy would lead to better value for money.

#### **6.0 Equality Considerations**

- 6.1. Those most at risk from teenage pregnancy/parenthood( under 18) are Looked After Children, young offenders, substance users, those Not in Education, Employment and Training, poor school attenders. Boys/young men are over represented in some of the at risk groups and are less likely to access sexual health services than girls.

#### **7.0 Conclusions**

- 7.1. Effective reductions in teenage pregnancy are seen where there is strong support from Elected Members in practical terms including: driving the Teenage Pregnancy agenda both in their wards and city wide, developing closer partnerships with senior leadership in the local authority, NHS Leeds and community leaders in their wards, advocating the approaches and values that drive this work forward and holding services accountable for providing early intervention to reduce teenage conceptions and support for teenage parents.

- 7.2. Elected Members and other local leaders are asked to support and challenge both primary and secondary schools, especially those in which they are governors, around SRE/PSHE policy and curriculum. The use of “focus” or “drop down” days based on advice from school improvement colleagues is not good practice. Evidence, collected nationally and internationally suggest abstinence based approaches offer least impact, with poor evidence of behaviour change and are therefore expensive and of limited efficacy.
- 7.3. Reports from a recent Ofsted inspection of Doncaster Childrens’ Services have indicated interest in the quality of the overall SRE/PHSE curriculum and programs of work to reduce teenage pregnancy. A further Ofsted inspection of Leeds Children’s Services is deemed likely in the short to medium future. Evidence from Leeds suggests well supported locality programs are effective and there is an opportunity therefore to demonstrate collective improvement in this area.

## **8.0 Recommendations**

- 8.1. Members and colleagues to note the current picture.
- 8.2. Members and colleagues to consider and endorse proposed initiatives.
- 8.3. Members are asked to ensure partners receiving funding from the Area Committee are required to support and evidence their engagement with vulnerable groups such as Looked After Children and offer a no cost provision where possible.
- 8.4. That Members are asked to agree a structured, regular reporting system for teenage pregnancy updates via cluster partnerships, west leadership team meetings and annual reports to Inner and Outer Area Committees.
- 8.5. That Members attend cluster partnership meetings to increase strategic support for teenage pregnancy.

**Background Papers:** Middle layer Super Output data for Leeds attached

**LeedsMSOAs ranked by rates of teenage conceptions (July 2008 - June 2009)**

Leeds is comprised of 108 Middle Layer Super Output Areas (MSOAs). These are standard geographic boundaries containing similar population sizes. As at October 2010 the average GP registered population per MSOA is approximately 7,500.

The tables below show MSOA code, name and rank by rate teenage conception\*. The Leeds average is included in this ranking. There are 7 MSOAs with rates statistically significantly higher than the Leeds average.

