



**NORTH WEST (OUTER) AREA COMMITTEE**

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**Meeting to be held in Civic Hall on  
Monday, 10th December, 2012 at 2.00 pm**

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**MEMBERSHIP**

Councillors

B Anderson	-	Adel and Wharfedale;
J L Carter	-	Adel and Wharfedale;
C Fox	-	Adel and Wharfedale;
G Latty	-	Guiseley and Rawdon;
P Latty	-	Guiseley and Rawdon;
P Wadsworth (Chair)	-	Guiseley and Rawdon;
B Cleasby	-	Horsforth;
C Townsley	-	Horsforth;
D Collins	-	Horsforth;
C Campbell	-	Otley and Yeadon;
R Downes	-	Otley and Yeadon;
S Lay	-	Otley and Yeadon;

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**Phil Garnett**

**W N W Area Leader: Jane Maxwell  
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# A G E N D A

Item No	Ward	Item Not Open		Page No
			<b><u>PROCEDURAL BUSINESS</u></b>	
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 AND OTHER 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 13-18 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct.</p>	
5			<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>	
6			<p><b>OPEN FORUM</b></p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
7			<p><b>MINUTES - 5TH NOVEMBER 2012</b></p> <p>To confirm as a correct record, the minutes of the meeting held on 5<sup>th</sup> November 2012.</p>	1 - 6

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8			<p><b>ENVIRONMENTAL SERVICES - SIX MONTH PERFORMANCE UPDATE ON THE SERVICE LEVEL AGREEMENT</b></p> <p>To receive a report of The Locality Manager (West North West) providing an update on performance against the Service Level Agreement between Outer NW Area Committee and the WNW Environmental Locality Team.</p>	7 - 18
9			<p><b>WELL-BEING FUND BUDGET REPORT</b></p> <p>To receive a report providing the Area Committee with an update on the current amount of revenue and capital funding committed and available via the Area Committee well-being budgets for wards in the Outer North West.</p>	19 - 26
10			<p><b>AREA UPDATE REPORT</b></p> <p>To receive a report of the Assistant Chief Executive (Customer Access and Performance) providing Members with information on a range of Area Committee business, including key messages from forums and sub groups, together with project and service activity.</p>	27 - 52
11			<p><b>NORTH WEST (OUTER) AREA COMMITTEE BUSINESS PLAN UPDATE REPORT</b></p> <p>To receive a report of the Assistant Chief Executive (Customer Access and Performance) providing an update on the work to date to deliver the actions within the North West (Outer) Area Committee Business Plan 2011-2015. The report also seeks approval to undertake a review of the business plan to ensure that it continues to be fit for purpose and reflects current city wide priority plans.</p>	53 - 68

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12			<p><b>AREA CHAIRS FORUM MINUTES</b></p> <p>To receive a report of the Assistant Chief Executive (Customer Access and Performance) providing a brief overview of the Area Chairs Forum minutes.</p>	69 - 76
13			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>2pm, Monday 4<sup>th</sup> February 2013.</p> <hr/> <p><b>MAP OF TODAY'S MEETING</b></p> <p>Civic Hall, Leeds, LS1 1UR</p>	77 - 78

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# Agenda Item 7

## NORTH WEST (OUTER) AREA COMMITTEE

MONDAY, 5TH NOVEMBER, 2012

**PRESENT:** Councillor P Wadsworth in the Chair

Councillors B Anderson, C Campbell,  
J L Carter, B Cleasby, R Downes, C Fox,  
C Townsley D Collins, S Lay and G Latty

### **34 Appeals Against Refusal of Inspection of Documents**

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

### **35 Exempt Information - Possible Exclusion of the Press and Public**

There were no resolutions to exclude the public.

### **36 Late Items**

There were no late items added to the agenda.

### **37 Declaration of Disclosable Pecuniary and Other Interests**

Councillor Townsley declared a significant other interest in Agenda Item 9 'West Yorkshire Fire and Rescue Service – Proposals for Changes to Emergency Cover in West Yorkshire as a Member of the West Yorkshire Fire Authority. (Minute 43 refers.)

Councillor Cleasby declared a significant other interest in Agenda Item 10 'Well – Being Fund Budget Report' as a Committee Member of the Horsforth Live at Home Scheme. (Minute 44 refers.)

### **38 Apologies for Absence**

Apologies for absence were received from Councillor P Latty.

### **39 Open Forum**

In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee.

On this occasion there were two members of the public in attendance who had heard about the meeting through an advert placed in the Otley and Wharfedale Observer.

#### **40 Minutes - 24th September 2012**

The minutes of the meeting held on 24<sup>th</sup> September 2012 were approved as a correct record.

#### **41 Matters Arising**

##### Minute No. 23 Matters Arising

In relation to a question asked about a representative of Leeds Bradford Airport attending the Area Committee, Members were informed that due to the most appropriate person currently being off work sick the airport were unable to confirm at present which Area Committee meeting they would be able to attend.

#### **42 Annual Community Safety Report**

The Director of Environment and Neighbourhoods submitted the annual community safety report which provided Members with details of the community safety activity undertaken during the last 12 months. The report also provided details of crime data, making comparisons with previous years.

In attendance to answer member questions were:

Zahid Butt – Area Community Safety Officer; and  
Inspector Richard Coldwell – West Yorkshire Police.  
Lucy Mosalski – Leeds Anti-social Behaviour Team

Members discussed the crime statistics for the Adel and Wharfedale ward, and the increase in car crime due to two active criminals operating in the area. Arrests have been made and overall crime had dropped in the current year. Specific discussion took place on theft from vehicles and that preventative measures can significantly reduce the crime statistics in relation to this. Inspector Coldwell confirmed this was the message West Yorkshire Police were communicating to the public.

Discussion took place about the effectiveness of cameras in preventing crime and providing assurance to the public. Members were informed that CCTV evidence can be powerful and that cameras generally help the Police gather intelligence and can act as a deterrent.

The merits of using special constables was considered by Members and the Area Committee were informed that the number of special constables being recruited in the North West Leeds division had increased and a new process for specials deployment has led to more effective use of the specials.

Specific questions were asked of the Leeds Anti-social Behaviour Team in terms of anti social behaviour in Otley and Yeadon which the Leeds Anti-social Team agreed to provide to Members for Otley and Yeadon



**RESOLVED** – That the Area Committee:

- (a) note the contents of the report;
- (b) note the Area Committee's role in reducing burglary and other crime; and
- (c) request specific crime figures in terms of anti social behaviour in Otley and Yeadon.

**43 West Yorkshire Fire & Rescue Service (WYFRS) - Proposals for Changes to Emergency Cover in West Yorkshire**

The Assistant Chief Executive (Customer Access and Performance) submitted a report which brought to the attention of the Area Committee the West Yorkshire Fire and Rescue Services' consultation document which provided outline proposals for addressing the challenges of a reducing budget and the realignment of resources following a dramatic reduction in risk and demand over the past ten years.

Nick Smith, District Fire Commander and Nigel Atkins Station Commander (Rawdon & Cookridge) informed Members about proposed changes to fire services in North West Leeds. They highlighted the budget pressures the service was under, current and future response times and the reduction in risk over the last few years especially in the outer areas of Leeds. The plan for Rawdon and Otley was put forward and the merger between Cookridge and Moortown was also highlighted to Members.

Members discussed the report in detail. Members sought reassurance that the new station to replace the merged stations of Cookridge and Moortown would be large enough to cope with future demand especially considering the likelihood of new housing developments. The location of a new fire station was discussed.

Members also sought explanation for the closure of Rawdon fire station and the difficulties that would now be encountered as fire vehicles would have to travel along the congested A65. Members were informed that the area was low risk and that there was no longer finance available to keep Rawdon fire station open.

Members also discussed with fire service officers the need for continued focus on prevention especially when considering vulnerable people.

Members asked questions about the new response times and whether these had been calculated. Fire officers confirmed calculations had been made and these were read out to Members.

