



**WEST (INNER) AREA COMMITTEE**

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**Meeting to be held in on  
Friday, 17th May, 2013 at 11.00 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
Kevin Ritchie	- Bramley and Stannigley Community Forum
Karen Smales	- Bramley and Stanningley Community Forum

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**Agenda compiled by:  
Debbie Oldham  
Governance Services Unit  
Civic Hall  
LEEDS LS1 1UR  
Tel: 39 51712**

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

# 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>	

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 DISCLOSABLE PECUNIARY INTERESTS</b></p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 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 FORUMS / COMMUNITY FORUMS</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 -</b></p> <p>To confirm as a correct record the minutes of the meeting held on Wednesday 20<sup>th</sup> March 2013.</p> <p>(Copy attached)</p>	1 - 10
8			<p><b>MATTERS ARISING</b></p> <p>To consider any matters arising from the Minutes.</p>	

Item No	Ward	Item Not Open		Page No
9			<p><b>MINUTES - COMMUNITY FORUM</b></p> <p>To receive the minutes of the Armley Community Forum and PACT meeting held March 2013 and the Bramley Community Forum and PACT meeting held March 2013.</p> <p>(Copy attached)</p>	11 - 16
10			<p><b>MINUTES - AREA CHAIRS FORUM</b></p> <p>To receive the minutes of the Area Chairs Forum meeting held on Friday 1<sup>st</sup> March 2013.</p> <p>(Copy attached)</p>	17 - 22
11	Armley; Bramley and Stanningley		<p><b>WELLBEING FUND REPORT</b></p> <p>To consider a report by the Assistant Chief Executive (Customer Access &amp; Performance) to advise the Area Committee on the current position of the Inner West Wellbeing revenue budget.</p> <p>(Report attached)</p>	23 - 36
12	Armley; Bramley and Stanningley		<p><b>BUSINESS PLAN REPORT</b></p> <p>To receive a report of Area Leader West North West to present for approval a refreshed Inner West Area Committee Business Plan for 2013 – 2015.</p> <p>(Report attached)</p>	37 - 56
13	Armley; Bramley and Stanningley		<p><b>ELECTION OF AREA COMMITTEE CHAIR FOR THE 2013/2014 MUNICIPAL YEAR</b></p> <p>To receive a report of Chief Officer (Democratic and Central Services) to explain the arrangements for the annual election of Chairs for Area Committees and to recommend that the Area Committee elect a Chair for the 2013/2014 municipal year.</p> <p>(Report attached)</p>	57 - 62

Item No	Ward	Item Not Open		Page No
14			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>To note the Area Committee meeting dates and times for the coming municipal year.</p> <p>5.00pm, Wednesday, 26<sup>th</sup> June 2013  5.00pm, Wednesday, 4<sup>th</sup> September 2013  5.00pm, Wednesday, 6<sup>th</sup> November 2013  5.00pm, Wednesday, 18<sup>th</sup> December 2013  5.00pm, Wednesday, 12<sup>th</sup> February 2014  5.00pm, Wednesday, 19<sup>th</sup> March 2014</p>	

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# Agenda Item 7

## WEST (INNER) AREA COMMITTEE

WEDNESDAY, 20TH MARCH, 2013

**PRESENT:** Councillor J McKenna in the Chair  
Councillors C Gruen, T Hanley, J Harper,  
A Lowe and N Taggart  
Co-optees Hazel Boutle, Eric Bowes, Kevin Ritchie

### 91 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

### 92 Late Items

There were no late items.

### 93 Declaration of Disclosable Pecuniary and Other Interests

Cllr. Gruen declared an interest in item 16 Wellbeing Report as a Board Member of Bramley Baths.

### 94 Apologies for Absence

There were no apologies.

### 95 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 questions or representations from members of the public present at the meeting.

### 96 Minutes of the Previous Meeting

**RESOLVED** – That the minutes of the meeting held on 20<sup>th</sup> February 2013 be approved as a correct record.

### 97 Matters Arising from the Minutes

Minute No. 80 – Update on the work of Tenant Scrutiny

Draft minutes to be approved at the meeting  
to be held on Friday, 17th May, 2013

Responding to an enquiry, Members received further detail on Tenant Scrutiny Panels and the nature of the work they undertook.

(Councillor Harper joined the meeting at 5.10pm, during the consideration of this item)

#### **98 Minutes - Community Forum**

The success of the recycling presentation given to the Bramley and Stanningley Combined Police PACT meeting and Community Forum was noted, and it was recommended that the presentation be provided to the Armley Community Combined PACT meeting and Community Forum

**RESOLVED** – That the minutes of the following Community Forum meetings be received and noted:

- Armley Community Forum and PACT meeting – 19<sup>th</sup> February 2013.
- Bramley and Stanningley Community Forum and PACT meeting – 31<sup>st</sup> January 2013.

#### **99 Minutes - ALMO Inner West Area Panel**

The Committee received an update on the current position regarding the ALMO Area Panel's Revenue Budget.

**RESOLVED** – That the minutes of the ALMO Inner West Area Panel meeting held on 11<sup>th</sup> February 2013, be received and noted.

#### **100 Minutes - Area Chairs Forum**

**RESOLVED** – That the minutes of the Area Chairs Forum meeting held on 9<sup>th</sup> January 2013, be received, subject to noting that a correction in Minute No. 3.18 that Crisis Loans from the Social Fund would no longer be available from 1st April 2013, rather than 2014, as stated in the minute.

#### **101 Children's Services Report**

The Director of Children's Services submitted a report which provided a summary of performance at area committee level with a broader summary of city level performance, and builds on previous reports with additional local context and tracking of local indicators.

Sue Rumbold, and Jancis Andrews from Children's Services presented the report to the area committee which focused on the development work that has been undertaken and is ongoing within the West Inner area to address issues of poor attendance levels at schools in the area and the, targeted services work in the area. The report also asked Members to consider providing



financial support to young people wanting to access the National Citizen Service programme who were unable to self - fund.

Following the introduction to the report, a question and answer session ensued, with the key points being as follows:-

- Members raised concerns regarding the low performance levels in respect of Swallow Hill Community College, and received clarification on the status of the College, specifically with regard to its forthcoming transfer to Academy status;
- It was noted that 3 primary schools in the area have shown improved ratings through Ofsted inspections;
- The Committee noted that a detailed piece of work had been prepared with Member involvement and would be ready by May 2013 which will offer guidance and assistance on the journey of a child from preparing to go to school through to moving on to high school;
- It was noted that there has been a reduction of looked after children in the West Inner area but the number is still high in comparison with the rest of the city;
- The Committee noted that the targeted services have been restructured and a targeted services leader (TSL) is now attached to the clusters. The top 100 methodology for identifying and working with children and families is now established and well embedded in most clusters;
- With regard to Common Assessment Framework (CAF) systems and the proportion of requests which met the threshold for being treated as a referral to the Children's Services Social Work service, Members received details of the range of actions being taken to ensure that the CAF process worked more effectively for those residing in the Inner West area. Officers also made an offer to pick up any further issues that Members had in respect of this matter outside of the meeting;
- It was noted that the West Inner area has the lowest figures in the city for attendance at both primary and secondary schools and specifically in respect of primary provision, Members highlighted the negative impact that low attendance had on numeracy and literacy attainment levels. Responding to comments, officers provided an overview of the actions being taken to address such issues;
- Specifically looking at improving attendance, Members highlighted that key factors in addressing this issue included unemployment levels, housing provision, teacher-pupil ratios and the leadership of schools' Chair of Governors and Head Teacher;
- Members discussed the role of clusters in the agenda to improve schools' performance.

Discussion took place around the challenges that face the West Inner area and how the good practice of improved strong leadership and management within the schools that are showing improvement could be rolled out across those schools that are still under achieving.

## **RESOLVED –**

Draft minutes to be approved at the meeting  
to be held on Friday, 17th May, 2013

- (a) That Cllr. Blake as Executive Member for Children's Services be invited to attend a future meeting of the West Inner Area Committee in order to discuss the key points arising from the discussion at this meeting.
- (b) That the contents of the submitted report be noted;
- (c) That the request within the submitted report regarding the provision of financial support to young people wanting to access the National Citizen Service programme, be noted-

(Councillor Taggart joined the meeting at 5.25pm, during the consideration of this item)

## **102 Development of Area Lead Role**

A report was submitted by the Assistant Chief Executive Customer Access and Performance which provided initial proposals for the implementation of an area lead role following the review of area working in 2012.

A review of area working was completed in December 2012 with a number of recommendations agreed by Executive Board. One of the recommendations was to develop and strengthen the existing local 'Champion Role' and re-launch this as an Area Lead role.

The report brought to the Area Committee defined the role of the Area Lead and outlined a list of core area leads needs to be developed and agreed by the start of the new municipal year. The West Inner Area Committee were also asked to consider whether co-optees to the Area Committee who are not elected members could fulfil an area lead role.

Discussion took place around the content of the report and the expected improvements that the Area Lead role would hope to achieve. Members considered the core lead areas detailed within the report, and specifically regarding Environmental enforcement, a Member offered to go on a walkabout with the Enforcement Officers and PCSO's for the area.

Members welcomed the proposed two year tenure for the position of Lead Roles. In addition, Members highlighted the potential capacity issues which could be experienced by an Area Committee of only 2 Wards and as a result, welcomed proposals that the Committee's co-optees became more involved in this process, with any associated training and support being offered to them.

The Committee highlighted the need for Members to be fully informed of what was expected of them in undertaking such roles and noted that it may be beneficial for the appointed Leads to have an opportunity to periodically update Area Committees on the work which has been undertaken in their area.

**RESOLVED** – That subject to the comments made during the discussion, the proposals outlined in the report, including the Area Lead Role descriptions, the list of core functions, the training and support to be provided to the area leads, together with the Committee’s co-optees being provided with related training opportunities with a view to them becoming more involved in the work of the area lead role, be noted and supported.

## **103 Neighbourhood Planning Report**

A report was submitted by the Director of City Development to raise awareness of neighbourhood planning and to agree how the Area Committee could support neighbourhood planning in Inner West.

The Localism Act 2011 introduced neighbourhood planning which is a new power that gives local communities the option to prepare a statutory development plan for their neighbourhood. It is a statutory plan that could determine where new development takes place, what it looks like and the opportunity to address and include other issues of community interest and concern. The Council has a duty to support local communities to prepare a neighbourhood plan and help deliver both local and city-wide objectives. In the Inner West Area there are no neighbourhood plans currently being prepared, but some interest has been expressed in New Wortley.

Following the introduction to the report, a discussion ensued. The key points raised were as follows:-

- Concerns were raised in respect of the approach and ethos of the Council’s planning department, with any improvements to such matters being welcomed. The importance of family housing provision was emphasised;
- Members highlighted the high level demand for housing provision which existed in the city, and the need to ensure that all appropriate measures were taken to maximise housing provision in order to help satisfy such demand;
- Discussion was had around the practicalities involved with the funding and delivery of local projects as part of the Neighbourhood Planning initiative;
- Members discussed the disparity between the number of Neighbourhood Plans which were currently being prepared in Outer areas, when compared with Inner areas, and discussed how communities within the Inner area could be encouraged to participate further in this initiative;
- It was emphasised that Neighbourhood Plans needed to be in line with the Council’s Development Plan and considered that where appropriate, it would be necessary for such Plans to cross Ward boundaries;

- With regard to the expression of interest which had been made for a Neighbourhood Plan in the New Wortley area, Members requested that further work was undertaken in respect of the actions and support that the Area Committee could potentially provide to this project.

