



**WEST (INNER) AREA COMMITTEE**

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**Meeting to be held in Leeds Civic Hall on  
Thursday, 17th May, 2012 at 10.00 am**

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**MEMBERSHIP**

Councillors

|           |                            |
|-----------|----------------------------|
| J Harper  | - Armley;                  |
| A Lowe    | - Armley;                  |
| J McKenna | - Armley;                  |
|           |                            |
| C Gruen   | - Bramley and Stanningley; |
| T Hanley  | - Bramley and Stanningley; |
| N Taggart | - Bramley and Stanningley; |

Co-opted Members

|                  |  |
|------------------|--|
| Hazel Boutle     | - Armley Community Forum                     |
| Eric Bowes       | - Armley Community Forum                     |
| Roland Cross     | - Bramley and Stanningley Community<br>Forum |
| Stephen McBarron | - Bramley and Stanningley Community<br>Forum |

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**Agenda compiled by:  
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Civic Hall  
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Tel: 24 74356**

**West North West Area Leader:  
Jane Maxwell  
Tel: 33 67858**

## **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>ELECTION OF CHAIR (FOR THE DURATION OF THIS MEETING)</b></p> <p>As the Councillor appointed to preside as Chair of the West (Inner) Area Committee during the 2011/12 municipal year has recently stood down, the Area Committee is required to elect a Chair for the duration of this meeting.</p> <p><b>(Council Function)</b></p>   |         |
| 2       |      |               | <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> |         |

| Item No | Ward | Item Not Open |   | Page No |
|---------|------|---------------|---|---------|
| 3       |      |               | <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> |         |
| 4       |      |               | <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>  |         |
| 5       |      |               | <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>  |         |

| Item No | Ward                                   | Item Not Open |  | Page No |
|---------|--|---------------|--|---------|
| 6       |  |               | <p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>   |         |
| 7       | Armley;<br>Bramley and<br>Stanningley; |               | <p><b>ELECTION OF AREA COMMITTEE CHAIR FOR THE 2012/13 MUNICIPAL YEAR</b></p> <p>To receive and consider a report from the Chief Officer (Democratic and Central Services) explaining the arrangements for the annual election of Chairs for Area Committees and to recommend that the Area Committee elect a Chair for the 2012/13 municipal year.</p> <p><b>(Council Function)</b></p> | 1 - 6   |
| 8       | Armley;<br>Bramley and<br>Stanningley; |               | <p><b>WELL-BEING FUND REPORT</b></p> <p>To receive and consider a report from the Deputy Chief Executive presenting a small grant application for consideration by the Area Committee and recommending a new, lower limit for future small grant applications.</p> <p><b>(Executive Function)</b></p>  | 7 - 12  |
| 9       |  |               | <p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Wednesday 27 June 2012 at 5.00pm (venue to be confirmed)</p>  |         |

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

### Report to West (Inner) Area Committee

Date: 17<sup>th</sup> May 2012

### Subject: Election of Area Committee Chair for the 2012/13 Municipal Year

|   |   |  |
|---|---|--|
| Are specific electoral Wards affected?  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| If relevant, name(s) of Ward(s):<br>Armley<br>Bramley and Stanningley           |   |  |
| Are there implications for equality and diversity and cohesion and integration? | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Is the decision eligible for Call-In?   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Does the report contain confidential or exempt information?                     | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If relevant, Access to Information Procedure Rule number:<br>Appendix number:   |   |  |

### Summary of main issues

1. Area Committee Procedure Rules require that the Chair of each Area Committee will be elected from amongst the City Councillors eligible to serve on that Committee.
2. Following the closure of nominations for the position of Chair, and prior to the Annual Council Meeting, Area Committees are required to meet to elect a Chair for the forthcoming Municipal Year.
3. Therefore, the Area Committee is recommended to elect a Chair for the 2012/2013 Municipal Year, from amongst the nominations which have been received. The Area Committee will be informed at the meeting of the nominations which have been received for the position of Chair.

### Recommendations

4. Members of the Area Committee are recommended to elect an Area Committee Chair for the 2012/2013 Municipal Year, from amongst the nominations which have been received.

## **1 Purpose of this report**

- 1.1 The purpose of the report is to explain the arrangements for the annual election of Chairs for Area Committees and that in line with this process, to recommend that the Area Committee elect a Chair for the 2012/2013 municipal year.

## **2 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 deals with the process by which Chairs for Area Committees are elected. Attached as appendix 1.