Members also asked fire officers questions about the future and whether there would be more cuts to services imposed. Members were informed that the current plan takes West Yorkshire Fire Service through to 2020.

The time spent on various activities was broken down by fire service officers present, at the request of Members.

Members also discussed the relationship West Yorkshire Fire Service has with neighbouring fire services, how services overlapped and the opportunities to re-charge other authorities when the service attend incidents outside the county.

Members were also assured that West Yorkshire Fire Service were well placed to support problems caused by flooding.

#### **RESOLVED –**

- (a) that the Area Committee note the report; and
- (b) that information on response times be circulated to Members

#### **44 Well-Being Fund Budget Report**

The Assistant Chief Executive (Customer Access and Performance) submitted a report outlining the current position statement of the Area Committee's Wellbeing budget, detailing for determination those expressions of interest received for Wellbeing funding and presenting for information those small grant applications which had been received to date.

#### **RESOLVED –**

- (a) that the current position of the Well Being Budget, as set out in Section 2 and Section 3 of the submitted report be noted;
- (b) that the following be agreed in respect of those expressions of interest received for Wellbeing funding, as detailed within Section 4 of the submitted report.

**Name of Project:** Horsforth Live at Home Gardening Scheme

**Ward affected:** Horsforth

**Name of delivery organisation:** Horsforth Live at Home Scheme

**Decision:** £1,225 revenue **APPROVED**

**Name of Project:** OPAL in the Community

**Ward affected:** Adel and Wharfedale

**Name of delivery organisation:** Older People Action in the Locality (OPAL)

**Decision:** £2,450 revenue **APPROVED**

**Name of Project:** Adel Players Theatre Sound System

**Ward affected:** Adel & Wharfedale

**Name of delivery organisation:** Adel Players

**Decision :** £4,957 revenue **APPROVED**

**Name of Project:** Lawnswood Community Percussion Band  
**Ward affected:** Adel & Wharfedale  
**Name of delivery organisation:** 2527 (Lawnswood Squadron Air Cadets)  
**Decision:** £6,385 revenue **DEFERRED**

**Name of Project:** Upgrading of lay-bys in Church Lane , Adel  
**Ward affected:** Adel & Wharefdale  
**Name of delivery organisation:** Perennial Gardener's Royal Benevolent Society  
**Decision:** £5,000 revenue **APPROVED**

(c) that the small grant and skip approvals detailed in paragraph 5.0 be noted.

#### **45 Area Update Report**

The Assistant Chief Executive (Customer Access and Performance) submitted a report which brought together a range of information regarding Area Committee business.

Members questioned officers present about Neighbourhood Planning and what would be on the agenda of the meeting to be held on 16<sup>th</sup> November 2012.

**RESOLVED** – That the Area Committee note the contents of the report.

#### **46 Area Chairs Forum Minutes**

The Area Committee considered a report of the Assistant Chief Executive Customer Access and Performance. The report formally notified Members that the minutes of the Area Chair's Forum meetings will be brought to Area Committee meetings as a regular agenda item and presented for comment the minutes of the Area Chairs' Forum meeting held on 13<sup>th</sup> July 2012.

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

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

2pm, Monday, 10<sup>th</sup> December 2012, Civic Hall, Leeds, LS1 1UR

The meeting ended at 3:45pm.

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**Report of Locality Manager (West North West)**

**Report to Area Committee (Outer North West)**

**Date: 10th December 2012**

**Subject: Environmental Services – Six Month Performance Update on the Service Level Agreement**

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

**Summary of the main issues:**

This report provides a half-year update on performance against the Service Level Agreement (SLA) between Outer North West Area Committee and the West North-West (WNW) Environmental Locality Team. It covers the period from May to November 2012.

**Recommendations:**

That the Outer NW Committee note the report, comment where progress in delivering the SLA is good/not so good and identify any service developments/priorities it would like to see included in service planning for 2013/14.

## **Purpose of this report**

- 1 This report provides an update on performance against the Service Level Agreement between Outer NW Area Committee and the WNW Environmental Locality Team.
- 2 This report covers the six month period from June to November 2012 (i.e. a half-year report).
- 3 The report sets out to give the Area Committee information of the range of functions being delivered across the area during this period against the priorities and commitments set out in the SLA, and how they are helping make a difference on the ground/at the front line.
- 4 The report also provides an opportunity for the Area Committee to influence the service and budget planning process for 2013/14. Views on service developments and continued top priorities for Outer NW are sought, particularly in light of the expected on-going financial pressures.

## **Background information**

- 5 At its meeting of 30<sup>th</sup> March 2011, the Executive Board approved revisions to the Area Committee Function Schedules to include a new delegated responsibility for Street Cleansing & Environmental Enforcement Services.
- 6 The delegation makes clear the responsibility of Area Committees to negotiate, develop and approve a Service Level Agreement (SLA) with the service that achieves as a minimum, the service standards set by Executive Board. The SLA should determine the principles of deployment of the available resources by:
  - 7 the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered)
  - 8 the agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality.
- 9 Services included in the delegation are:
  - Street cleansing (mechanical and manual);
  - Leaf clearing;
  - Litter bin emptying;
  - Gully cleaning
  - Graffiti removal
  - Needle removal
  - Ginnel clearance
  - Dog warden services (excluding responsibilities for dangerous dogs);
  - Littering & fly-tipping regulation;
  - Domestic & commercial waste (storage & transportation issues);
  - Highways enforcement (abandoned & nuisance vehicles, A-boards on pavements, mud on roads and placards on street furniture);
  - Graffiti enforcement; and
  - Overgrown vegetation controls.

- 10 To enable this to happen, a restructuring of the previous Streetscene service was undertaken and completed by September 2011. Importantly this separated out the local street cleansing functions from the city's refuse and recycling functions and created for the first time local supervisory/support roles for a key front line service. At the same time, Environmental Action Teams that had previously just focused on enforcement and regulatory practices were brought together with the street cleansing function to create new Locality Teams.
- 11 This "enforcement" element of the Locality Team is currently undergoing a restructure to rationalise the various grades/posts and modernise/strengthen the job descriptions to better reflect the needs of Area Committees identified through the locality based/focused work so far. This is planned to be completed by Christmas 2012.
- 12 The delegation of the specified environmental services to Area Committee means that the majority of service resources, mainly staffing, are devolved to a locality level to a Locality Manager. These resources are organised into three wedge based teams for East North-East, South South-East and West North-West, aligned to Locality Teams. The Service Level Agreement sets out the how those resources will be used to meet the requirements of each Area Committees in order to achieve the outcome of clean streets.

### **Main issues – performance against the SLA commitments**

- 13 The SLA sets out how the service will be developed, organised and delivered in four key sections. Progress over the first six months of the current SLA against each section is summarised below and referred to in the appendices:

### **Delivering Service Principles and Priorities**

- 14 Appendix A provides an update on progress in implementing the SLA. This includes a summary on what we have been doing to change the way the service delivers, to increase efficiency and become more responsive to local needs and update on progress actually delivering the different strands of service activity.
- 15 Appendix B provides an analysis of the service requests, legal notices and fixed penalty notices dealt with by the enforcement and regulatory staff in the four Outer NW wards during this reporting period.
- 16 A key performance measurement is how many mechanical sweeping blocks have been scheduled and how many we have actually managed to complete in the reporting period. This is a summary for Outer NW which includes road sweeping and path-sweeping:

<b>Ward/Area</b>	<b>June 2012 - November 2012</b>	
	<b>No of blocks scheduled</b>	<b>No of blocks completed</b>
Adel & Wharfedale	57	50 (87%)
Guisley & Rawdon	60	50 (83%)
Horsforth	36	29 (80%)
Otley & Yeadon	74	62 (83%)
<b>Outer NW Area</b>	<b>227</b>	<b>191 (84%)</b>

- 17 The main reasons for the number of missed blocks has been a lack of cover for leave, sickness and carry-over of in lieu days awarded as part of the return to work agreement – this is due to an on-going pressure on over-time budgets - we currently prioritise overtime to cover for key routes in addition to using capacity days. Members may want to indicate priorities for cover routes as part of sub-group discussions.