RESOLVED -

- (a) That the contents of the submitted report, together with the comments made in respect of the opportunities and challenges for Neighbourhood Planning in the Inner West area, be noted;
- (b) That the interest expressed for a Neighbourhood Plan in New Wortley be noted, with further work being undertaken in respect of the actions and support that the Area Committee could potentially provide to this project.

#### **104 West North West Homes - Presentation**

The Deputy Chief Executive of West North West Homes submitted a report requesting that a presentation be put before the Area Committee instead of its usual six month update.

The presentation gave a brief history from the creation of the ALMO in 2007, to its present state of West North West Homes and its achievements on the way.

The Chair of West Inner Area Committee had requested an update on the Lettings Policy Review this was included within the presentation.

The Housing Team Leaders from Bramley and Armley Housing Offices explained how local issues were being addressed and the achievements that have been made by West North West Homes these included:

- Landseer Road Fencing
- Grit bins delivered to Coal Hill and the Broadleas
- Burnsall Croft Improvements
- Poplar Way turfing verges

They also outlined plans for the coming year these included:

- New kitchen at Stanningley Court
- Clearing of land on the Ganners
- Planters at Burnsall Grange
- Improvements to T blocks on Clydes estate

The presentation showcased the partnership and community work being undertaken, how the ALMO is working to support those affected by the Welfare Reform, the success of the Out of Hours Team, and what was hoped for the future of the ALMO.

**RESOLVED** – That the content of the presentation be noted and a presentation of performance be brought to the Area Committee on an annual basis.

## 105 Wellbeing Fund Commissioning Report

A report by the Assistant Chief Executive (Customer Access and Performance) was submitted to the Area Committee which provided details of the Wellbeing Revenue Budget available for allocation in 2013/14. The report identified the projects to be considered and approved from the Wellbeing Revenue Budget allocation for 2013/14.

Area Committees have received the same allocation to their Wellbeing Revenue Budget for 2013/14 as given in 2012/13. This gives the Inner West Area Committee an allocation of £136,710, there was also an estimated under spend from 2012/13 as reported at the Inner West Area Committee on 20<sup>th</sup> February 2013, the total fund available for new projects in 2013/14 is estimated at £141,570.

The Wellbeing commissioning round for 2013/14 received 36 applications for revenue funding totalling £245,018. A full list of these projects is available at appendix 1 of the submitted report.

Members considered the 20 projects listed in Table 2 of the submitted report and 11 projects listed at Table 3 of the submitted report.

### **RESOLVED –**

- (a) That the available Wellbeing Revenue Budget for allocation in 2013/2014 be noted;
- (b) That the following be agreed from the Wellbeing Revenue Budget allocation for 2013/2014, as detailed within Table 2 of the submitted report:

Project	Armley	Bramley & Stanningley	Decision
Small grants & skips	£2,500	£2,500	Approved
Festive Light motifs	£1,850	£2,405	Approved
AST Engagement Budget	£ 750	£ 750	Approved
WNWH Gardening project	£2,808	£2,808	Approved
LCC Sports coaching scholarship	£ 500	£ 500	Approved
Summer sports	£1,962	£1,962	Approved

leadership camp			
Tasking action day budget	£ 500	£ 500	Approved
Armley:			
Healthy Living Network hub worker	£10,000		Approved
New Wortley CC core costs	£ 6,000		Approved
Clyde Walk Green improvements	£ 5,395		Approved
Armley Saturday night project	£ 4,000		Approved
Armley Festive Light switch on	£ 2,950		Approved
Bramley & Stanningley:			
Broadleas CCTV		£ 1,784	Approved
Bramley Carnival		£ 4,250	Approved
Bramley Festive Lights switch on		£ 2,684	Approved
Bramley Music Festival		£ 2,500	Approved
Fairfield Community Centre		£ 4,820	Approved
Bramley War Memorial		£10,000	Approved
Site based gardener		£ 11,767	Approved
Fairfield garden refurbishment		£ 1,025	Approved

(c) That the following be agreed from the Wellbeing Revenue Budget allocation for 2013/2014, as detailed within Table 3 of the submitted report:

Project	Financial Details	Decision
Dosti Mothers Group & Creche	£ 8,858 (A&BS)	Deferred
Police Off Road Bikes	£ 2,684 (A&BS)	Approved
Armley Common Right Trust equipment	£ 1,720 (A)	Approved

Draft minutes to be approved at the meeting  
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Youth Service holiday provision	£ 4,506 (A)	Deferred
Clydes Junior Wardens Scheme	£ 3,400 (A)	Refused
Activ-8 Youth well-being night	£18,673 (BS)	Deferred
Broadleas Young Tenant Project	£ 7,000 (BS)	Deferred
Welfare / Employment support pot	£15,000 (A&BS)	Deferred
Castleton School Allotment	£ 5,775 (A)	Refused
NPT Pedal Cycles	£ 1,000 (A&BS)	Approved
New Wortley Centre Manager	£16,500 (A)	Deferred

## 106 Area Update Report

A report was submitted by the Assistant Chief Executive (Customer Access and Performance) which provided an update on progress against the Area Support Team's work programme and local priorities, including the transfer of Bramley Baths to the community and Healthy Living Network's new hub on Armley Town Street.

The report also set out the progress against actions in the Inner West Area Committee's Business Plan. Members were asked for their views on priorities and actions for the 2013/14 Business Plan which is due to be ratified at Executive Board in June.

### **RESOLVED –**

- (a) That the contents of the submitted report be noted;
- (b) That the progress made against the Area Committee's Business Plan be noted, with Members being invited to submit any comments on the priorities and actions for the 2013/14 refresh, which is scheduled to be further considered by the Committee in May.

## 107 Date and Time Report

A report was submitted by the Chief Officer (Democratic and Central Services) which sought Members approval for the dates and times of their Area Committee meetings for the 2013/2014 Municipal Year which will commence in May 2013.

Having considered the options available, Members agreed for the General Purposes Sub Group to continue to meet on a Monday.

### **RESOLVED –**

Draft minutes to be approved at the meeting  
to be held on Friday, 17th May, 2013

(a) That the following schedule be agreed for West Inner Area Committee meetings in the 2013/2014 Municipal Year:

- 5.00pm, 26<sup>th</sup> June 2013
- 5.00pm, 4<sup>th</sup> September 2013
- 5.00pm, 23<sup>rd</sup> October 2013
- 5.00pm, 18<sup>th</sup> December 2013
- 5.00pm, 12<sup>th</sup> February 2014
- 5.00pm, 19<sup>th</sup> March 2014.

(b) That once the date of the Annual Council Meeting for 2014 has been finalised, it be agreed that the Chair, in consultation with Area Support Officers, approve arrangements for the seventh Area Committee meeting in May 2014 (the main purpose for which is to elect a Chair for the forthcoming Municipal Year), with all Committee Members and co-optees being informed of the arrangements at the earliest opportunity.

#### **108 Date and Time of Next Meeting**

**RESOLVED** – That it be noted that the next meeting of the West Inner Area Committee is scheduled for Friday 17th May 2013 at 11:00am in the Civic Hall, Leeds.

(The meeting concluded at 7.22pm)



## Armley Forum Minutes of meeting 19<sup>th</sup> March 2013

**Chair:** Cllr Harper

**Present:** Cllr Lowe, Cllr McKenna, K Anderson, B Mason, B Davies, E Bowes, D&H Boutle, S Richmond, F Smyth, E Meadowcroft, X Chevillard, P Hannah, D Peck, B Draper, K Harrison, D&M Stead, P Kempster, D Gregory, A Willis, T Maynard, J Ford, M Pugh, J Ramell

**Apologies:** Mr & Mrs Lawrence, Mrs Lemm, Mr Lykski, Hon Ald B Nelson, Mr & Mrs Rayworth, M Quirke

### 1 **Welcome and introductions**

1.1 The Chair welcomed everyone to the meeting.

### 2 **Minutes of the last meeting**

- 2.1 Update on Environmental Enforcement issues (John Pearson provided post meeting)
- Dog fouling on Cedars & Carr Crofts: Increased patrols and dog wardens made aware
  - Environment Agency response to the waste site on Carr Crofts: awaiting update
  - KFC dumping commercial waste: 2 visits to this company spoke to management re responsibilities last visit 26/3/13
  - Beer cans and bottles on Fearnley Place: Reported for litter picking
  - Graffiti on Lay Lane sub station: Reported for cleaning
  - Rubbish dumped by the recycling centre behind Wilkinsons & Tesco: Reported for clearing to locality team
  - Rubbish and fly tipping by the Commercial pub on Wortley Road: It is in the car park area and land owners made aware of the need to clear
  - Over grown vegetation near KFC: Householder has now cut back

2.2 York Stone removed from Gotts Park – this had been stolen and will be replaced.

### 3 **Police Update**

3.1 Inspector Nathan Franklin introduced himself as Mark Wheeler's successor in charge of the local neighbourhood policing team. Overall, crime and anti-social behaviour has fallen by over 1000 incidents over the last twelve months.

3.2 In the first three weeks of March, there have been 12 fewer burglaries in Armley than the same period last year. Robbery is also down, and motor vehicle crime is about the same.

3.3 The NPT have carried out vehicle checks between Armley and Bramley to deter offenders.

3.4 Cllr Harper congratulated the police on the reduction in crime.

### 4 **Armley Town Street Heritage Scheme**

4.1 Wyn Jones from Leeds City Council attended to report on the evaluation study of the Town Street improvements. Most respondents said the area looks better, and the new shop fronts are particularly popular. The number of vacant properties has decreased and the advertising hoardings have been removed from the Mikes Carpets building.

4.2 Shoppers felt the area was busier, but local businesses disagreed. Chewing gum is a problem, and Wyn is organising a deep clean this summer.

4.3 They keystones are an attractive feature and there will be a new interpretation board installed to explain their significance by the compass feature.

- 4.4 The scheme to improve the Mikes Carpets building is going through planning to repair the roof and windows. The work is being funded through the Heritage Lottery but the owner has made a significant investment in the planning stages.
- 5 **Any other business**
- 5.1 Lots of cigarette ends around the Royal Pub on Town Street. K Sibson to report to Environmental Enforcement. KS
- 5.2 When will the canal towpath be re-opened? Cllr Harper commented that Ward Members hadn't been consulted on the works.
- 5.3 Will the Council lock the gates at the Rose Garden on Gotts Park? K Sibson to find out. Cllr Harper agreed there is a need to keep trying to improve the area, and the threat of vandalism shouldn't be an excuse as many improvements in the ward had been left alone. KS
- 5.4 Station Road Ginnel – The ginnel was cut back and the branches have been left piled up at the end. K Sibson to ask for their removal. KS
- 5.5 Cllr Harper reported that the Highways Agency will be carrying out safety work on the Stanningley By-Pass that will cause some delays.
- 6 **Next meeting**
- 6.1 Tuesday 16<sup>th</sup> April, 7pm Armley Library  
Invite Chris Way from Highways.

Meeting notes – 7.00pm – 9.00pm  
28th March 2013  
Trinity Methodist Church, Bramley

### 1.0 Introductions

- 1.1 Cllr C Gruen welcomed everyone to the first themed forum meeting. The speakers were introduced and the format of the evening explained.