## **3 Main issues**

- 3.1 The Area Committee Procedure Rules state that the Chair of each Area Committee will be elected from amongst the City Councillors eligible to serve on that Committee.
- 3.2 Each Political Group with Members elected within an Area Committee's boundary may submit a nomination from amongst Members on the Area Committee to Chair that Committee, via the Group Whip. An independent Member may also put forward a nomination.
- 3.3 The deadline for the submission of nominations for the position of Chair was 5.00pm on Wednesday, 9<sup>th</sup> May 2012. The Area Committee will be notified at the meeting of the nominations which have been received, prior to the election taking place.
- 3.4 The Procedure Rules state that 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.
- 3.5 The Chair will be elected by an overall majority of first votes cast by those Members eligible to do so and present at the meeting. The Member presiding at the meeting as Chair 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.
- 3.6 Where an overall majority of votes cannot be obtained, or it is not possible to hold or convene a quorate meeting of the Area Committee, or for any other reason a decision is not possible in advance of the Annual Council Meeting, then the appointment will be made at the Annual Council Meeting.



## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 All Group Whips have been given due notice of the deadlines relating to the submission of nominations for the position of Area Committee Chairs, and have been provided with details of the process.

### **4.2 Equality and Diversity / Cohesion and Integration**

4.2.1 There are no specific implications relating to equality and diversity or cohesion and integration arising from this report.

### **4.3 Council policies and City Priorities**

4.3.2 Operational and effective Area Committee meetings, which facilitate a widely accessible but robust decision making forum are in line with the Council's Policies and City Priorities. In order for such meetings to take place, an eligible City Councillor must be properly elected to the position of Area Committee Chair.

### **4.4 Resources and value for money**

4.4.3 There are no direct resource implications arising from the submission of this report to the Area Committee.

### **4.5 Legal Implications, Access to Information and Call In**

4.5.4 This report is not subject to Call In, as the decisions being taken fall within the Committee's Council Functions.

4.5.5 The process summarised above regarding the election of Area Committee Chairs is in line with the Area Committee Procedure Rules.

### **4.6 Risk Management**

4.6.6 There are no risks directly arising from the submission of this report to the Area Committee, however, not electing a Chair for the 2012/13 municipal year at this meeting will mean that the matter is resolved at the Annual Council Meeting.

## **5 Conclusions**

5.1 The Area Committee Procedure Rules state that the Chair of each Area Committee will be elected from amongst the City Councillors eligible to serve on that Committee, and that between the closure of nominations (5.00pm, 9<sup>th</sup> May 2012) and the Annual Council Meeting (6.00pm, 21<sup>st</sup> May 2012), the Area Committee will meet to agree the election of Chair for the forthcoming Municipal Year. The Committee therefore is recommended to elect a Chair at this meeting for the 2012/2013 Municipal Year, from the nominations which have been received.

## **6 Recommendations**

- 6.1 Members of the Area Committee are recommended to elect an Area Committee Chair for the 2012/2013 Municipal Year, from amongst the named nominations which have been received.

## **7 Background documents<sup>1</sup>**

- 7.1 Area Committee Procedure Rules
- 7.2 Article 10 of the Constitution – ‘Area Committees’

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<sup>1</sup> The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

## **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>5</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.

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.

<sup>5</sup> A nomination from a political group must be forwarded by a Whip

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**Report of Deputy Chief Executive**

**Report to Inner West Area Committee**

**Date: 17<sup>th</sup> May 2012**

**Subject: Well-Being Fund Report**

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|---|---|--|
| Are specific electoral Wards affected?  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| If relevant, name(s) of Ward(s):<br>Armley<br>Bramley & Stanningley             |   |  |
| Are there implications for equality and diversity and cohesion and integration? | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Is the decision eligible for Call-In?   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Does the report contain confidential or exempt information?                     | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If relevant, Access to Information Procedure Rule number:<br>Appendix number:   |   |  |

**Summary of main issues**

This report presents a small grant application for consideration by the Area Committee, and recommends a new, lower limit for future small grant applications.

**Recommendations**

The Committee is asked to:

- Approve the small grant request IW.12.01.S – Firefly stickers;
- Reduce the maximum amount for individual small grants to £300.

## **1 Purpose of this report**

- 1.1 The purpose of this report is to ask Members to consider the small grant application ref. IW.12.01.S from West Yorkshire Fire Service for the 'Firefly' sticker project.
- 1.2 Following feedback from Members, the report also recommends limiting the maximum amount that can be applied for under the small grant scheme to £300.