## Outcomes and partnership working

- 18 The locality team continue to develop strong working relationships with key environmental services delivery partners including West North West Homes, Parks & Countryside, LCC Highways and Continental Landscapes. The service has now firmly embedded the principle of cleansing waste/ rubbish from all council land regardless of departmental ownership wherever possible. A pilot programme of joint working is being launched in the Holt Park area with WNW Homes in the New Year to test out and extend principles of how staff/ resources can be effectively shared and tasked to focus on common local priorities SLA priorities. The service is continuing to work with Parks & Countryside and is currently identifying how their staff and ours can support each other better in terms of litter-bin emptying and litter-picking (Parks staff on streets and vice-versa at weekends) where this is mutually viable. Joint work with Continental Landscapes has gone very well this year despite the 'teething' problems with the grass-cutting contract earlier in the year due to high levels of rainfall. Our staff are using lane and road closures provided by Continental to clean and service problematic arterial routes, in return our staff are removing litter gathered by Continental staff and sweeping roads once their cuts are complete.
- 19 Revised versions of neighbourhood surveys measuring levels of litter and detritus have been taking place across the city since late November/early December 2011. These were initially planned as quarterly but have been revised to half-yearly as they were considered too resource intensive/costly for the value of the data. Following consultation with Elected Members about the measure of street cleanliness (National Indicator (NI) 195) and it's usefulness at a local level, this is now carried out on a citywide basis only. The latest figure for citywide cleanliness indicates that 91% of sites surveyed were at a satisfactory level of cleanliness.
- 20 The city's citizen panel is currently being asked a variety of questions relating to council performance – one of which is around satisfaction about the environmental condition of neighbourhoods. At the time of producing this report the results were not available and will therefore be reported through the Environmental sub group at a later date.
- 21 The Locality Manager continues to use the judgement of the ward members/Area Committee and feedback from residents groups, key partners such as the ALMO and Town Councils to assess whether satisfaction levels are acceptable and where outcomes need improvement.

## Accountability and Member Influence

- 22 The Locality Team ensures senior manager representation at ward member meetings. The meetings provide opportunity for members to be consulted on priorities/issues in their wards and for these concerns to be tracked. Discussions on how sweeping routes could be altered and where new litter bins could be best placed have also taken place. Locality Team staff and the Locality Manager attend also attend a number of community forums and residents meeting to further enhance local influence on service delivery.
- 23 The Environmental Sub-Group meets before every area committee meeting and considers/raises services issues with the Locality Manager. It also receives updates and challenges other services that have an influence on the environmental condition of the area, such as WNW Homes, LCC Highways, Park & Countryside and Continental Landscapes. The group ensures there is appropriate coordination in place between the Locality Team and these services.
- 24 Individual ward members are referring issues direct to the Locality Team where they are deemed a significant issue that need a quick response. Feedback from Members continues to be positive - most cleansing issues are being responded to and resolved



quickly. There are some issues though that Members feel are not always being responded to quick enough, for example requests for new litter bins and programmed enforcement work.

- 25 The Locality Manager has attended and updated on actions and taken questions at the Otley and Horsforth Town Councils meetings. Feedback from Town Councils continues to be positive, with particular improvements reported in responses to reports of gully blockages and cleansing issues. Discussion about how the Locality Team can work better still with town and parish councils is continuing - the service is currently providing white-bags and collecting them when full from the Bramhope Parish Council length-men during leafing season.

### **Resources and Staffing Issues**

- 26 Work continues on staff engagement and improving industrial relations with the 77 strong cleansing staff and 13 enforcement staff – each member of staff has now had a performance appraisal linked to an individual training and development record. The Locality Manager has developed an extensive staff engagement plan designed to encourage and enhance opportunities for staff dialogue for a workforce that largely works out on-site – this includes all service managers and supervisors being required to meet each member of staff to understand their roles fully and support them to improve the ways in which they are delivering the service.
- 27 Staff sickness and absenteeism has improved on last year (by 1 day per fte) but work is still required to provide more stringent sickness management across the team to ensure staff progressing through the sickness stages in the Councils absentee management process.
- 28 The number of grievances in the team and need for formal management instructions and disciplinary action has also reduced over the last 6 months – this is due to a largely to better communication and locality management and supervision arrangements.
- 29 The WNW Locality Manager is currently leading city-wide work on the procurement of a new mechanical cleansing fleet - a city-wide business-case is currently being developed to establish the best model to procure a contract for supply, a further update will be provided to members via the area committee's sub-group.
- 30 The service is continuing its efforts to improve productivity via initiatives such as the use of local skips to minimise tipping times for mechanical cleansing drivers and reviewing staff starting and finishing locations in order to maximise cleansing/ service delivery time and minimise time spent travelling to and from the depot.
- 31 The service remains on-target in terms of budgetary expenditure and performance at the end of period 7 of the financial year. There is a pressure on agency and overtime budgets which is being closely managed and monitored.

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

- 32 A key principle of locality working and the Service Level Agreement is a focus on delivering the best outcome for residents across the area, so that the streets and neighbourhoods in which they live are of an acceptably clean standard. This principle underpins equality and community cohesion, seeking to bring neighbourhoods with poor environmental quality, up to an acceptable standard, whilst improving all areas of Leeds.

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

- 33 The delegation of environmental services to Area Committees, via an approved Service Level Agreement, will significantly contribute towards the Stronger Leeds section of the new Safer & Stronger Communities Plan 2011-15. By delivering services at an Area

Committee level, the priority to '*ensure that local neighbourhoods are clean*' will be much more achievable.

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

34 There are no resource implications.

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

35 There are no legal implications - the report contains no information that is deemed exempt or confidential.

### **Risk Management**

36 There are no risk management implications within this report.

### **Recommendations**

37 That Outer NW Area Committee note and comment on:

- a) what aspects of the service they feel are working well and delivering against the commitments made in the SLA;
- b) what aspects of the service they feel are not working as well as they should against the commitments made in the SLA and would like to see improvements made;
- c) what the Area Committee's views are, what the key service developments and continued top priorities for Outer NW should be in planning for 2013/14, particularly in light of the expected on-going financial pressures.

### **Background documents**

Delegation of Environmental Services - Outer North West Area Committee - July 2012.

## **APPENDIX A - SLA UPDATE - ONW LEEDS**

### **Service Principles and Priorities:**

1. The service has been working to improve delivery outcomes across ONW Leeds - in the last six months we have worked with numerous residents groups across each of the 4 wards to trial different approaches to cleansing and enforcement.
2. We have now met with all elected members in the area and identified priorities for each of the 4 ward plans which underpin the SLA - key areas of focus include more enforcement work on overgrown vegetation across the area, litter patrols and enforcement activity around the high school in the area, developing an approach and technique to remove build-up of moss from pathways, the closing-off and cleansing of key arterial roads such as Arthigthon Lane, cutting back weeds/ verge encroachment on Pool Bank Road better joint working and service delivery with Otley Town Council and Horsforth Town Council and supporting new residents forums such as the Holt Park forum to better influence the service and the deployment of team resources.
3. We have also worked with in-bloom groups over the summer across ONW to ensure that streets are cleansed to enhanced levels to support in-bloom judging and that community clean-ups and public events such as Olympic receptions etc are supported by the service agreeing to provide additional clean-ups and remove bags of litter filled by local residents who are supporting cleansing in neighbourhoods.
4. The service is currently delivering it's annual leaf-clearance service but it is being done differently this year - through a variation to the existing grounds maintenance contract with Continental Landscapes they have provided the labour-force to accompany our hired drivers on the adapted refuse vehicles that undertake the de-leafing work. The agreement will run for 17 weeks to the end of January 2013. There are mutual benefits/outcomes not least that we will keep 8 people in a full time job that would otherwise have been laid off and consequently their skills and experience are retained by the company which helps come the new cutting season in 2013. A full evaluation report of leaf-clearance will be submitted to sub-groups in the new year
5. The service will be using area committee well-being commissioning funds to provide enhanced services in Adel & Wharfedale ward.