Apologies were noted for Cllr Hanley, Roger Cliff and John Locket.

### 2.0 Minutes and matters arising

- 2.1 The minutes were agreed as a true record of the meeting.
- 2.2 2.4 – A site visit was carried out and costings have been put together. An application for funding will be submitted to the Area Panel.  
6.1 – The forward plan was circulated with the minutes

### 3.0 Police and Crime Commissioner - Mark Burns-Williamson

- 3.1 MBW introduced himself to the forum and talked through his strategic vision for tackling and preventing crime in West Yorkshire over the next five years. The key points were:
- MBW was elected as the Police Commissioner in November 2012. He recognises people are unclear what his role entails.
  - The Government has abolished the Police Authority which MBW was the Chairman, and introduced Police and Crime Commissioners.
  - Mark Gilmore will be appointed Chief Constable on the 2<sup>nd</sup> April 2013. He is currently the Deputy of Northumbria Police
  - MBW's role will be to hold the Chief Constable and the force accountable on behalf of the community for the delivery of Policing in West Yorkshire. He will meet with the Chief Constable and the command team every week.
  - He has increased the Police Council Tax by 3.8%. The revenue generated will be used to recruit 44 new police officers.
  - The new Police and Crime 5 year plan has been launched. Copies of the document can be found at [www.westyorkshire-pcc.gov.uk](http://www.westyorkshire-pcc.gov.uk). The plan was formed by feedback from the community, Police, Partners and voluntary organisations, and sets the frame work for the Police force. The main priorities of the plan are:
    - Reducing burglary
    - Reducing ASB
    - Making sure victims and witnesses are supported
    - Local, regional and national threats, risks and harm are tackled
    - Criminal justice system is effective and efficient
    - Communities are listened to

### 4.0 Deputy Leader of Council and Executive Member for Neighbourhoods, Planning and Support Services – Cllr Peter Gruen

- 4.1 Cllr P Gruen talked explained what the main crime priorities are for LCC and what initiatives are happening in Bramley and Stanningley. The key points were:
- LCC will continue to;
    - reduce burglary
    - tackle domestic abuse
    - reduce reoffending
    - deal with legal highs and cannabis
    - improve the understanding of child sexual exploitation
    - strengthen community engagement through PACT meetings and support to victims
    - make communities feel safer
  - Money has been invested to help reduce burglary in Bramley so it is no longer one of the

worst effected wards in Leeds.

- LCC will continue to support the work of 3<sup>rd</sup> sector organisations, such as BARCA to support one on one work with offenders.

## 5.0 Chief Inspector Neighbourhood Operations – Jim McNeil

5.1 JM talked through the priorities for the Neighbourhood Policing Team (NPT). The key points were:

- JM is the Neighbourhood Commander for the North West Division and looks after 5 NPTs.
- The key themes are burglary, ASB and community engagement - especially with BME.
- There has been a 40% reduction in burglaries across the Division and a 54% reduction in the Bramley & Stanningley Ward. The Division has seen a 20% reduction in ASB and a 35% reduction in Bramley and Stanningley but the perception of ASB is still high. JM recognises that more work is need to tackle ASB in the area.
- Although the Service is facing cuts, the North West Division will do everything it can not to cut front line staff.
- There are 7 key drivers for the NPT, they are:
  - Strong strategic lead
  - Partnership commitment
  - Collocation – JM asked for ideas of where the force could collocate within the community
  - Share the publics priorities
  - Multi agency problem solving
  - Evidence based deployment – Operation Optimal
  - Making more use of 3<sup>rd</sup> sector organisations, volunteers and special constables.
- If residents are interested in volunteering with the Police they should contact JM.

## 6.0 PACT update – Acting Inspector Nathan Franklin

6.1 NF has been in the role of Acting Inspector for 6 weeks but has been with the North West Division for 7 years. He knows the area well and is looking forward to working with the community to tackle the PACT priorities.

6.2 **Priority Crime Update:** There have been no burglaries in Bramley & Stanningley since the 20<sup>th</sup> March (8 days). Compared to this period last year there has been a decreased of 250 burglaries, an increase of 23 theft from motor vehicles, an increase of 9 theft of motor vehicles, robberies are down 19%, criminal damage is down 12% and call reporting ASB is down from 134 to 84.

6.3 **PACT priorities:** Officers have been deployed and tickets have been issued to tackle problem parking. The SID and speeding gun have also been deployed in the area to tackle speeding.

6.4 Through intelligence from the community a number of people have been arrested for burglaries and theft of motor vehicles. Forum members were encouraged to report any information to the Police.

6.5 The Police are working with the taxi licensing team, vehicle standards agency and other partners to create pop up vehicle check sites. These sites have had a direct affect in reducing crime in the area.

6.6 Residents who are tenants of ALMO properties and are charged with burglary offences, will receive a letter warning them they are infringing their tenancy agreement and their home is at risk.

6.7 Residents were reminded that all the PACT information can be found on the NPT website, emergency should be reported by calling **999**, for non emergencies call **101** or email [aa.nptarmleybramleystanningley@westyorkshire.pnn.police.uk](mailto:aa.nptarmleybramleystanningley@westyorkshire.pnn.police.uk).

## 7.0 Question and Answer session

7.1 Q: Will the increase in Council Tax cover the cost of recruiting more PCSO's as well as PC's?

A: MBW - The budget is earmarked to recruit 44 PC's. The number of PCSO's will stay the same, this is due to the additional funding from the Council to fund PCSO's. 2000 Police jobs will be lost during the spending review, 106 will go through retirement. MBW has raise his concerns about the cuts with the Government and is working to secure a better funding formula.

Cllr P Gruen - The Council have committed £1.6million towards funding PCSO's – 5 per ward.

7.2 Q: What initiatives are in place to tackle the increase in theft from motor vehicles in the area?

A: NF – Reducing burglary is the NPT's priority and Operational Optimal is heavily resourced. When there is a peak in the number of thefts from motor vehicles and Operational Optimal allows it, mapping systems will be produced and PCSO's will be deployed in to those areas to tackle the problem.

JM – The increase of theft of motor vehicles is down to a few prolific offenders in the area. The Police target those individuals when they are released from prison.

7.3 Q: What is in place to support young people make a positive contribution to the community?

A: MBW - 'Opening up opportunities for young people' is a key priority in the Police and Crime plan. A Youth Advisory Group will be set up which will consult on the Police and Crime Plan. The plan will be monitored throughout the year and reviewed yearly. The Young Explorers Program encourages young people to get involved with the Police. The budget cuts will make it difficult to support initiatives like this so it is important to work with 3<sup>rd</sup> sector organisations and Council to make them happen.

JM - A Community Volunteer Hub has been set up at the Police Station and is staffed by volunteers to help with Police initiatives. Previous initiatives have involved recruiting students from the Criminology Department to advise students living in Leeds what they can do to help reduce their risk of becoming victims of crime. A youth who started on the Young Explorers Program has now been recruited to become a Special Constable. JM asked for residents to nominate any youth people who may be interested in joining the scheme.

NF – Is starting a Youth Hate Scrutiny Panel. The coordinators are working with secondary schools and colleges to recruit students to the panel. POCA (Proceeds of Crime Act) funding is available to partly fund Youth Projects in the local community.

7.4 Q: What can be done to help/support residents who report ASB?

A: JM - Everyone who reports ASB will receive a visit from an Officer, unless specified otherwise. The under reporting of ASB is high for the area and is a concern for the NPT. They are looking at ways to resolve it.

NF – New markers have been introduced to the call handling system to map any repeat calls.

Cllr P Gruen - Services have been changed to deal with ASB more efficiently and effectively. More work is needed to address noise nuisance. ZT to circulate a copy of the report that quotes all the statistics regarding ASB.

MBW – There has been an issue with the 101 number which may have resulted in people not being able to report ASB incidents.

ZT

7.5 Q: Can PCSO's issue tickets for dog fouling?

A: JM – Will take back the idea to look in to.

Cllr P Gruen – As part of the funding agreement the Council would like the PCSO's to take on more responsibility such as environmental issues which could include dog fouling.

7.6 Q: How can Partners (Schools, Councils etc) work together to tackle hate crime?

A: MBW – Education is the key to tackling hate crime and more work is needed to get in to schools to get it on to the agenda. The force are currently reviewing hate crime reporting centers and new ways it can be reported. Public service staff need training on hate crime.

JM – Safer Schools and CSO's can help in the education program of hate crime and they are already doing some great work.

7.7 Q: What can be done to block or restrict the numbers of pawn brokers/pay day loan shops in the area?

A: Cllr C Gruen - Agreed that illegal money lending needs to be tackled but also raised the point that payday loans shops and pawn broker that are legal but should be managed due to the damage they cause to families.

Cllr Taggart – Is the Chair of West Yorkshire Trading Standards and suggested Officers from the team come and represent at a future forum. The Police can not investigate legal money lenders with high APR's. Trading Standards are recruiting MP's to change the legislation to reduce the top limits on interest.

Cllr C Gruen – The forum will have a debt themed meeting the future.

Cllr P Gruen - Bramley Debt Forum highlights the alternative credit options available to residents.  
MBW - The introduction of the bedroom tax will have an affect on the amount of people using illegal and legal money lenders. The Police could link in with Trading Standards.  
Cllr C Gruen – The Bramley Ward Members meet with the Bramley Shopping Centre on a regular basis to discuss the amount of legal money lenders and the impact they have on the area.  
JM - The Police are concern the illegal money lenders in the area.

7.8 Q: Does LCC allow planning permission for pawn brokers and payday loan shops to open up in the area?  
A: Cllr C Gruen – Pawn brokers and payday loans shop are legal. Shop unit rents are high and in the recession it is hard to find traders who can afford the rents.

7.9 Q: How accurate are the NPT PACT figures?  
A: NF – The figures relate to crimes that have been reported and recorded. NF can bring details on detection rates to future meetings. **NF**

7.10 Q: As the rate of domestic violence is high in Bramley, what support is available in the area to victims?  
A: NF - The Police has a Safe Guarding team that covers the whole of Leeds. They have trained Officers to support victims. The Police also works with Partners and LCC to tackle domestic violence.  
Gill Hunter, Community Safety Officer – A lot of work is happening in the area around domestic violence. All schools and Partner agencies have received training on domestic violence. Work is needed to link in with the Children Centers.

7.11 GH expanded on some points that had been raised earlier in the meeting. They were:

- Off road motor bikes team have produced a leaflet that will be circulate shortly which informs residents how to report nuisance motor bikes.
- Eastern European volunteers are helping to deliver advice sessions to Eastern Europeans about unemployment, hate crime, training etc.

7.12 Cllr Gruen asked GH to provide an update of what is happening in the area at a future meeting and suggested Partners are invited.

## **5.0 Area Committee Update (Kevin Ritchie – Bramley Forum Co-optee)**

5.1 KR gave an update on what was discussed at the last Area Committee. The key points were;

- the Area Committee have allocated 10K towards the war memorial
- work is started to support residents effected by the welfare reforms
- Children Service presented an update report

## **6.0 Any other business (All)**

6.1 Residents at the forum passed on their congratulation to Rachel Reeves on the birth of her baby girl and also to the gritters during the bad weather. **ZT**

6.2 A resident report the pot holes in Bramley Shopping Centre car park. Cllr C Gruen to report. **Cllr Gruen**

6.3 Due to the Forum over running, there was not time to pick up any housing issues. Resident were asked to report any concerns directly ZT who would feed them back to Claire Smith at the ALMO.