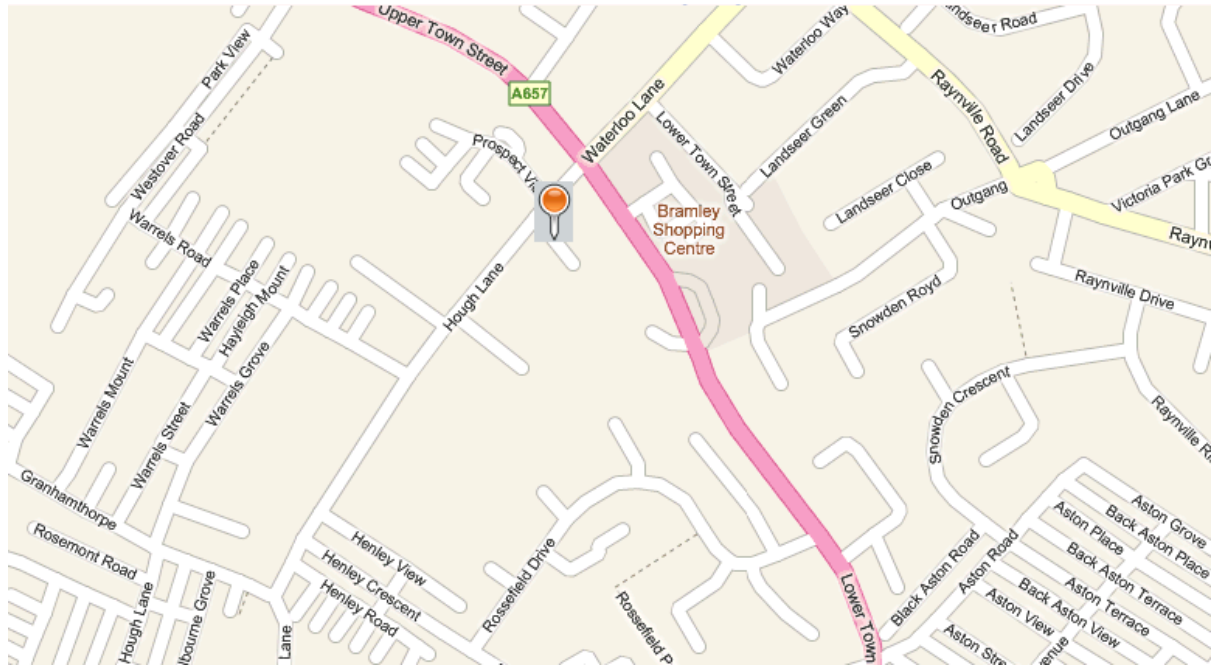
MSOA code	MSOA name	rank	MSOA code	MSOA name	rank
E02002399	Osmondthorpe, East End Park	1	E02002397	Swinnow	55
E02002394	Harehills - Comptons, Sutherlands and Nowells	2	E02002346	Tinshill	56
E02002414	West Hunslet and Hunslet Hall	3	E02002406	East Garforth	57
E02002404	Cross Green, East End Park and Richmond Hill	4	E02002332	Otley - Newalls / Weston Lane	58
E02002388	Bramley Hill Top, Raynville and Wyther Park	5	E02002383	Hyde Park, Burley	59
E02002364	Seacroft North	6	E02002431	Morley East	60
E02002430	Middleton and Westwoods	7	E02002434	Middleton Heritage Village, Robin Hood S, Lofthouse and Thorpe	61
E02002411	Holbeck	8	E02002385	Burley	62
E02002374	Kirkstall	9	E02002333	Otley	63
E02002381	Stanningley, Rodley	10	E02002339	Yeadon - Henshaws, Southway, Westfields	64
E02002409	Gamble Hill, Moorside	11	E02002418	Kippax	65
E02002421	Belle Isle North	12	E02002368	Calverley, Farsley North	66
E02002427	Rothwell	13	E02002349	Roundhay Park	67
E02002379	Seacroft South	14	E02002415	Beeston Hill	68
E02002390	Crossgates and Killingbeck	15	E02002432	Allerton Bywater, Methley and Mickletown	69
E02002436	East Ardsley	16	E02002330	Wetherby West	70
E02002401	Halton Moor, Wykebecks	17	E02002369	Fearnville, Hollin Park, Beechwood, Brooklands	71
E02002413	City Centre, Hunslet Green and Thwaite Gate	18	E02002354	Carr Manor	72
E02002367	Meanwood *6 Estates*	19	E02002435	Morley - Bruntcliffe, Howley Parks and Tingley	73
E02002428	Middleton Park, Manor Farm and Sharp Lane	20	E02002366	Oakwood and Gipton Wood	74
E02002419	Beeston Millsawh, Elland Road and Cottingley	21	E02002377	Harehills Triangle	75
E02002389	Gipton South	22	E02002343	Rawdon North	76
E02002417	Kippax East, Ledston, Micklefield	23	E02002340	Yeadon -Rufford Park, Yeadon Tarn	77
E02002387	Bramley	24	E02002395	Thornbury	78
E02002410	Upper Wortley	25	E02002422	Churwell	79
E02002375	Broadleas, Ganners, Sandfords	26	E02002392	Little Woodhouse and Burley	80
E02002380	Bramley Whitecote	27	E02002360	Meanwood	81
E02002347	Moor Allerton	28	E02002353	Roundhay	82
E02002382	Harehills	29	E02002341	Alwoodley West	83
E02002384	Little London, Sheepscaer	30	E02002350	Horsforth - Brownberries, West End	84
E02002400	Armley, New Wortley	31	E02002426	Woodlesford, Oulton	85
E02002393	Lincoln Green and Ebor Gardens	32	E02002338	Guiseley	86
E02002376	Gipton North	33	E02002335	Bardsey, East Keswick, Collingham, Linton and Harewood	87
E02002362	Hawksworth Wood	34	E02002412	New Farnley, Lower Wortley	88
E02002370	Swarcliffe	35	E02002337	Hawksworth Village, Tranmere Park	89
E02002433	Morley West	36	E02002365	Far Headingley	90
E02002357	Horsforth Central	37	E02002402	Colton and Austhorpe	91
E02002416	Swillington, West Garforth and Little Preston	38	E02002344	Alwoodley East	92
E02002408	Pudsey Central, Littlemoor	39	E02002352	Moortown Central	93
E02002420	Beeston - Parkside and Cross Flatts k	40	E02002437	West Ardsley	94
E02002405	Pudsey - Waterloos, Tyersals, Westroyds	41	E02002363	Chapel Allerton Village	95
E02002407	Farnley	42	E02002331	Wetherby East, Thorp Arch and Walton	96
E02002396	Upper Armley	43	E02002355	West Park and Weetwood	97
<b>Leeds</b>			E02002359	Aberford, Barwick, Lotherton and Thomer	98
E02002391	Farsley South	44	E02002361	Brackenwood and Gledhow	99
E02002424	East Gildersome and Morley Springfields	45	E02002345	Adel	100
E02002358	Wellington Hill, Whinmoor and Red Hall	46	E02002356	Horsforth, New Road Side, Stanhopes and Rawdon South	101
E02002425	Drighlington and West Gildersome	47	E02002336	Arthington, Bramhope, Pool and Carlton	102
E02002386	Manston, Stanks	48	E02002334	Bramham, Boston Spa and Clifford	103
E02002348	Ireland Wood, Lawnswood	49	E02002351	Scarcroft, Scholes and Shadwell	104
E02002342	Cookridge, Holt Park	50	E02002372	South Headingley	105
E02002371	Chapeltown	51	E02002373	Headingley Central	106
E02002398	Halton, Whitkirk	52	E02002378	Hyde Park, Woodhouse	107
E02002423	Belle Isle South	53	E02002403	Garforth	108
E02002429	Carlton, Robin Hood N, Rothwell Haigh, Royds Lane	54			

\*Rates of conceptions to under 18s per 1,000 GP registered 15-17 year old females during July 2008 to June 2009

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St Peters Church Hall  
Hough Lane  
Bramley  
Leeds  
LS13 3JF



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