### **Education and Enforcement:**

6. Enforcement work and dog-control work continues to be provided Monday to Friday from 7am to 7pm – evening/ early morning and weekend work is provided by prior arrangement. The majority of enforcement work in ONW involves responding to requests to service via the contact centre or increasingly from residents and ward members directly.

7. Key local enforcement priorities have now been identified by ward members. Resources are now being allocated to supporting enhanced enforcement work on these priorities which include:
- Work with the ONW High Schools on littering education,
  - Dog fouling awareness and control,
  - Grass verge enforcement policy development,
  - Overgrown vegetation, and,
  - Bins on streets.
8. Specific ward priorities include:
- Adel & Wharfedale:**
- Litter education Ralph Thoresby will undertake. Follow up patrols to be undertaken by us but will also include dog fouling patrols,
  - Overgrown veg work on Holt lane to be looked at,
  - Graffiti removal as part of area committee funding bid,
  - Out of hours patrols as part of area committee funding bid.
- Otley and Yeadon:**
- Following correct signage being in place – would like some dog fouling advice sessions to be held in Wharfe Meadows and possibly Yeadon Tarn,
  - Monitoring and if necessary reminders re: A Boards in Otley.
- Horsforth:**
- Pro-active work on overgrown vegetation over Summer,
  - To monitor A Boards on New Road Side.
- Guisley and Rawdon:**
- Illegal advertising on A65 –actions taken over last few months but will continue to be a priority,
  - Overgrown vegetation adjacent to A65 now dealt with, but to monitor over coming months.

**Cleansing:**

9. **Mechanical Path and Road Sweeping**- we continue to provide weekly, 6 weekly and 12 weekly mechanical sweeping across the four wards in ONW - work cycles are based on an 8-day week - this enables an extra day of 'spare' capacity to be programmed in which allows the service to recover days lost due to leave, sickness or vehicle breakdown. One particular positive change over the last 6 months has been the introduction 4x weekly mechanical sweeping of key town centres across ONW. This means that Yeadon High Street, Guisley Centre (by the Morrisons and Station pub to the Centoaphs), Otley Town Centre, Horsforth Town Street and New Road Side are now swept first thing every Tuesday, Thursday Saturday and Sunday.
10. **Manual Litter Picking** - continues to be undertaken on pre-set routes - there are currently 4 manual litter pickers covering neighbourhoods in ONW. each day of the week including Otley, Guisley, Yeadon, Horsforth and Holt Park - a number of litter picking routes have been altered and diverted across the area due to member and resident feedback.

11. **Litter Bins** - are currently emptied and the immediate vicinity checked for cleanliness by one of the teams three litter-bin crews. We continue to meet the SLA commitment that all bins will be emptied without any over-flowing and that frequencies of visits will be adjusted to ensure this commitment is met. Over the last six months 32 additional litter bins have been installed across the ONW 27 of which have been paid for by service.
12. **Fly-tipping and bulky item teams** - the service continues to deploy its 2 fly-tipping crews across 7 days. The crews work largely on reactive basis following requests for service from the contact centre or increasingly from residents and member directly -they also monitor regular hot-spot area proactively across ONW such as Ilkley Road Otley, Birdcage Walk, Knott Lane, Horsforth, Bayton Lane Rawdon and Otley Old Road. These crews have been successfully used in a flexible way over the last 6 moths to meet SLA commitments across ONW ,for example, one of the crews is now dedicated to support to the leaf-clearance programme across ONW as well as being equipped to cut back and remove over-grown vegetation which is an SLA priority. These crews are also used across the area to support additional clean-ups and ginnel clearance activity.
13. **Gulleys** - we continue the service the circa 52,000 gullies across WNW Leeds using 2 dedicated crews over 7 days. The crews work on a ward programme basis in the following order: Pudsey, Armley, Bramley Farnley & Wortley, Bramley & Stanningley, Calverley & Farsely, Guiseley and Rawdon, Otley & Yeadon, Kirkstall, Horsforth, Adel & Wharfedale, Weetwood - they are currently working in Bramley and it is anticipated that each ward can take up to six weeks to complete - one of the 7 days is used for member/ referral reactive activity across WNW. The programmed work is supported by a city-wide wet-spot team which covers known flood/ wet-spot areas and all beanie-blocks. Over the last 6 moths we have worked with highways to develop protocols around reporting and mapping collapsed gullies across ONW and have identified priorities for capital spend to repair key gullies.
14. **Graffiti Removal** - the team currently manages the city-wide graffiti team – we have 2 crews working 7 days a week across the city - we aim to remove all offensive graffiti within 24 hours of receiving reports. The team are also deployed to proactively remove graffiti in known hot-spot locations which includes parts of Holt Park.
15. **Bush & Ginnel Team** - a number of referrals for each of the wards have been made for to the bush and ginnel team - these form part of the on-going ginnel cleansing work via ward member and sub-group meeting - the locality team now visits key ginnels for cleansing purposes across ONW and work with Parks & Countryside, West North-West Homes and the Bush and Ginnel Team to cut-back overgrown vegetation across ginells in ONW.
16. **Needle Team** - we continue to make referrals for needle removals across ONW to the city-wide needle team.

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**APPENDIX B**  
**OUTER NORTH WEST Service Requests 11<sup>th</sup> June – 16<sup>th</sup> November 2012**

DESCRIPTION	TOTAL	ADEL & WHARFEDALE	GUISELEY & RAWDON	HORSFORTH	OTLEY & YEADON
Overgrown Vegetation	181	53	36	62	30
Gully	119	36	26	19	38
Fly Tip streets	90	34	13	29	14
Drainage	23	9	4	4	6
Bin not Returned	20	4	3	8	5
Flytipping	20	7	5	4	4
Litter Complaint	20	3	4	5	8
Road Sweeping	19	2	6	8	3
Graffiti	19	10	1	4	4
Obstruction	18	2	6	3	7
Dog Fouling Enforcement Signage Request	16	4	4	5	3
Dog Fouling	16	3	4	5	4
Waste in Gardens	14	4		4	6
Illegal Advertising	14	5	5	2	2
Leafing	13	2	4	4	3
Smoke from Bonfire	13	4	6	2	1
Domestic Waste Issues	12	1	3	5	3
Footpath Sweeping	11	5	3	1	2
Commercial Waste Issues	11	1	3	3	4
Litter Bin Empty	11	2	1	7	1
Nuisance - Accumulation/Deposit	11	1		2	8
Damage to Highway	10	2	2	3	3
Ginnel	10	7	1	2	
Litter Bin Request	9	3	2	3	1
Dead Animal Removal	7	1	1	4	1
Nuisance – Other	7	3	2	1	1
Rodents	6	1	3	1	1
Mud etc on Road	6	3	2	1	
A Board	5		1		4
Abandoned Caravan/Trailer	5		3	1	1
Housing – Other	5		2	1	2
Litter Problems	4		1	1	2
Dog Fouling General Area	3	1	1		1
Vehicles for Sale	3	1	1	1	
Nuisance Vehicle	3	1	1		1
Odour – Other	3	1		1	1
Placard	3		3		
Trading on Highway	3		1		2
Verge or Pavement Parking	3			1	2
Litter Bin Repair	2		1		1
Dangerous Tree	2			2	
Housing – Vacant	2	2			
Abandoned Vehicle	1	1			
Bulky request	1		1		
Cellar Grate	1				1
Commercial Premises Duty of Care Inspect	1			1	
Dog Fouling Specific Address	1		1		
Dog Warden Assistance Requested	1				1
Domestic Premises Duty of Care Inspect	1			1	
Emissions	1		1		
Environ Protection - Request for Advice	1		1		
Flyposting	1			1	
Housing – Defect	1	1			
Housing – Dirty	1	1			
Illegal Vehicle Crossing	1				1