6.4 The vote for the Co-optee will take place at the next meeting. Nomination forms are available from ZT. Email [Zoe.tyler@leeds.gov.uk](mailto:Zoe.tyler@leeds.gov.uk) or call 0113 3367859.

## **7.0 Next Meeting**

7.1 Debt themed forum - Thursday 30<sup>th</sup> May 2013, Venue TBC

# Agenda Item 10

**Area Chairs Forum  
Friday 1<sup>st</sup> March 2013  
Committee Room 1, Civic Hall**

**Attendance:**

Councillors: P. Gruen (Chair), G. Hyde, G. Hussain, G. Wilkinson, A. Gabriel, K. Bruce, J. Akhtar, P. Wadsworth, J. McKenna,

Officers: J. Rogers, K. Kudelnitzky, R. Barke, S. Mahmood, J. Maxwell

Minutes: S. Warbis

Attending for specific items: D. Lyons, D. Roberts, H. Pinches, E. Richardson, P. Fairfax

<b>Item</b>	<b>Description</b>	<b>Action</b>
<b>1.0</b>	<b>Apologies</b>	
1.1	Cllr A McKenna	
<b>2.0</b>	<b>Minutes and Matters Arising</b>	
2.1	The minutes of the previous Area Chairs Forum meeting on 9 <sup>th</sup> January 2013 were agreed as an accurate record.	
2.2	<u>3.14 of previous minutes – Welfare Reform</u> It was noted that due to personal circumstances no officer was able to attend with the item on welfare reform at the West Inner Area Committee meeting on 20 <sup>th</sup> February. It was also noted that officers were working hard to prepare citizens, councillors and front line staff for the impact of welfare reforms but despite this there would be a real impact on the city in the coming months.	
2.3	<u>3.20 of previous minutes – Welfare Reform</u> There was some discussion over a consortium working with voluntary groups looking for funding from Area Committees relating to welfare reform activity. It was reaffirmed that each Area committee would have to decide individually the priorities for their funding and which applications should be successful.	
<b>3.0</b>	<b>Approaches to Financial Inclusion</b>	
3.1	David Roberts, Senior Policy and Information Officer, attended with Dianne Lyons, Chief Executive Leeds CAB and gave a presentation on the challenges of welfare reform and financial inclusion in Leeds.	
3.2	The presentation highlighted the issues of families without savings and those in debt, and raised the issues of benefit caps, under occupancy, households without bank accounts and changes to the DWP social fund. Also information was given on the support and advice being provided on debt advice by the CAB and other partners and support being provided through the Leeds Credit Union, including new accounts aimed at helping those most vulnerable.	
3.3	Information was also provided on Headrow Money Line which can offer higher risk loans, as an alternative to payday lenders, at significantly reduced interest rates.	
3.4	Area Chairs welcomed the information given and were pleased with the amount of advice and support that was being made available. However it was also recognised that there would still be a lot of Leeds residents in difficulty and that there may be unrest within some communities.	
3.5	It was pointed out that there would be certain situations where individuals would not be able to pay bills, including rent and council tax, and that the council needed to be clear on how it would deal with these situations.	

- 3.6 It was mentioned that a report would be going to Executive Board in April outlining the authority's stance, and that it was important that support should be given to frontline staff who would be dealing with individuals with real problems.
- 3.7 The question was raised as to how smaller organisations that can offer support were being linked into approaches by CAB, Advice Centres and the Credit Union. It was pointed out that there were still a lot of people who were not aware of how they would be affected by changes to the welfare system. Dianne Lyons informed the meeting that a partnership exists that includes around 35 providers, both large and small, and that further funding is being sought through the lottery fund to develop back office systems and referral services that will link the partners closer together and provide a means for the most appropriate referrals for support.
- 3.8 It was also pointed out that there has been a shift in the advice being sought from debt advice to benefit advice and the CAB is looking at capacity issues and how it can be best organised itself to meet the increasing demands.
- 3.9 David Roberts was thanked for his presentation on financial inclusion and it was suggested that it might be relevant for this to be taken to Area Committee meetings in the future.

**David  
Roberts**

#### **4.0 Review of Area Working**

- 4.1 Heather Pinches attended with a discussion paper regarding the development of the Area Lead Role for Area Committees.
- 4.2 It was pointed out that the paper did not cover the entirety of the new role and that more detail would need to be provided in "job descriptions" for the roles, including details of responsibilities and support for the role.
- 4.3 A comment was made around the potential role of co-optees as Area leads and that more detail needed to be given around training and development. It was also suggested that detail needed to be developed about the role relating to Neighbourhood Planning, as this seems to be a more prominent issue in localities.
- 4.4 The question was raised as to timescales for developing and implementing the Area Lead roles in Area Committees. It was agreed that the discussion paper presented should be taken to the next round of Area Committees in March. After feedback is received from Area Committees a paper will be taken to Executive Board with a view to Area Committees appointing to the roles in the June / July cycle of meetings. It was acknowledged that some Area Lead roles will be more fully developed at this time than others, and that there would be a need for some of the new Area Leads to be involved in shaping and developing their role over time.
- 4.5 Work had already started to strengthen the Area Committee Health Champion role, and it had been agreed with Cllr Mulherin that the health area could be used as a focus in developing the Area Lead Role and some principals could then be applied to other Area Lead Roles.
- 4.6 A diagram was distributed that showed the existing area and local partnership arrangements. It was explained that this had been used in a workshop the day before to start looking at models for future local partnership arrangements.
- 4.7 The workshop had highlighted that there is sometimes a disconnection between city wide and local partnerships, and that links between on the ground staff and local partnership groups also need strengthening. There is also inconsistency



across the three areas relating to employment and skills arrangements.

- 4.8 There was a feeling from the workshop that there was a need for some consistency across the three areas at the top level themed partnerships but that there should be less prescription below the Area Committee level, with local arrangements to suit local needs being the most appropriate way forward.
- 4.9 It had also been suggested that Area Committee sub groups needed to be closely related to delegations, and also that the Area Lead Role would be key to making partnership links and influence over service areas most effective.
- 4.10 It was suggested that the difficulty in being able to represent employment and skills activity on the diagram may not be because things aren't happening, but may be because communication of what is in place may need improving.
- 4.11 There was seen to be a need for further discussion about the links and relationship between Area Committees and school clusters.
- 4.12 It was stressed that the link between the ground and the strategic level needed to be developed and explained, and that methods for influencing up and down should be clear.
- 4.13 It was mentioned that Area Champions had not always been successful in the past as the roles were not defined and support was not in place. It was suggested that the Area Lead Roles needed to be sold to elected members who may have had disappointing experiences in the past. It was also suggested that there needed to be clarity about how the roles would operate and there needed to be confidence that the implementation of the Area Lead Roles would result in a change to the effectiveness of the Area Committees.
- 4.14 It was stressed that the Area Lead Roles were seen as being extremely important, but that they would rely on the services to support them, and enable them to exert influence. Links to the executive members would also be vital in making this a success and there would need to be close monitoring of how things were progressing and where there were issues to resolve.
- 4.15 It was pointed out that the partnership diagram was the wrong way round and that the community should be at the top, with Area Committees in the middle, and strategic partnerships at the bottom.
- 4.16 It was also pointed out that the third sector was missing from the diagram. It was stressed that the diagram did not attempt to capture all partnership arrangements and that the vital informal networks / levels of influence were not represented.

## **5.0 Transform Leeds Programme**

- 5.1 Pat Fairfax, Policy and Performance Manager, attended with Erin Richardson, Transform Leeds Programme Manager with Voluntary Action Leeds, to provide background to the Transform Leeds Programme and to discuss the opportunities for Area Committee involvement in it's future development.
- 5.2 There is a need to strengthen the links between the third sector and the council at a locality level and one way could be through a regular discussion with Area Committees about local issues and priorities and to provide an update on local activity. An audit of third sector organisations highlighted that they value elected members as a source of information at a local level.
- 5.3 Transform Leeds is an 18 month programme of work, led by the third sector, that aims to radically improve support and development services for frontline third sector organisations in Leeds. It's main outcomes are to provide

sustainable support for third sector organisations, to develop local leadership and effective partnership working, and to have more efficient services with less dependence on state funding.

- 5.4 A key part of the programme is the Transform Commission, which is chaired by Councillor Yeadon, and which brings together experts and interested parties from the third sector, the council, universities and other partners. The commission would benefit from having a locality view fed in.
- 5.5 The question was asked as to whether Area Chairs felt it would be useful for third sector partners to attend Area Committees, whether regular updates would be welcomed and if Area Committees would value sharing their priorities with third sector partners.
- 5.6 It was pointed out that following the recent State of the City event, and through experience of the Stronger and Safer Partnership and the Third Sector Partnership, there is a concern that connections are not being made effectively and that these could be strengthened.
- 5.7 It was also mentioned that with the prospect of the forthcoming Youth Service delegation, strong links between the Area committees and on the ground organisations would be vital. There were some concerns raised over whether city wide third sector organisations could truly represent local groups. This is always going to be an issue, however Third Sector Leeds are now linking in to more local groups and Area Committees could assist in improving this.
- 5.8 It was mentioned that groups such as the Leeds Faith Forum are looking to forge links with the third sector and could benefit from engaging with Transform Leeds. In the past third sector groups have competed for funding but now there is an increased need for groups to be working together. There was a view that Area Committees would benefit from local updates and could also benefit from advice on how to build local consortia.
- 5.9 It was agreed that Pat Fairfax, Cllr Yeadon and Cllr Hussain would be invited to the next regular meeting with Cllr Gruen, James Rogers and the Area Leaders to discuss how to best make progress with the Transform Leeds discussions.

**Sarn  
Warbis**

## **6.0 Wellbeing Budgets**

- 6.1 The wellbeing budget position as at period 10 was circulated and discussed.
- 6.2 Great efforts had been made by all 10 Area Committees to ensure that orders were raised and payments made. It was noted that there are still issues with flagging funding for staff positions and projects that have been agreed beyond the current financial year, with budgets showing as being uncommitted on the system, when they have clearly been assigned. It was agreed that Area Leaders would pursue this with finance staff.
- 6.3 It was pointed out that the figures presented did not include commitments made during the February cycle of Area Committee meetings and that the position will have improved since then.
- 6.4 It was raised that a large amount of wellbeing money was being spent to tackle environmental issues and that there was an argument that more of the citywide funding should be used to address areas where this was particularly a problem, such as areas with high student resident numbers. It was pointed out that the distribution of resources for the environmental delegation already took this into account.
- 6.5 It was highlighted that the West Inner Area Committee, that contains only two wards, needs to use a higher proportion of it's wellbeing allocation to fund

**Area  
Leaders /  
Kathy  
Kudelnitzky**

additional posts in it's area. It was argued that there should be a weighting used in their case when allocating wellbeing budgets.