## **2 Background information**

- 2.1 On 27<sup>th</sup> April, a small grant request for £500 was circulated to Members from the Fire Service for a project to provide reflective stickers to quickly identify bedrooms in the event of a domestic fire. No negative feedback was received, and one Ward Member suggested that the amount be limited to £300, given the reduction in the small grants budget for 2012/13. The small grant summary is attached at Appendix 1.
- 2.3 Including carry forward, the combined small grants and skips budget for 2012/13 is £5,289. This would provide 10 grants at £500 or 17 grants at £300.

## **3 Main issues**

- 3.1 The Area Committee's small grants budget limit is £500 for a project covering one ward or £1,000 if it benefits more than one ward. This is in line with the other nine Area Committees in the city, and is advertised on the Leeds City Council website.
- 3.2 Last year, the Area Committee approved 13 small grants totalling £4,790. The average grant was for £368, with 5 awarded at the maximum amount.
- 3.3 The small grant fund was almost fully allocated by December, leaving three months before the new financial year without grants available.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 The Area Committee receives regular updates on the small grants budget through the Well-being Budget Report.

### **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 All Well-being funded projects are considered prior to their submission to Area Committee for their impact on Equality and Diversity and Cohesion and Integration.

### **4.3 Council Policies and City Priorities**

- 4.3.1 Small grant applications submitted to the Area Committee for funding support are assessed to ensure that they are in line with Council and City priorities. Area Management's work programme contributes at a local level to the themes contained in the:

- Vision for Leeds
- Leeds Strategic Plan

- Health and Wellbeing City Priorities Plan
- Children and Young People's Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

#### **4.4 Resources and Value for Money**

- 4.4.1 The small grant programme outlined in this report is resourced by Area Support Team staff
- 4.4.2 In order to meet the Area Committee's functions (see Council's Constitution Part 3, section 3C), funding is available via Well-Being budgets.

#### **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 This report is the report of the Area Leader for West North West Leeds who has delegated responsibility to action decisions in accordance with Area Management's work programme in accordance with part 3 of the Council's Constitution in relation to Area Committee Functions.
- 4.5.2 This report is not confidential, neither is it, or part of it exempt.
- 4.5.3 This report is eligible for call in.

#### **4.6 Risk Management**

- 4.6.1 Risk implications and mitigation are considered on all Well-being applications.

### **5 Conclusions**

- 5.1 The Inner West Area Committee has received a small grant application from West Yorkshire Fire Service for 'Firefly' safety stickers. Members did not reach a consensus when the grant was circulated for approval, and the grant has been referred to the Area Committee meeting for a decision.
- 5.2 The small grants and skips budget for 2012/13 is £4,790. As in previous years, the budget is likely to be fully committed before the end of the financial year. Members are asked to consider reducing the maximum amount that can be applied for under the small grants scheme.

### **6 Recommendations**

- 6.1 Members are asked to:
- Consider the application reference IW.12.01.S – Firefly Stickers and indicate whether it should be approved for funding, and ;
  - Consider reducing the maximum amount per small grant application to £300.

## Background documents<sup>1</sup>

### 6.1 Area Committee Roles and Functions 2011/12

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<sup>1</sup> The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author



## INNER WEST AREA COMMITTEE WELL BEING FUND – SMALL GRANT APPLICATION

Date : 3<sup>rd</sup> April 2012

Reference number : IW/12/01/S

Organisation : West Yorkshire Fire & Rescue

Name of Project : Firefly fire safety system

Funding Requested: £500

### Summary of Project:

West Yorkshire Fire & Rescue have been trialling a new system that fits highly reflective stickers to the base of internal doors where people are sleeping so as to quickly evacuate a household in the event of a fire.

It is proposed that the service purchase 250 packs of the Firefly stickers to use in homes where the occupant has been identified as 'vulnerable' by the High Risk Team. A 'vulnerable' household is generally identified as one where the occupant may have difficulty evacuating the premises. To maximise the effectiveness of the limited number of packs available, the beneficiaries could be further narrowed to include those whose condition / behaviour might lead to an increased risk of fire in their home. These could include smokers on home oxygen, drug / alcohol misuse, dangerous hoarding, safeguarding issues or medication that impedes an individual's ability to escape.

Recipients will be identified by targeting the most at risk households and carrying out home fire safety checks.

The trial was carried out using stickers donated by the manufacturer, but there is no funding within the service's core budget to extend the scheme.

Area Committee Priority Met: Safe neighbourhoods, Healthy Living

Total costs: £500 – 250 packs @ £2 per pack

Other grants applied for: None – although the service is applying to all WNW Area Committees to extend the scheme across the area.

Area Management Approval: Sohail Effendi

Date: 3<sup>rd</sup> April 2012

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