Noise – Domestic	1				1
Nuisance - Contaminated Land	1			1	
Nuisance – Premises	1				1
Request for Environmental Information	1				1
Smoke from Chimney	1	1			
Street Cleansing Missed	1				1
Street Cleansing Quality	1	1			
Unsatisfactory Drinking Water	1		1		
URGENT – Drainage	1	1			
URGENT - Odour - Other	1	1			
TOTAL	789	225	170	208	186

### Legal Notices Served 11<sup>th</sup> June – 16<sup>th</sup> November 2012

LEGAL NOTICES	Total	ADEL & WHARFEDALE	GUISELEY & RAWDON	HORSFORTH	OTLEY AND YEADON
EP80 – Drainage	5	5			
HW154 - Overgrown Vegetation	5	1	1	2	1
BA59 – Drainage	4	4			
EP46 - Bin not Returned	2			2	
HW143 – Abandoned Caravan/Trailer	2		1	1	
EP34_5 - Commercial Premises Duty of Care Inspect	1			1	
EP34_5 - Commercial Waste Issues	1		1		
EP34_5 - Domestic Premises Duty of Care Inspect	1			1	
EP47 - Commercial Waste Issues	1			1	
EP80 - Nuisance - Accumulation/Deposit	1				1
EPA92A - Domestic Waste Issues	1			1	
EPA92A - Nuisance - Accumulation/Deposit	1			1	
EPA92A - Waste in Gardens	1		1		
HW143 - Abandoned Vehicle	1		1		
PD4 - Waste in Gardens	1			1	
TOTAL	28	10	5	11	2

There were no prosecutions during this time period. 1 Fixed Penalty Notice for Littering was issued in Guiseley and Rawdon



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

**Report to North West (Outer) Area Committee**

**Date: 10<sup>th</sup> December 2012**

**Subject: Well-Being Fund Budget Report**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Adel & Wharfedale, Guiseley & Rawdon, Horsforth, Otley & Yeadon	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of main issues**

This report seeks to update Members on the current amount of capital and revenue funding committed and available via the Area Committee well-being budget for wards in the Outer North West area.

In addition, the report seeks approval for new projects and to note approvals for small grants and skips given since the last Area Committee.

**Recommendations**

The Area Committee is asked to:

- note the amount of revenue well-being budget available for 2012/13
- review the new project applications submitted for the Area Committee's consideration.
- note the approvals for small grants and skips given since the last Area Committee.

## 1 Purpose of this report

- 1.1 The purpose of this report is to provide Members with an update on the current amount of revenue and capital funding committed and available via the Area Committee well-being budgets for wards in the Outer North West. It seeks approval for new projects and provides details of small grant applications received since the last Area Committee.

## 2 Background information

- 2.1 At the June 2012 meeting Members were informed of the new revenue well-being allocation for the Outer North West Area Committee of £160,940 for the financial year 2012/13 (£40,235 per ward). The allocation has been based on the 2010/11 formula of 50% population and 50% disadvantage. The carry forward of uncommitted well-being funds from 2012/13 will continue.
- 2.2 There is no additional well-being capital allocation for 2012/13. However, Area Committee's can continue to commit capital resources in 2012/13 if they still have uncommitted funds available from their previous allocations.

## 3 Main issues

- 3.1 Following projects agreed at the last meeting, a total of **£256,627** remains available for supporting revenue priorities in the area.
- 3.2 At the November Area Committee a well-being application from Lawnswood Air Cadets was deferred for further discussion. The organisation has since been awarded lottery funding of £10,000, which will cover the full costs of this project. Therefore their well-being application has been withdrawn.
- 3.3 The table at 3.3 includes details per ward of the total available revenue for 2012/13 including carry-forward from the 2004/05 to 2011/12 financial review, amounts already committed from September 2012 and the balance remaining.

### 3.4 Table 1: Revenue

Ward	2012/13 allocation plus carry forward	Amounts committed at the November meeting	New Balance
Adel & Wharfedale	£119,854	£12,886	£106,968
Guiseley & Rawdon	£32,202	Nil	£32,202
Horsforth	£44,905	£1,225	£43,680
Otley & Yeadon	£73,777	Nil	£73,777

- 3.5 There are no capital funds remaining for 2012/13. The table below details the total capital spend for 2012/13.

### 3.6 Table 2: Capital

Ward	Carry forward from 2011/12	Total spent 2012/13	Balance remaining
Adel & Wharfedale	£0	£0	£0
Guiseley & Rawdon	£32,625	£32,625	£0
Horsforth	£0	£0	£0
Otley & Yeadon	£17,960	£17,960 (includes £5000 repayable loan)	£0 (plus £5,000 repayable loan).

## 4 Well-being Projects

4.1 Details of new expressions of interest requesting funding from the well-being budget are detailed below. The Area Committee is asked to consider the projects.

4.2 **Name of Project:** New Litter Bins  
**Ward Affected:** Adel & Wharfedale  
**Name of delivery organisation:** Environmental Services  
**Amount requested:** £1,845 revenue

Funding will be used to provide an additional 5 litter bins in locations recommended by Adel & Wharfedale Ward Members and local residents. Additional bin provision will help to support the reduction in littering and dog fouling in the area. These are issues which are regularly reported to Environmental Services.

4.3 **Name of Project:** Moss and Graffiti Removal  
**Ward affected:** Adel & Wharfedale  
**Name of delivery organisation:** Environmental Services  
**Amount requested:** £2,732 revenue

This project will provide a dedicated team to work on the removal of moss from footpaths and graffiti removal in the Adel & Wharfedale area for a 2 week period (72 hours in total) on streets selected by Ward Members. The West North West Locality Team will fund equipment, vehicles, fuel and chemicals used.

4.4 **Name of Project:** Dog Fouling Enforcement  
**Ward affected:** Adel & Wharfedale  
**Name of delivery organisation:** Environmental Services  
**Amount requested:** £1,364 revenue

Environmental Services will undertake dog fouling and litter patrols outside of regular service provision and in addition to base service provision. Patrols will be conducted in problem areas as directed by Ward Members and will be a combination of high visibility and plain clothed patrols for both dog fouling and littering. Officers will issue fixed penalty notices for littering, dog fouling and dog control order offences. Funding will provide 30 hours additional resource.

- 4.5 **Name of Project:** CASAC  
**Ward affected:** Adel & Wharfedale  
**Name of delivery organisation:** CASAC  
**Amount requested:** £15,000 revenue

The Area Committee currently fund CASAC to provide target hardening through a 50% grant scheme (max £75) throughout the whole of the outer north west area. This equates to £5,000 for each ward and this will target harden 66 properties in Adel & Wharfedale from the existing funds committed. The Neighbourhood Policing Team identifies properties which are vulnerable to burglary and door knock the area with CASAC. WNW Homes have contributed £5,000 to meet the full cost of ALMO properties identified within the initiative. Additional funding will enable a further 200 properties in Adel & Wharfedale to be target hardened.

- 4.6 **Name of Project:** Holt Lane Play Area  
**Ward affected:** Adel & Wharfedale  
**Name of delivery organisation:** Parks & Countryside  
**Amount requested:** £5,500 revenue

The funding will allow some replacement fencing, the installation of 2 new metal benches and the replacement of 2 litter bins which have been vandalised.

- 4.7 **Name of Project:** Improvement work to the surface of Public Bridleway No 1 Leeds (Cookridge Cricket Club)  
**Ward affected:** Adel & Wharfedale  
**Name of delivery organisation:** Parks & Countryside  
**Amount requested:** £10,120 revenue

To fund surface and drainage improvements to 315 metres of muddy bridleway with crushed stone to achieve a well drained 3 metre wide path for walkers, cyclists, horse-riders and potentially wheel chair users. The cost of the scheme will be in total £20,240 however Parks & Countryside will match fund 50% of the costs, an additional £10,120.

- 4.8 **Name of Project:** SIDs  
**Ward affected:** Adel & Wharfedale  
**Name of delivery organisation:** Highways & Transportation  
**Amount requested:** £4,000 revenue

Funding will provide 1 no. Speed Indicator Device (£2,500) and 3 lighting column fixtures (£500 x 3) £1,500 which will allow the movement of the single device to different locations to maximise impact. The locations identified for the SID to be located are Adel Lane, St George Martin Drive and Long Causeway, Church Lane.