- 6.6 It was pointed out that all Area Committees could make arguments about increased wellbeing funding for their areas. It was also pointed out that the wellbeing budgets had remained the same for at least the last two years despite financial pressures for the authority. It was accepted that there could be an argument for more targeting of environmental resources based on environmental standards, acknowledging that some areas would need more resource to reach an acceptable level, but it was also noted that areas can change in terms of their demographic, such as the student population moving more towards the city centre.
- 6.7 It was noted that there needed to be a greater degree of social responsibility in some areas, and that there could not be an expectation that the authority would repeatedly focus attention on streets that would rapidly deteriorate after remedial work was carried out. It was suggested that in certain areas more emphasis on enforcement and education was needed. It was also suggested that money raised through environmental enforcement action should remain in the area to help mitigate future problems, and also as an incentive for enforcement staff. Cllr Gruen agreed that he would investigate this suggestion.
- 6.8 There were further discussions relating to the movement of staffing resources to cover sickness in other areas, and also over the distribution of litter picking staff. It was pointed out that Area Leaders, Area Chairs and environmental sub groups all had a role in raising these issues with service managers.
- 6.9 It was raised that there should be more options for Area Committees who had committed all of their annual budgets to get support from Area Committees who had in year reserves for projects to be carried out in the next financial year.
- 6.10 It was raised that the issues relating to the distribution of resources would also arise when future delegations are being developed, and that there needed to be pressure on services to match delegations with real resources.
- 6.11 It was noted that there shouldn't be pressure to use up budgets if it resulted in unwise spending. It was also noted that there would be increased pressure for the council to allocate funding where the need was greatest in the future.

**Cllr Gruen**

## **7.0 Any Other Business**

- 7.1 It was suggested that the focus of the next Area Chairs Forum meeting should be around Health Issues and particularly how to promote issues around health equality. It was agreed that invitations to the meeting should be given to Cllr Mulherin, Cllr Illingworth and Ian Cameron, Director of Public Health.

**Sarn  
Warbis**

## **8.0 Date of Next Meeting**

- 8.1 Friday 3<sup>rd</sup> May 2013, 10:00 – 12:00, Committee Room 4 - Civic Hall

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**Report of the Assistant Chief Executive (Customer Access & Performance)**

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

**Date: 17<sup>th</sup> May 2013**

**Subject: Wellbeing Fund Commissioning Report**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Armley, Bramley & Stanningley		
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input 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: Appendix number:		

**Summary of main issues**

1. The purpose of this report is to advise the Inner West Area Committee of:
  - The balance of the Inner West Wellbeing revenue budget 2013/14
  - A change of use for a grant awarded in 2012
  - Deferred and new Wellbeing applications for consideration
  - Projects in development

**Recommendations**

2. The Area Committee is asked to:
  - Note the balance of the Wellbeing Revenue Budget for 2013/14.
  - Consider the new and deferred Wellbeing applications listed in Section 3
  - Review the projects in development listed in Section 3.
  - Consider the change of use request from Interplay Theatre Company at 3.6

## **1 Purpose of this report**

- 1.1 The purpose of this report is to advise the Area Committee on the current position of the Inner West Wellbeing revenue budget. It also presents a number of new projects for approval and lists the applications received during the commissioning round that were deferred at the last meeting.
- 1.2 The report also seeks approval for a change of use for a large grant awarded to Inerplay Theatre Company in 2012, and advises Members of two projects that are currently in development pending a full application.

## **2 Background information**

- 2.1 Area Committees have a delegated responsibility for the allocation of Area Wellbeing funding. The amount of Wellbeing funding provided to each committee is calculated using a formula agreed at Full Council taking into consideration both population and deprivation of an area.
- 2.2 The 2013/14 Inner West Area Committee's Wellbeing revenue allocation is £136,710. After deducting any existing commitments and taking account of the 2012/13 carry forward position, the Area Committee had £140,731 of funding available for new projects. The majority of this funding was committed to a range of schemes at the 20<sup>th</sup> March Area Committee meeting, as listed in Appendix 1.

## **3 Main issues**

### Current Budget Position

- 3.1 The current balance of the ward Wellbeing budgets are:  
Armley £26,234  
Bramley & Stanningley £17,145

### Projects deferred from March

- 3.2 Appendix 2 lists applications deferred at the March Area Committee meeting. Members have been given further information on the schemes, and some have secured additional funding since that meeting. It is recommended that projects that have been unable to provide adequate additional information, or significantly changed since the first application be declined. Applicants may re-apply taking into account their new circumstances, subject to funds being available.

### Interplay change of use request

- 3.3 In November 2012, the Area Committee awarded a capital grant of £7,500 towards the development phase of a capital improvement scheme to transform their current hall into a quality performance space and provide an improved educational offer.
- 3.4 The Area Committee funding was to pay for a Green Energy Audit and architect fees, and a large grant application was made to the Arts Council for the build costs. The Arts Council declined the application on the basis that the feasibility study was completed in 2009. Feedback on their application was very positive, and the organisation has been encouraged to re-apply with an updated feasibility study.

3.5 Interplay would like to request a change of use for the Area Committee grant to fund an updated feasibility study, and are optimistic this will secure the large scale investment needed for this project.

3.6 Members are asked to approve the change of use request which is still eligible for capital funding.

#### New Wellbeing applications

3.7 Since the last Area Committee three new Wellbeing applications have been received. Project summaries are attached at Appendix 3.

3.8 Project 1 - St Catherine's Replacement Bicycles - £410  
(Bramley & Stanningley Ward)

St Catherine's Drive Children's Home in Bramley would like to purchase five new mountain bikes for their residents to replace ones that were stolen. Bramley Ward Members are contributing £300 MICE funding towards the project.

3.8 Project 2 – Ganners Alley Gates – £1,890  
(Bramley & Stanningley Ward)

Moorside Tenants and Residents' Association are working with Leeds Community Safety on a scheme to fence around the garages on Ganners Lane to deter burglary, criminal damage and anti-social behaviour. The scheme will install railings and gates the entrance and behind the garages to cut off a potential access route for criminals. Match funding has been applied for from West North West Homes Area Panel.

3.9 Project 3 – Bramley Grit Bins - £530  
(Bramley & Stanningley Ward)

In 2011, the Area Committee funded additional grit bins in seven locations across Bramley and Stanningley ward; Beecroft Close, Horsforde View, Ivy Gardens, Landseer View, Westover View and Coal Hill Green. As part of the installation, Members agreed to fund the refill costs which last year were £530. Members are asked to set aside the same amount for this financial year.

3.10 Project 5 – Armley Town Street Interpretation Panel - £80 + Potential repair costs  
(Armley Ward)

The Heritage Lottery funded Armley Town Street regeneration scheme is almost complete. One of the final pieces of work is to install an interpretation panel by the compass feature to explain the scheme and provide further detail on the keystones which highlight important people and dates in Armley history.

The Heritage Lottery is funding the cost of the panel but stipulates that the council should put in place a cleaning schedule and guarantee repair or replacement for a two year period. The Environmental Locality Team have been approached to provide the cleansing service, and this will be provided at a cost of £80 per year.

The Area Committee is asked to underwrite the cost of replacing or repairing the panel should it be vandalised during the first two years, to a maximum of £1,250. Funds will not be committed from the budget without Ward Member approval.

3.11 Bramley Villagers - £2,500 – Community Boxing Facility

(Bramley & Stanningley Ward)

Bramley Villagers have applied for funding for the first stage of a £5,000 project to convert the basement of their building into a community boxing club for all ages. Access to the facility will cost no more than £2 a session, and youth service providers will be contacted to offer taster sessions for the young people to try.

The first phase of the project is to level the floor and purchase new equipment. The second phase will be to construct a new boxing ring.

50% match funding is required for the scheme, and the organisation looking to establish a voluntary organisation to enable them to apply to grant funds for the remainder.

### Projects In Development

3.12 The following project has been put forward by the Youth Service and a full application is expected to be submitted in June.

3.13 Project 5 – Lazer Centre Subsidy - £TBC, expected in the region of £5,000  
(Both wards)

The Youth Service needs to increase income from the Lazer centre and is looking to charge organisations that are currently using the facilities for free. Some of these groups have indicated they may struggle to pay the charge, and Members are currently being consulted on the criteria for a possible subsidy scheme for groups from the inner West.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 Elected Members have been consulted on local priorities through the Area Business Plan. The commissioning round began with a communication to all Area Committee contacts and a press release.

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

4.2.1 All Wellbeing funded projects are assessed in relation to Equality, Diversity, Cohesion, and Integration. In addition, the Area Committee Wellbeing process is currently being reviewed citywide, which will include undertaking a new Equality Impact Assessment to ensure the Wellbeing process continues to comply with all relevant policies and legislation.

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

4.3.1 Projects submitted to the Area Committee for Wellbeing funding are assessed to ensure that they are in line with Council and City priorities as set out in the following documents:

- 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 Aligning the distribution of Area Committee Wellbeing funding to local priorities will help to ensure that the maximum benefit can be provided.
- 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 There are no legal implications or access to information issues. This report is not subject to call in.

#### **4.6 Risk Management**

- 4.6.1 Risk implications are considered on all Wellbeing applications. Projects are assessed to ensure that applicants are able to deliver the intended benefits.

### **5 Conclusions**

- 5.1 Wellbeing funding provides an important opportunity to support local organisations and drive improvements to services. The Area Committee has committed over £96,000 to local projects already this year.
- 5.2 This report asks the Area Committee to consider the remaining projects from the commissioning round and three new applications received since the last meeting.

### **6 Recommendations**

- 6.1 The Area Committee is asked to:
- Note the balance of the Wellbeing Revenue Budget for 2013/14.
  - Consider the new and deferred Wellbeing applications listed in Section 3
  - Review the projects in development listed in Section 3.
  - Consider the change of use request from Interplay Theatre Company at 3.6

### **7 Background documents**

- None

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**1.0 Revenue**

**1.1 Revenue Budget Calculation**

revenue budget calculation for the 2013-14 financial year. It shows the

2013/14 IW Revenue Budget	ONW Area Committee	Armley	B&S
Balance Brought Forward from 12/13	£45,906	£27,280	£18,626
2013/14 New Allocation	£136,710	£68,355	£68,355
<b>Total</b>	<b>£182,616</b>	<b>£95,635</b>	<b>£86,981</b>
Schemes Approved from 2012-13 budget to be spent in 2013-14	£ 42,885	£25,885	£17,000
2013/14 Commitments	£96,352	£43,516	£52,836
<b>Remaining to Allocate</b>	<b>£43,379</b>	<b>£26,234</b>	<b>£17,145</b>

**1.2 Revenue Project Statement**

As most projects are paid in arrears, remaining funds does not necessarily indicate an underspend on the project