**Approval for this scheme is subject to Highways Board also granting approval**

## 5 Small Grants

5.1 The following table details the small grant allocations per ward and the total spend on small grants in 2012/13.

5.2 **Table 3: Small Grants**

Ward	Allocation	Details of spend	Balance remaining
Adel & Wharfedale	£3,000	£3,479	Nil
Guiseley & Rawdon	£3,000	£2,232	£768
Horsforth	£3,000	£875	£2,125
Otley & Yeadon	£3,000	£2,124	£876

5.3 The following small grant applications are reflected in the above table and are presented for information:

- Yeadon & Rawdon Children's Centre Christmas Party (£295 G&R, £205 O&Y)
- Christmas Outing Wharfedale Court (£330 A&W)
- Refurbishment of Pool Village Hall Floor (£500 A&W)
- Yeadon Town Hall Visual Equipment (£500 O&Y)
- Yeadon Christmas Lights switch on event (£200 O&Y)

5.4 The Adel & Wharfedale Ward has over spent by £479 on their small grant budget. Therefore this amount has been deducted from their main revenue budget and is reflected in the table at 3.4.

5.5 The following table details the number of skips per ward and the total spend on skips in 2012/13.

5.6 **Table 4: Skips**

Ward	Allocation	Details of spend	Balance remaining
Adel & Wharfedale	£1,000	£365	£635
Guiseley & Rawdon	£1,000	£354	£646
Horsforth	£1,000	£117	£883
Otley & Yeadon	£1,000	£486	£514

- 5.7 Due to changes in Government Landfill Tax Legislation, the Leeds City Council skip contract holder was allowed to increase the cost of a skip temporarily to £162 per skip to reflect these changes for the period of 28<sup>th</sup> May 2012 to 31<sup>st</sup> July 2012. Following contract negotiations between the skip contract holder and the Leeds City Council Sustainable Development Unit, the agreed contractual costs to the Council for a standard sized skip is £124. This price came into affect from 1<sup>st</sup> August 2012.

## **6 Corporate Considerations**

### **6.1 Consultation and Engagement**

- 6.1.1 Local ward members have been consulted on new projects being presented at this meeting of the Area Committee.

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

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

### **6.3 Council Policies and City Priorities**

- 6.3.1 The Area Committee Functions and Priority Advisory Functions were approved by the Executive Board in June 2009. This approval was rolled forward to 2011/12 with amendments made to the environmental delegation. The Area Functions are included in the Council's Constitution (Part 3, section 3C).

- 6.3.2 The Area Support Team's work programme contributes at a local level to the themes contained in the: Vision for Leeds; Leeds Strategic Plan; Health and Wellbeing City Priorities Plan; Children and Young People's Plan; Safer and Stronger Communities Plan and the Regeneration City Priority Plan.

### **6.4 Resources and Value for Money**

- 6.4.1 Programmes of work outlined in this report are resourced in the main by the Area Support Team staff and where relevant their partners, which in turn provides value for money.

- 6.4.2 In order to meet the Area Committee's functions (see Council's Constitution Part 3, section 3C), funding is available via well being budgets.

- 6.4.3 In order to meet the Area Committee's roles, funding is in the main supplied by other Leeds City Council departments mainstream budgets, and external partner agencies e.g. the Police and NHS Leeds, which is in turn reflected in the fact that the Area Committee's role here is only to influence, develop and consult. However, on occasion, wellbeing funding has resourced some projects related to its roles, e.g. conservation area reviews.

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

- 6.5.1 This is a report of the Area Leader for West North West Leeds who has delegated responsibility to action decisions in accordance with the Area Support Team's work programme in accordance with part 3 of the Council's Constitution in relation to Area Committee Functions. This report is not eligible for call-in.

- 6.5.2 This report is not confidential, neither is it, or part of it exempt.

## **6.6 Risk Management**

6.6.1 Risk implications and mitigation are considered on all well-being applications.

## **7 Conclusions**

7.1 The report outlines potential projects through the Area Committee's well-being budget. These are projects which assist in the work programme of the Area Support Team. The report outlines the budget remaining for the Area Committee's use for the rest of the financial year.

## **8 Recommendations**

8.1 Members of the Outer North West Area Committee are requested to:

- Note the current position of the well-being budget as set out at sections 2 and 3.
- Consider and agree the projects as outlined at 4.0.
- Note the small grant and skip approvals detailed at 5.0.

## **9 Background documents**

None

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

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Report author: Gerry Burnham  
Tel: 0113 3367870

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

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**Report to North West (Outer) Area Committee**

**Date: 10<sup>th</sup> December 2012**

**Subject: Area Update Report**

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

**Summary of main issues**

This report provides Members with a summary of sub groups business since the November Area Committee and provides information on project and service activity in the outer north west area.

**Recommendations**

Members are requested to note the contents of this report and comment on any of the matters raised.

**1 Purpose of this report**

1.1 The purpose of the area update report is to bring together a range of information relating to Area Committee business into a single report to update Members on recent sub group and forum business since the last Area Committee.

**2. Background information**

2.1 The Area Committee currently has six groups looking at service provision within the delegated functions of Community Safety, Children & Young People, Environmental Services, Health & Well-being and Transport as well as a Policy Group.

2.2 There are currently three ward forums in the area for Guiseley & Rawdon, Holt Park and Yeadon. The forums meet on a regular basis throughout the year.

2.3 A decision was made by Full Council that Area Chair's Forum minutes should be considered by Area Committees as a regular agenda item, these appear elsewhere on this Committee's agenda.

### **3 Main issues**

#### **3.1 Environmental Services Sub Group**

3.1.1 There has been one meeting of the sub group since the last Area Committee held on the 5<sup>th</sup> November. Details of items discussed and actions from the meeting are attached at appendix 1.

#### **3.2 Health & Well-being Sub Group**

3.2.1 There has been one meeting of the sub group since the last Area Committee held on the 5<sup>th</sup> November. Details of items discussed and actions from the meeting are attached at appendix 2.

#### **3.3 Community Safety Sub Group**

3.3.1 The Community Safety Sub Group has not met since the last Area Committee on the 5<sup>th</sup> November. The next meeting is on the 8<sup>th</sup> January 2013 and will be reported on at the February Area Committee meeting.

3.3.1 All Members were invited to the CCTV Monitoring Station at Middleton to meet with the Control Centre Manager and to view the facilities. This meeting took place on the 7<sup>th</sup> December.

#### **3.4 Children & Young People's Sub Group**

3.4.1 The Children & Young People's Sub Group has not met since the last Area Committee on the 5<sup>th</sup> November. The next meeting is on the 4<sup>th</sup> January 2013 and will be reported on at the February Area Committee meeting.

#### **3.5 Transport Sub Group**

3.5.1 There has been one meeting of the joint Inner and Outer North West Sub Group since the last Area Committee held on the 5<sup>th</sup> November. Details of items discussed are attached at appendix 3.

#### **3.6 Policy Group**

3.6.1 There has been one meeting of the Policy Sub Group since the last Area Committee held on the 5<sup>th</sup> November. Details of items discussed and actions from the meeting are attached at appendix 4.

#### **3.7 Guiseley & Rawdon Forum**

3.7.1 The forum last met on the 21<sup>st</sup> November 2012. Attached at appendix 5 are details of items discussed and actions from the meeting.

### **3.8 Yeadon Forum**

3.8.1 Yeadon forum has met once since the last Area Committee on the 5<sup>th</sup> November. Attached at appendix 6 are details of items discussed and actions from the meeting.

### **3.9 Holt Park Forum**

3.9.1 The first meeting took place on Tuesday 18<sup>th</sup> September with a follow up meeting on the 16<sup>th</sup> October. Officers from West Yorkshire Police, Leeds Anti-Social Behaviour Team, Safer Leeds, West North West Homes, Environmental Services and Highways were in attendance. Actions from the meeting are currently being followed up and an update will be provided at the next Area Committee.

### **3.10 Project and Service Update**

#### **3.10.1 Leeds Citizens Panel Update**

As part of a process of developing the Leeds Citizens' Panel, a report was presented to the Area Chairs forum in November 2011 and the ten Area Committees in December 2011, setting out the proposed changes to the service. As part of this consultation process Members requested that periodic updates be provided to Area Committees on the progress of the development of the Leeds Citizens Panel. This section of the report highlights the progress that has been made in relation to recruitment of new citizens panel members and which consultations have been undertaken to date.

#### **3.10.2 Citizens Panel Membership**

An increase in panel membership from 1,500 to 6,000 is a key element of the improvements to the Leeds Citizens Panel. The smaller membership only allowed us to consult on issues affecting the whole of Leeds. The new larger body of panel members will allow us to provide analysis of consultations at the Area Committee level while retaining a representative sample based on age, gender and ethnicity. This will enable us to understand resident perceptions of services at the locality level.

3.10.3 Efforts to undertake citizens panel recruitment have been more challenging than first anticipated and it is taking longer to achieve the target of 6,000 panel members. However steady progress is still being made and the current membership of the Leeds Citizens Panel is now at 3,919. Appendix No, 7 sets out the details of panel membership at the city and area committee level as of 1 November 2012. Please note that total membership for age, gender, or ethnicity will not exactly add up to the total number of panel members as some personal information was missing when panel members submitted their applications. Work is being undertaken to receive this information from all panel members which should fix this problem in the future.

3.10.4 The citizens panel has been widely promoted in a number of ways in the past year, and some obvious gaps in membership have been identified particularly in relation to inner-city areas and young people across the city. This is a common pattern with

citizens panels across the UK and further work will be undertaken to target recruitment efforts to fill the remaining gaps. Arrangements are being put in place to merge the analysis of Children's Services consultation through Breeze card-holders and the Leeds Youth Council and that of the Leeds Citizens Panel to help minimise the temporary gap in young person representation on the Citizens Panel. Members are asked to comment on how the Council should target its efforts to fill the gaps in Leeds Citizens Panel membership.

### 3.10.5 Programme of Consultation

The following consultations have taken place through the Leeds Citizens Panel in the last 12 months:

- Olympic Events for Leeds: This survey asked panel members what cultural activities they wanted in Leeds during the year of the Olympics? Feedback was provided in the form of a newsletter to panel members. A response rate more than 70% was gained from this survey.
- Future of Kirkgate Market: This was the second phase of consultation regarding Kirkgate Market and received a response rate of 65%. The third phase of consultation to be sent shortly will include design options and will be combined with a car parking survey for the area.
- Healthy Communities: The analysis of this survey will be merged with a similar one undertaken by the NHS and will help identify barriers to access health services in localities. The Leeds Citizens Panel component of the survey received a response rate of 60%.
- Parks and Countryside and Environmental Cleanliness: The response rate for this survey was lower than other surveys at just under 50% and maybe accounted for by the timing of the survey falling during the holiday period. And while this still represents a significant increase in response compared to previous surveys undertaken without the citizens panel, this time period will be avoided for future surveys.
- Council Tax Support: This survey asked members views on the government's reduction in terms of council tax benefits. Details of response rates were not available at the time this report was produced.
- Budget consultation 2013-14: In addition to the You Choose budget consultation undertaken through the Leeds City Council website, this survey was sent to all citizen panel members and gives respondents the opportunity to highlight their priorities for the 2013 -14 budget. The survey was still open for responses at the time of writing this report but the team has received more than 600 responses just the first week, so a good response rate is anticipated for this important survey.

### 3.10.6 Next Steps

Management of Panel membership will be an ongoing feature of work to support the functioning of the Leeds Citizens Panel and will need be refreshed on a regular basis with approximately one third of members being replaced with new members each year. New demographic targets for the city and individual area committee areas will need to be set this year to reflect recent census data.

- 3.10.7 The first year of operating the improved citizens panel has demonstrated the opportunities for cost savings for services while still achieving high response rates. An increase in the confidence in the Citizens Panel as a viable mode of public consultation has increased the request for surveys.
- 3.10.8 A process for managing the forward plan of Citizens Panel surveys will be put in place to ensure that panel members do not receive too many surveys in a short period of time and that busy holiday periods can be avoided. This process will also ensure that we are able to combine surveys to avoid duplication and save costs.
- 3.10.9 As well as being a valuable tool for reducing costs associated with public consultation the Leeds Citizens Panel has begun to prove its value in helping to shape opinions about important changes to Council services. For example, the findings from the Kirkgate Market survey has highlighted the need to broaden the options being considered for its future development, and analysis from the budget consultation through the Leeds Citizens Panel will be presented to Full Council in February to help set the budget for 2013 -14

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 Community Forums are held in the Guiseley & Rawdon ward, Yeadon and Holt Park. In addition, ward members are consulted on projects and initiatives within their ward.

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

- 4.2.1 A key principle of locality working is a focus on delivering the best outcome for residents across the area. This principle underpins equality and community cohesion, seeking to engage with local communities through forum meetings, and improve service provision through regular sub group meetings.

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

- 4.3.1 The Area Committee Functions and Priority Advisory Functions were approved by the Executive Board in June 2009. This approval was rolled forward to 2010/11 and is also being rolled forward to 2011/12 with amendments to the environmental delegation. The Area Functions are included in the Council's Constitution (Part 3, section 3c).
- 4.3.2 The Area Support Team's work programme contributes at a local level to the themes contained in the: Vision for Leeds; Leeds Strategic Plan; Health and Well-being City Priorities Plan; Safer and Stronger Communities Plan and the Regeneration City Priority Plan.

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

- 4.4.1 Programmes of work outlined in this report are resourced in the main by Area Support Team and their partners which in turn, provide value for money.

4.4.2 In order to meet the Area Committee's roles, funding is in the main supplied by other Leeds City Council department's mainstream budgets, and external partner agencies e.g. the Police and NHS Leeds, which is in turn reflected in the fact that the Area Committee's role here is to influence, develop and consult. However, on occasion, well-being funding has resourced some projects related to its roles e.g. area based regeneration schemes and conservation reviews.

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

4.5.1 This is the report of the Area Leader for West North West Leeds who has delegated responsibility to action decisions in accordance with Area Support Team's work programme in accordance with part 3 of the Council's Constitution in relation to Area Committee Functions.

4.5.2 This report is not confidential, neither is it, or part of it exempt.

#### **4.6 Risk Management**

4.6.1 There are no risks associated with this report.

### **5 Conclusions**

5.1 This report provides Members with an update on recent sub group and forum activity undertaken by the Area Support Team.

### **6 Recommendations**

6.1 Outer North West Area Committee Members are requested to note the contents of the report and comment on any aspect of the matters raised.

6.2 Members are asked to comment on how the Council should target its efforts to fill the gaps in Leeds Citizens Panel membership.

6.3 Members are asked to receive a verbal update from the Chair of each sub group.

### **7 Background documents**

7.1 None

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

**Note of 5<sup>th</sup> November 2012 Meeting**  
**12.00 noon Guiseley Methodist Church, Guiseley**

**Present**

Cllr Anderson (Chair) – Adel & Wharfedale Member  
Cllr Cleasby – Horsforth Ward Member  
Cllr Wadsworth – Guiseley & Rawdon Ward Member  
Cllr Campbell – Otley & Yeadon Ward Member  
Jason Singh – Locality Manager Environment & Neighbourhoods  
Shabaj Ali – Environmental Services  
Guy Smithson – Parks & Countryside  
Paul Hurrell – WNW Homes  
Gerry Burnham – WNW Area Management

**Apologies**

Alison Gilliland

**Key Issues discussed:**

1. Delegation of Environmental Services Update

- JS distributed service requests information for the period 18<sup>th</sup> September to 29<sup>th</sup> October (to be circulated with the meeting note).
- The leaf clearing programme is now underway therefore some of the sweeping blocks have been suspended.
- Environmental Services are currently undergoing a review of the regulatory team and interviews are taking place this week. It is hoped the process will be complete by the end of the year.
- A discussion took place on the collapsed gully process. Members raised concerns that there seemed to be a lack of co-ordination between environmental and the highway services when dealing with gullies.
- Meetings have taken place with Ward Members and individual ward plans are being developed which should form and shape enforcement issues.