Project Name	Lead Organisation	Total Project Cost	Armley			Bramley & Stanningley		
			Earmarked	Paid	Remaining	Earmarked	Paid	Remaining
Small Grants & skips	WNW Area Support Team	£6,478	£3,239	£102	£3,138	£3,239	£102	£3,138
Festive Lights Armley	Leeds Lights	£4,255	£1,850	£0	£1,850	£2,405	£0	£2,405
NIP Engagement	WNW Area Support Team	£1,500	£750	£0	£750	£750	£0	£750
Sports Coaching	Sports & Active Lifestyle	£1,000	£500	£0	£500	£500	£0	£500
Summer Sports Leadership	Sports & Active Lifestyle	£3,924	£1,962	£0	£1,962	£1,962	£0	£1,962
Off Road Bikes	WYP	£2,684	£1,342	£0	£1,342	£1,342	£0	£1,342
Gardening towards Employment	The Conservation Volunteers	£5,616	£2,808	£0	£2,808	£2,808	£0	£2,808
Action Days	Community Safety/Police	£1,000	£500	£0	£500	£500	£0	£500
Pedal Cycles	WYP	£1,000	£500	£0	£500	£500	£0	£500
Replacement Tools	Armley Common Rights Trust	£1,720	£1,720	£0	£1,720	£0		
A Taste of Life	Healthy Living Network	£10,000	£10,000	£0	£10,000	£0		
Armley Saturday Night Project	Breeze	£4,000	£4,000	£0	£4,000	£0		
Armley Lights Switch On	WNW Area Support Team	£2,950	£2,950	£0	£2,950	£0		
Clyde Walk Green	Groundwork	£5,395	£5,395	£0	£5,395	£0		
New Wortley CC Revenue Support	New Wortley CC	£6,000	£6,000	£0	£6,000	£0		
Broadleas CCTV	Leedswatch	£1,784	£0			£1,784	£0	£1,784
Bramley Carnival	Bramley Carnival Committee	£4,250	£0			£4,250	£0	£4,250
Bramley Christmas Lights Switch On	Bramley Lights Project	£2,684	£0			£2,684	£0	£2,684
Bramley Music Festival	Bramley Music Festival c'tee	£2,500	£0			£2,500	£0	£2,500
Fairfield CC	Fairfield Community Centre	£4,820	£0			£4,820	£0	£4,820
Bramley War Memorial	Bramley War Memorial C'tee	£10,000	£0			£10,000	£0	£10,000
Site Based Gardener	P&C	£11,767	£0			£11,767	£0	£11,767
Fairfield ArtGarden Refurb	WNW Area Support Team	£1,025	£0			£1,025	£0	£1,025
<b>Total</b>		<b>£96,352</b>	<b>£43,516</b>	<b>£102</b>	<b>£43,415</b>	<b>£52,836</b>	<b>£102</b>	<b>£52,735</b>

**1.3 Revenue Projects Live from Previous Years**

The table below provides a revenue project statement of grants funded in previous years that are still live.

Project Name	Lead Organisation	Total Project Cost	Armley			Bramley & Stanningley		
			Earmarked	Paid	Remaining	Earmarked	Paid	Remaining
Target hardening in Armley	AST comm CASAC	£3,000	£3,000	£0	£3,000	£0	£0	£0
Bramley park floodlights	Parks & Countryside	£17,000	£16,000	£0	£16,000			
Aston Ginnet Closure	0	£7,485	£7,485	£0	£7,485	£0	£0	£0

## 2 Capital

The is no additional capital funding allocated to Area Committees for 2013-14. Any new Capital projects will use monies taken from Revenue and will feature at 1.2 and 1.3. However, due to the first installment of the Yeadon Cricket Club loan repayment b

## 3 Small Grants

Project Name	Lead Organisation	Wards Benefiting	Amount Earmarked	Amount Paid
Eric Atkinson Sign	WNW Area Support Team	Bramley & Stanningley	£ 100.00	£ -
Fairy Jobmother Creche	WNW Area Support Team	Bramley & Stanningley	£ 203.00	£ 203.00
CCTV	New Wortley Community	Armley	£ -	£ -
Making Bramley Bloom	Newlay and Whitecote Residents Association	Bramley & Stanningley	£ -	£ -
Flat Roof Repairs	West Leeds Sports and Social Club	Armley & Stanningley	£ -	£ -
Information Leaflet about reporting Nuisance Bike within communities	West Yorkshire Police	Armley, Bramley & Stanningley	£ -	£ -
Covert Surveillance Cameras	LCC WNW Locality Team	& Stanningley	£ -	£ -
0	0	0	£ -	£ -
0	0	0	£ -	£ -
0	0	0	£ -	£ -
0	0	0	£ -	£ -
0	0	0	£ -	£ -
0	0	0	£ -	£ -
0	0	0	£ -	£ -

**Total £ 303.00 £ 203.00**  
**Budget £ 6,478.00**  
**Available to Allocate £ 6,025.36**

## 4 Skips

£1000 was allocated per ward for skips.

Skips	Ward Benefiting	No of Skips	Amount Committed	Paid
Mistress Lane, Armley, LS12 2HL	0	John Pearson	£ 149.64	£ -
0	0	0	£ -	£ -
0	0	0	£ -	£ -
0	0	0	£ -	£ -
0	0	0	£ -	£ -
0	0	0	£ -	£ -
0	0	0	£ -	£ -
0	0	0	£ -	£ -
0	0	0	£ -	£ -
0	0	0	£ -	£ -
0	0	0	£ -	£ -

**Total £ 149.64 £ -**  
**Budget £ 6,478.00**  
**Available to Allocate £ 6,025.36**

### **Projects deferred from March Area Committee Meeting**

- Dosti Mental Health Service – £7,276 (A) £1,580 (B&S)
- Youth Service Summer Activities – £2,253 (A) and £2,253 (B&S)
- Welfare Reform Budget – £7500 (A), £7,500 (B&S)
- New Wortley Community Centre Manager – £19,500 (A)
- Activ-8 Youth Project at Bramley Baths – £18,673 (B&S)
- Broadleas Young Tenants Project – £7,000 (B&S)

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## Appendix 3

### St Catherine's Bicycles

**Project Name: St Catherine's Bicycles**  
**Amount Applied for: £410**

**Lead Organisation: St Catherine's Drive**

#### **Project Summary:**

St Catherine's Drive LCC Children's Home would like to purchase five mountain bikes for use by the young people from the home as the previous bikes were stolen. The storage for the new bikes will have a new lock installed and the young people will be supervised at all times.

The bikes will keep young people fit, healthy and active. Young people from the home participate in charity bike rides to raise funds for local charities. It is hoped by continuing to participate in these ride the young people will feel part of the community and be less inclined to be drawn into criminal activities.

#### **Fund priority**

Health and Wellbeing

#### **Project Delivery**

The group will purchase five mountain bikes.

#### **Outcomes**

- Purchase of 5 mountain bikes for use by the young people
- Improvement in health and helping to keep young people active.
- Continued participation in charity bike rides benefiting local charities.

#### **Ward / Neighbourhood:**

Bramley & Stanningley

#### **Project Cost & Financial Breakdown**

5 bikes have been sourced with a total cost of £710

Cllr Hanley is providing £300 MICE

Wellbeing requested - £410

## Bramley Grit Bin Refills

**Project Name: Bramley Grit Bin Refills**  
**Amount Applied for: £530**

**Lead Organisation: LCC Highways**

### **Project Summary:**

In 2011, the Area Committee funded additional grit bins in seven locations across Bramley and Stanningley ward; Beecroft Close, Horsforde View, Ivy Gardens, Landseer View, Westover View and Coal Hill Green.

As part of the installation, Members agreed to fund the refill costs which last year were £530.

Members are asked to set aside the same amount for this financial year.

### **Fund priority**

Health and Wellbeing

### **Project Delivery**

LCC Highways will ensure the grit bins are topped up ahead of forecasted snow or ice.

### **Outcomes**

Grit bins will be available for use by the community to increase road safety and prevent falls.

### **Ward / Neighbourhood:**

Bramley & Stanningley

### **Project Cost & Financial Breakdown**

Based on 2012 figures, each grit bin costs £75 to refill.

Total project cost = £530



## Armley Town Street Interpretation Panel

**Project Name: Armley Town Street Interpretation Panel**

**Amount Applied for: £80 + Guarantee of repairs up to £1,250**

**Lead Organisation: LCC Regeneration Service Major Projects Team**

### **Project Summary:**

Armley Town Street has benefited from a substantial improvement scheme to install York stone paving with decorative keystone features highlighting important people and organisations from the area. Other improvements include new heritage style shop fronts and street furniture.

One of the final stages of the scheme is to install an interpretation panel to explain the scheme and provide more detail on the keystone features. This will be funded by the Heritage Lottery, but they require a maintenance agreement to be put in place ahead of installation.

The Area Committee is asked to approve £80 towards a scheduled clean each quarter, and underwrite the repair or replacement costs for the first two years, up to a maximum of £1,250 - which is the cost of a full replacement.

### **Fund priority**

**Community & Regeneration**

### **Project Delivery**

The design and positioning of the board will be agreed in consultation with Ward Members and other stakeholders.

In the event of significant damage to the board.

### **Outcomes**

Heritage Lottery funding will be secured.

The interpretation panel will celebrate the achievements of Armley people and organisations.

### **Ward / Neighbourhood:**

Armley

### **Project Cost & Financial Breakdown**

The cost of quarterly cleaning is £80, any graffiti will be removed on an ongoing basis.

The Area Committee is asked to underwrite £1,250 towards the cost of any future repairs in the next two years.

## Bramley Villagers Boxing Club

**Project Name: Community Boxing Club**

**Amount Applied for: £2,500**

**Lead Organisation: Bramley Villagers**

### **Project Summary:**

Bramley Villagers on Broad Lane is looking to create a new community boxing club in the basement of its building. The club will be open to all ages with a charge of £2 per session for adults and £1 for children.

The project is in two phases. This grant will be used to level the floor and purchase new equipment. The second phase is to construct a boxing ring.

The organisation is currently a limited company and unable to apply to other grant funders. The Area Support Team and Leeds City Council Sports Development are helping the group establish the boxing club as a community sports club to enable it to apply for match funding.

Local youth services providers will be approached to encourage young people who are NEET or at risk of crime to access the facility.

### **Fund priority**

Health and Wellbeing

### **Project Delivery**

The first phase will enable the sessions to begin, with the boxing ring completing the scheme in phase two.

### **Outcomes**

- A new boxing club for all ages
- New sports facility for the area
- More young people accessing out of school activities

### **Ward / Neighbourhood:**

Bramley & Stanningley

### **Project Cost & Financial Breakdown**

Wellbeing fund requested: £2,500

Levelling and concreting floor : £800

Laminate floor : £1300

Metal frame for boxing bags : £500

Additional bags & equipment : £400

Construct new boxing ring : £2,000

**Report of Area Leader – West North West**

**Report to Inner West Area Committee**

**Date: 17<sup>th</sup> May 2013**

**Subject: Inner West Area Committee Business Plan**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): All	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input 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? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of main issues**

1. This report presents a refreshed Inner West Area Committee Business Plan for 2013 – 2015. (Appendix 1).
2. The full Business Plan was presented to the March 2012 Area Committee for final approval. It is a three year plan running from 2012 -15 and it was agreed that the plan will be refreshed annually.
3. Members have been consulted on the production of the refreshed plan to ensure that it reflects their views and the communities that they represent. Also to ensure it reflects the new city wide priority plans and performance monitoring principles.
4. The refreshed Business Plan is presented to the Area Committee for final approval.

**Recommendations**

The Area Committee are asked to:

- Note the contents of this report;
- Approve the refreshed Business Plan at Appendix 1;
- Agree to the Area Support Team continuing to monitor and develop the Business Plan;
- Agree to receive updates at future meetings and an annual refresh of the plan.

## **1 Purpose of this report**

- 1.1 This report presents for approval a refreshed Inner West Area Committee Business Plan for 2013 – 2015. (Appendix 1).

## **2 Background information**

- 2.1 In 2008, the Leeds Strategic Plan brought together the themes in the existing Vision for Leeds and Local Area Agreement to provide an integrated framework for partners to tackle city wide priorities. To translate city wide priorities and outcomes to local improvement priorities, the Area Committee approved a three year Area Delivery Plan in June 2008 which was refreshed in June 2009 and June 2010.
- 2.2 The Area Committee delegated functions and priority advisory functions were approved by the Executive Board in June 2009. This approval was rolled forward to 2010/11 and 2011/12 with amendments made to the environmental delegations.
- 2.3 The 2008-2011 Area Delivery Plan (ADP) which underpins the work of Area Support Team, came to a formal end in March 2011, however the work programme has continued with many projects rolling forward from the ADP.
- 2.4 At the December 2011 Area Committee, Members approved a proposal to replace the Area Committee Delivery Plan (ADP) with a new annual Business Plan that would reflect changes to the city and council planning and partnership framework and include local community engagement planning and actions. The Business Plan would continue to outline local priorities and actions for the Inner West and provide a framework for the spend of the Well-being budget.
- 2.5 Members have been consulted on the production of the refreshed plan to ensure that it reflects their views and the communities that they represent. Also to ensure it reflects the new city wide priority plans and performance monitoring principles.

## **3 Main issues**

- 3.1 The Area Committee was presented with an update on the 2012/13 actions in the Business Plan at its meeting in March 2012.
- 3.2 The refreshed Business Plan is presented to the Area Committee for approval. The Business Plan will be monitored by the Area Committee, and regular updates will be provided.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 Members have been consulted on the contents of the plan.

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

- 4.2.1 The Business Plan takes into account equality, diversity, cohesion and integration issues.

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

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

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

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

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

4.5.1 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are eligible for Call In.

4.5.2 There are no key or major decisions being made that would be eligible for Call In.

4.5.3 There are no legal implications as a result of this report.

#### **4.6 Risk Management**

4.6.1 This report provides an update for Members and seeks approval of a Business Plan Action Plan and therefore no risks are identifiable.

### **5 Conclusions**

5.1 The Area Committee requires a document to set out the key priorities for the year that links to city wide policies and provides a framework for the spending of the Well being budget.

5.2 The new Business Plan supports and contributes to changes already being put in place to the planning framework at a city wide level. It illustrates how the Area Support Team will support partnerships and local services in this process and continue to champion the role of the Area Committee.

### **6 Recommendations**

6.1 The Area Committee are asked to:

- Note the contents of this report;
- Note the contents of the refreshed Business Plan at Appendix 1;
- Agree to the Area Support Team continuing to develop and monitor the refreshed Business Plan;
- Agree to receive updates at future meetings and for the Business Plan to be subject to an annual refresh.

### **7 Background Documents**

7.1 None

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# **Inner West Area Committee Business Plan 2011/15**

## **Contents**

### **Executive Summary**

#### **1. Chairs Foreword**

#### **2. Area Committee Introduction**

#### **3. Functions of the Area Committee**

#### **4. Well Being Budget**

#### **5. Ward Profiles**

#### **6. Priorities and Actions for 2013/14**

#### **7. Priority Neighbourhoods**

#### **8. Partnership and Integrated Working**

#### **9. Community Engagement**

#### **10. Commitment to Equalities and Cohesion**

#### **11. Monitoring Arrangements and Promotion of Area Committee Achievements**

## **Executive Summary**

### **About the Business Plan**

In 2008, the Leeds Strategic Plan brought together the themes in the existing Vision for Leeds and Local Area Agreement to provide an integrated framework for partners to tackle city wide priorities. In order to translate city wide priorities and outcomes to local improvement priorities, the Area Committee approved a three year Area Delivery Plan in June 2008 which was refreshed in June 2009 and rolled forward to June 2011.

This Business Plan replaced the ADP, reflecting changes to the City and council planning and partnership framework and incorporates local community engagement planning and actions. The Business Plan will continue to outline local priorities and actions and reflect the themes and aims of Leeds Initiative, in addition to providing a framework for the spend of the well being budget.

An action plan accompanies the Business Plan, in which it sets out the priorities, actions and outcomes to be achieved. At the heart of the action plan is the Inner West Area Committee's ambition to improve the quality of life to residents to see that:

- Bramley and Armley town centres are thriving and vibrant.
- Local people are engaged in sport and cultural activities.
- Local people are able to access as many opportunities as possible to get jobs or learn new skills.
- Crime and anti social behaviour are reduced, with a particular focus on reducing burglary rates.
- Improvements are made to priority environmental sites to enhance cleanliness and attractiveness.
- The SLA for Environmental Services is delivered.
- Local people are consulted on changes that may affect their lives and support them to get involved in local decision making.
- All children and young people attend school and have access to services that will enhance their well-being.
- All local people are active and healthy.
- Improvements are made to our most deprived neighbourhoods through integrated partnership working.
- There are increased numbers of volunteers working within our local communities.
- Local communities are cohesive and engender a sense of pride in their neighbourhoods.
- Better use is made of community buildings

The Business Plan will enable the Area Committee to fulfil the principles of integrated locality working and improving local services. The priorities in the Business Plan Action Plan have been selected after a study of the prospects, opportunities and challenges facing the local residents and agreed with local partners and Members.

### **How we will deliver this plan**

The Area Support Team will play a key role in engaging the public and other stakeholders to shape the content of the Business Plan Action Plan going forward, manage performance and report progress.



## **1. Foreword by the Inner West Area Committee Chair**

(To be added by 2013/14 Area Committee Chair)

Inner West Area Committee Chair

## 2. Area Committee Introduction

Decisions on this Business Plan are made by the Ward Councillors of the Inner West Area Committee:

- Armley ward (3 Elected Members)
- Bramley ward (3 Elected Members)

Ward Councillors are local representatives and have a key role as community champions. The Area Committee has co-opted four members: representatives of the Armley Forum and Bramley & Stanningley Forum. The co-opted members do not have voting rights as legally only Elected Members or council officers (with delegated powers) can make decisions about how the Council's budget is spent.

Area Committee meetings are held at least six times a year and the public are encouraged to attend and participate through the 'Open Forum' section at the beginning of the meeting. 2013/14 Inner West Area Committee dates:

Wednesday 26 <sup>th</sup> June 2013	Armley Venue TBC
Wednesday 4 <sup>th</sup> September 2013	Bramley Venue TBC
Wednesday 6 <sup>th</sup> November 2013	Armley Venue TBC
Wednesday 18 <sup>th</sup> December 2013	Bramley Venue TBC
Wednesday 19 <sup>th</sup> February 2014	Armley Venue TBC
Wednesday 19 <sup>th</sup> March 2014	Bramley Venue TBC

The Business Plan will be revised and refreshed every year to ensure the priorities and outcomes are still relevant.

The primary focus of the Area Committee continues to be improving local services in Inner West Leeds and working in partnership with Council services and key agencies, including the Police, health services, West North West Homes Leeds and the voluntary and community sector to achieve local aspirations. The Area Committee must also demonstrate its contribution to the success of Leeds and the Business Plan reflects the themes and aims of Leeds Initiative and links local and city wide outcomes.

### 3. Functions of the Area Committee

The 2012/13 Area Function Schedule, included in the Council's Constitution (Part 3, Section 3c), outline both Delegated Functions and Priority Advisory Roles of the Area Committee and was presented and agreed at the 27<sup>th</sup> June 2012 Area Committee. A copy is available on request.

#### Delegated Functions:

- Area Well Being Budgets
- Community Centres
- Neighbourhood Management Co-ordination
- CCTV
- Street Cleansing & Environmental Enforcement Services

#### Priority Advisory Functions: (influencing, developmental/consultative responsibilities)

- Community Engagement
- Community Greenspace
- PCSOs, Neighbourhood Policing Teams, Multi agency crime and grime operations
- Highways Maintenance (continuation of ward member responsibility)
- Local Children and Young People Plans
- Health and Wellbeing (Including Adult Social Care)
- Area Based Regeneration Schemes and Town and District Centre Projects
- Conservation Area Reviews

#### Well being Budget:

*To take decisions about, and monitor activity relating to the use of the annual revenue allocation to each Committee.*

- a) The Well being Budget is used to support the priorities identified by Elected Members in consultation with residents and partners. It is administered by the Area Support Team on behalf of the Area Committee.
- b) The Area Committee receives update reports to each meeting with updated budget positions.

#### Community Centres:

*In relation to each community centre identified by the Director of Environment and Neighbourhoods as within the Committee's area, to:*

- *oversee controllable revenue budgets, operational arrangements and the use of the centres;*
- *agree and implement a schedule of charges and discounts for directly managed centres;*
- *make asset management and investment proposals to ensure the portfolio is sustainable and meets local needs.*

- a) Under the current Functions Schedule there is currently one community centre delegated to this Area Committee:
  - Strawberry Lane Community Centre

- b) There is an ongoing review corporately in relation to community centres looking at the current delegation and market rental assessments.

#### Neighbourhood Management:

*To agree priority neighbourhoods (through the approval of the Business Plan); and to agree and monitor Local Area Management Plans for the Committee's area.*

The Business Plan provides a framework to manage the delivery of key project activity in priority neighbourhoods focusing on the achievement of measurable improvements to service delivery using largely mainstream resources and integrated locality working. The Area Committee will have a direct role in setting the governance arrangements and community engagement programmes for priority neighbourhoods

- a) The priority neighbourhoods for the Inner West have been agreed as the Fairfields and Broadleas within Bramley & Stanningley ward and the New Wortley and Wythers within Armley ward.
- b) A Neighbourhoods Improvement Board has been established to oversee the neighbourhood improvement programme which includes the development and delivery of a neighbourhoods improvement plan and two front line neighbourhood partnerships.
- c) Reports will be provided to Area Committee twice a year to highlight achievements and provide performance management information.

#### CCTV

*To maintain an overview of the service in the Committee's area and receive regular information about it.*

- a) The Area Committee will receive an annual report in June to provide an update in relation to CCTV, in addition regular reports will be provided to members via email.

#### Environmental Services:

*To develop and approve annual Service Level Agreements to achieve as a minimum, the service standards set by Executive Board. Via the Service Level Agreement, to determine the principles of deployment of the available resources by:*

- *the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered)*
- *The agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality.*

*To be responsible for monitoring and reviewing the delegated activities in relation to the service outcomes specified in the SLA.*

*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.*

- a) The Area Committee's General Purposes Sub Group to which all Members are invited meets on a regular basis to oversee the development and implementation

of the SLA. Quarterly service activity reports will be submitted by the Environmental Locality Manager to the sub group for consideration. Through the sub group, the report will be used to identify changes in issues and priorities and therefore help guide service delivery over the following quarters. Feedback from these meetings will form part of the regular reporting to the Area Committee to performance manage the delegation.

- b) Twice yearly performance monitoring reports will be submitted by the Environmental Locality Manager to the Area Committee for consideration to enable members to review the implementation and delivery of the SLA.
- c) An annual report will be submitted by the Area Committee to Executive Board, detailing the performance against service outcomes and the execution of Executive Board policy locally.

#### Community Engagement:

*Each Committee will agree a local community engagement plan based on an agreed template to ensure consistency across the city. Information on how Area Committees have delivered on their community engagement plans will be included in an annual report to the Executive Board. It will outline achievements from the previous year and future priorities.*

- a) As part of this Business Plan, a programme of community engagement will be developed with the aim of providing consistency across the 10 Area Committees. This activity will fulfil the Area Committee's delegated responsibilities and will be managed by the Area Support Team on behalf of the Area Committee.

#### General Purposes Sub Group

- a) The General Purposes Sub Group will offer the opportunity for Members to discuss in more detail local issues with heads of service and other agencies.
- b) A regular cycle of invited guests will be agreed with Members to provide update reports and progress as and when appropriate.

#### Forward Plan

A forward plan will be produced annually, outlining the reports scheduled for the Area Committee in that municipal year.

#### **4. Well Being Budget**

Each Area Committee has been delegated a Well being Budget which it is responsible for administering. The aim of this budget is to support the social, economic and environmental wellbeing of the area by using the funding to support projects that contribute towards the delivery of local priorities set out in this Business Plan. The Area Support Team works in partnership with agencies and service providers to ensure an efficient and effective use of the funding, and where possible, request match funding to be secured to ensure leverage is achieved.

#### **5. Ward Profiles**

Profiles are available for each of the four wards in the Inner West and will be annually reviewed by the Area Support Team. They include the following information:

- Ward Members
- Geographical location
- Socio-economic/demographic summary
- Priority Neighbourhoods
- Assets (Schools, main council facilities, main non council facilities)
- Key priorities in each ward (including development/regeneration plans, local issues and challenges)
- Key local organisations

These profiles are used in conjunction with Neighbourhood Index and Indices of Deprivation to provide a context for shaping local priorities.

#### **6. Priorities and Actions for 2013/14**

A draft action plan outlining the Area Committee priorities and actions for 2013/14 has been produced and will be reviewed annually. The action plan sets out specific actions to deliver the Area Committee's priorities, based on the new integrated working design.

#### **7. Priority Neighbourhoods**

In June 2012, the Area Committee approved a Neighbourhood Improvement Programme to better focus on delivering measurable improvements in the four priority neighbourhoods.

Priority neighbourhoods are identified based on the following:

- Neighbourhood Index
- Indices of Deprivation
- Consultation with Elected Members
- Data available from partners on their service users

The New Wortley and Wythers within Armley ward and the Broadleas and Fairfields within Bramley & Stanningley ward continue to be the priority neighbourhoods for the Area Committee. Whilst there has been some improvement in the most deprived areas; crime, poor educational outcomes and a poor living environment would still

appear to be the biggest issues with many Super Output Areas in the most deprived 20% nationally within these domains.

The Neighbourhoods Improvement Board was met for the first time in July 2012, chaired by the Executive Member for Environment and Neighbourhoods. The Board has identified three priorities for improvement:

- Health inequality
- Improving learning outcomes for children and young people
- Employment and Skills

The Board is developing a Neighbourhoods Improvement Plan through which the priority themes will be addressed. Each theme has a senior officer leading the individual work programmes in the priority neighbourhoods. Two Neighbourhood Partnerships have been established to better co-ordinate services on the ground, engage with residents and deliver some of the actions in the Neighbourhood Improvement Plan.

## **8. Partnership and Integrated Working**

Locality Working is about working better with a wide range of services, organisations and residents to improve local communities. It focuses on better coordination and cohesive service delivery which is able to best meet the needs of local people. Area Committee will nominate champions for partnership roles to support this agenda.

### 2012/13 Area Committee Champions

Cllr McKenna	Community Safety
Cllr Lowe	Health & Wellbeing
Cllr Hanley	Fuel Poverty
Cllr Gruen	Corporate Carers
Cllr Harper	Environment

### West North West Area Leadership Team

The team is chaired by a member of the corporate leadership team, and oversees the development and successful implementation of local integrated services that improve outcomes in west north west neighbourhoods. The new locality working approach is outlined in the design principles agreed by Executive Board in December 2010 (a copy of the design principles is available on request).

### Community Safety Tasking

The Inner West Tasking group works in partnership, taking a problem solving approach to crime and environmental issues. Intelligence sharing means that actions identified are intelligence led, focusing on hotspot areas. The group meets monthly and regularly reports back to the Area Committee and also the Divisional Community Safety Partnership.

## **9. Community Engagement**

Developing a programme of community engagement is one of the Area Committee's key responsibilities. This business plan seeks to provide a robust framework for community engagement which supports the identification of business plan activity and involves the public in local decision making. To facilitate this process, it is recommended that engagement activity should be split into two main components:

- a) Primary Engagement: A core programme of primary engagement for all 10 Area Committees should be implemented which provides a consistent approach for consulting the public on the broad priorities for each area and meets the requirements for the area committees' delegated function. It is proposed that this is undertaken through an annual survey of Citizens Panel Members and is implemented as part of the annual Business Plan development and review process. The results of this consultation will be presented in a report to Area Committees setting out the findings of the consultation against the business plan themes.
- b) Secondary Engagement: In addition to this core programme of community engagement, each area committee may elect to undertake additional engagement as it relates to the business of the Area Committee. For the Inner West this will include but is not limited to ward forums and drop-in sessions, community fun days and a range of engagement activities linked to the delivery of individual projects and programmes of service improvement.

## **10. Commitment to Equalities and Cohesion**

Leeds City Council has a strong commitment to equality and cohesion. Community cohesion is a key priority for the Area Committee and their work within local communities is aimed at developing harmonious communities where people can come together in a spirit of cooperation to improve their area.

Leeds City Council has an Equality Framework and achieved an 'Excellent' standard in May 2011. Area Management are responsible for ensuring that equality standards are embedded in all Area Committee work.

Well Being Funding Agreements are signed by all agencies and community groups, who must also implement and adhere to their own equality statements in order for them to receive funding.

## **11. Monitoring Arrangements and Promotion of Area Committee Achievements**

The Action Plan outlining the Area Committee priorities and actions will be subject to performance monitoring. Further performance management arrangements will be developed during the implementation of the Business Plan.



## Inner West Area Committee – Business Plan Action Plan 2013-14

<b>Best City For... Health &amp; Wellbeing</b>				
<i>What will the Area Committee do to address this priority?</i>	<i>Who will deliver this?</i>	<i>By When?</i>	<i>What progress has been made?</i>	<i>What was the impact?</i>
<b>Objective 1: Promote healthy lifestyles and tackle health inequalities</b>				
Work with partners to deliver health related programmes of activity in priority neighbourhoods	Public Health Health Living Network Barca Fairfield & New Wortley Community Centres	Ongoing		
<b>Best City For... Children &amp; Young People</b>				
<i>What will the Area Committee do to address this priority?</i>	<i>Who will deliver this?</i>	<i>By When?</i>	<i>What progress has been made?</i>	<i>What was the impact?</i>
<b>Objective 2: All children and young people in Leeds have access to out of school activities</b>				
Work with partners to target and deliver diversionary activities for young people.	Youth Service Barca Clusters	Ongoing		

<b>Best City For... Business</b>				
<i>What will the Area Committee do to address this priority?</i>	<i>Who will deliver this?</i>	<i>By When?</i>	<i>What progress has been made?</i>	<i>What was the impact?</i>
<b>Objective 3: Provide opportunities for people to get jobs or learn new skills</b>				
Develop a programme of work to tackle unemployment in priority neighbourhoods.	Jobs & Skills Clusters Job Centre Plus Community Centres	Ongoing		
<b>Objective 4: Work with local businesses and partners to support a flourishing local economy</b>				
Work with businesses and partner agencies to promote Armley Town Centre as a safe and clean place to shop.	Area Support Team Police Environmental Locality Team	Ongoing		
<b>Objective 5: Provide opportunities and facilities to enable local people to access and engage in sport and cultural activities</b>				
Work with partners to develop local projects that offer new opportunities to participate in sport and cultural activities.	Area Support Team LCC Sport Development	Ongoing		

<b>Best City For... Communities</b>				
<i>What will the Area Committee do to address this priority?</i>	<i>Who will deliver this?</i>	<i>By When?</i>	<i>What progress has been made?</i>	<i>What was the impact?</i>
<b>Objective 6: Make better use of our community buildings</b>				
Support the Fairfield, New Wortley and Strawberry Lane Community Centres to increase the range of services delivered	Area Support Team Community Centres BARCA	Ongoing		

<b>Objective 7: Reduce crime and anti-social behaviour, with a particular focus on reducing burglary rates</b>				
Deliver and review Armley and Bramley burglary reduction plans. Work with the tasking partnership to solve priority issues and hotspot concerns.	Divisional Community Safety Partnership Tasking	Ongoing		
<b>Objective 8: Consult local people on changes that may affect their lives and support them to get involved in local decision making</b>				
Hold community forums and meetings across the ward.  Ensure significant developments are appropriately communicated to the public.	Area Support Team	Ongoing		
<b>Objective 9: Support local events that bring people together</b>				
<b>Objective 10: Support the development of strong networks of community groups that are able to contribute to improving their neighbourhoods</b>				
Support local voluntary, community and faith organisations to play a lead role in the development and implementation of neighbourhood activities.	Area Support Team West North West Homes	Ongoing		
<b>Objective 11: Support volunteering within our local communities</b>				
Engage volunteers to work within local communities and support the development of community assets.	Area Support Team Community Centres	Ongoing		

**Objective 12: Improve the local environment and our parks and open spaces**

Work through the environmental delegation and local tasking to tackle environmental hotspots	Locality Team Tasking	Ongoing		
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**Objective 13: Improve public service co-ordination working together with local residents to improve our most deprived neighbourhoods**

**Objective 14: Support partnership working around priority neighbourhoods**

Deliver Inner West Neighbourhoods Improvement Programme	Area Support Team Neighbourhood Board Neighbourhood Partnership meetings	Ongoing		
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**Objective 15: Ensure efficient use of available resources such as Wellbeing in order to address both local and citywide priorities**

Use Wellbeing budget to support projects that meet the objectives of the business plan.  Closely monitor projects to ensure they deliver their outcomes and provide value for money	Area Support Team Area Committee	Ongoing		
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<b>Best City To... Live</b>				
<i>What will the Area Committee do to address this priority?</i>	<i>Who will deliver this?</i>	<i>By When?</i>	<i>What progress has been made?</i>	<i>What was the impact?</i>
<b>Objective 16: Support local communities to take advantage of Neighbourhood Planning opportunities</b>				
Provide support to community groups to start the neighbourhood planning process.	Area Support	Ongoing		

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

### Report to West (Inner) Area Committee

Date: 17<sup>th</sup> May 2013

### Subject: Election of Area Committee Chair for the 2013/2014 Municipal Year

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If relevant, name(s) of Ward(s):</i> Armley, 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
<i>If relevant, Access to Information Procedure Rule number:</i> 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 2013/2014 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 2013/2014 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 2013/2014 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 Thursday, 16<sup>th</sup> May 2013. 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 Executive and Decision Making Procedure Rules state that the power to Call In decisions does not extend to those decisions taken by Area Committees.

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 2013/14 municipal year at this meeting will mean that the matter would have to be 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, 16<sup>th</sup> May 2013) and the Annual Council Meeting (6.00pm, 20th May 2013), 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 2013/2014 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 2013/2014 Municipal Year, from amongst the named nominations which have been received.

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

None

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<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

## **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 by no later than 5pm the day before the meeting convened to consider the appointment of the Chair. The Head Of Governance Services will give appropriate notice to whips and Independent Members of this deadline.
- 5.4 Area Committees will meet to agree the election of Chair for the forthcoming Municipal Year during the period that is the first working day after the nomination process closes, and the last working day that is the day before the Annual Council Meeting.
- 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.