2. Parks & Countryside Update

GS provided an update on the work P & C are involved with which includes: football pitch remarking; removal of summer bedding plants and planting of winter bedding; all memorial gardens will be cleaned this week. In addition new entrance gates are to be installed at Lawnswood Cemetery.

3. West North West Homes Update

Paul Hurrell provided an update on the work of the Neighbourhood Estate Team. Details to be circulated with the meeting note.

**Actions**

There were no outstanding actions from the previous sub group meeting.

1. Cllr W requested that leafs covering yellow lines are cleared as a priority. **JS**
2. It was agreed that the next sub group meeting should focus on Highway issues and that senior highways officers should be invited to attend the meeting and also a representative from Yorkshire Water. **GB**

**Next Meeting**

Monday 10<sup>th</sup> December 2012, 12.00 noon Civic Hall, Committee Room

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# Outer North West Area Committee

Health & Well-being Sub Group



## Note of 20th November 2012 Meeting 10.00am The Old Library, Horsforth.

### Present

Cllr Latty (Chair) – Guiseley & Rawdon

Cllr Cleasby – Horsforth Ward

Cllr Lay – Otley & Yeadon

Dr Bryan Powers – Shadow Clinical Director, Leeds West Clinical Commissioning Group (LWCCG)

Dr David Murray – Public Health Lead, Leeds West Clinical Commissioning Group (LWCCG)

Gerry Burnham – WNW Area Support Team

Rachel Marshall – WNW Area Support Team

### Introductions and apologies:

Cllr Latty welcomed everyone to the meeting and introductions were made.

Apologies were received from Cllr Anderson.

### Key Issues discussed:

#### 1. Leeds West Clinical Commissioning Group (LWCCG)

Dr Bryan Power (Shadow Clinical Director) and Dr David Murray (Public Health Lead) attended the meeting to provide:

- an overview of the Clinical Commissioning Group and it's current position.
- discuss how the Area Committee can contribute to the Health & Well-being agenda
- look at the relationship between Councillors and G.P's

Documents providing background information to NHS Leeds West CCG and how they involve patients, public and communities in their work were distributed and formed the main basis of discussion. These will be circulated with the meeting note.

### Actions:

1. It was agreed that it would be beneficial for Members to attend a Locality Chairs Locality meeting. Dr Murray to look into this and report back through the Area Support Team. **Dr M / GB**
2. Any information that the LWCCG wish to communicate to Members can be sent through the Area Support Team. Dr Power to advise the CCG Communications Team. **Dr P / GB**
3. A paper on Clinical Commissioning to be considered as a future Area Committee agenda item. **Cllr L / GB**

### Next Meeting

Monday 22<sup>nd</sup> April 2013 10.00am Horsforth Old Library, Town Street, LS18 5BL.

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# Outer and Inner North West Area Committee

## Transport Sub Group



### Note of 24<sup>th</sup> October 2012 Meeting 2.00pm Civic Hall

#### Present

Cllr Cleasby (Chair) - Horsforth Ward  
 Cllr Wadsworth – Guiseley & Rawdon  
 Cllr Anderson – Adel & Wharfedale  
 Cllr Illingworth – Kirkstall  
 Cllr Walshaw - Headingley  
 Gary Bartlett – Highways and Transportation  
 Andrew Hall – Highways and Transportation  
 Lois Pickering - Planning  
 Andrew Wheeler - NGT  
 Dave Pearson – Metro  
 Alison Szustakowski – Area Support Team

#### Apologies

Cllr Downes - Otley and Yeadon  
 Cllr Towler – Hyde Park and Woodhouse

#### Key Issues discussed:

1. New Generation Transport (NGT) update, Andrew Wheeler  
 Member update on the current position statement and the timescales being worked to with regards the present round of consultation. Members discussed the links with the NGT and Planning. Further discussions will take place as part of the Site Allocations process.
2. Area Bus Network Review, Dave Pearson, Metro  
 Metro consulted Members on Metro's programme of Area Bus Network Reviews and the forthcoming review in Leeds.
3. 20 mph speed limits and cycle routes, Andrew Hall  
 Members reviewed 20 mph and cycle route plans for the City, including designated access routes.
4. Site Allocations Update, Lois Pickering  
 Members discussed the recent round of consultations with Planning.

#### Actions

1. Agenda item the following for further debate:
  - Core Strategy and Site Allocations – transport related.
  - City Deal and financial considerations

#### Next Meeting

TBC February 2013

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# Outer North West Area Committee

## Policy Sub Group



### Note of 14<sup>th</sup> November 2012 Meeting 10.00am Civic Hall

#### Present

Cllr Wadsworth (Chair) – Guiseley & Rawdon  
 Cllr Anderson – Adel & Wharfedale  
 Cllr Fox – Adel & Wharfedale  
 Cllr G Latty – Guiseley & Rawdon  
 Cllr P Latty – Guiseley & Rawdon  
 Cllr Cleasby – Horsforth Ward  
 Cllr Lay – Otley & Yeadon  
 Cllr Campbell (part) – Otley & Yeadon  
 Jane Pattison - WNW Area Support Team  
 Gerry Burnham – WNW Area Support Team  
 Rachel Marshall – WNW Area Support Team

#### Apologies

Jane Maxwell

#### Key Issues discussed:

1. A discussion took place on how the Outer North West Sub Groups operate. The Chair of each sub group provided an update on how their respective sub group was progressing. Concerns were raised that Councillors are not listened to by some services and their views not taken seriously or acted upon.
2. Members were asked for their views on future Area Committee items. Themed Area Committees were discussed. Members felt that the Area Committee did not meet regularly enough to have 'themed' meetings and discussed the possibility of increasing the number of meetings per year.

#### Actions

1. It was agreed that the Chair of each sub group will provide a verbal update on their respective Sub Group at each Area Committee. **All**
2. Councillor Wadsworth to take up the Area Committee's concerns regarding how some officers communicate with Members through the Area Chairs meeting. **Cllr W**
3. Area Support Officers to advise all Outer North West Members of the date of each sub group and to ask for agenda items. **AST**
4. Councillor Cleasby to contact Highways and Transportation requesting they provide an Area Committee report on Transport issues. **Cllr C**

#### Next Meeting

Tuesday 26<sup>th</sup> February 2013, 12 noon Horsforth Old Library. The item on Neighbourhood Planning was deferred to the next meeting due to time restraints.

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# Outer North West Area Committee

## Guiseley & Rawdon Forum



21st November 2012 meeting  
7pm, Rawdon Littlemoor Primary School

### Key Issues discussed:

1. Minutes and Matters arising from the previous meeting

The notes were agreed as correct.

3 - SHLAA process – residents asked for an update regarding the developer who has put forward a piece of land that belongs to a resident. The SHLAA consultation will be held in spring 2013. Cllr Latty does not approve of the new format for the meeting notes.

2. Neighbourhood Policing Update

The crime stats for the last 5 weeks:

- 3 burglaries (1 x Carlton Lane, 2 x Park Lane) 2 suspects have been arrested
- criminal damage – stone thrown through a window on Benton Park Drive and wing mirrors were kicked off vehicles on Canada Road
- 1 x theft from motor vehicles on Hawkshill Avenue
- patrols have been increased on the High Royds Estate due to the increase numbers of vehicle thefts.
- A couple have been arrested for breaking in to the vehicles (at Greenacre Park and Chevin Park) after people had secured their belongings in the boot before going for a walk.
- £2k worth of science equipment was stolen from **Odder** Lane.
- York stone paving has been stole from Wills Gill off Town Street and on Layton Lane.
- 9 trolley pushes at Morrisons in Guiseley
- on the 24<sup>th</sup> November the Police will be installing anti tamper number plate screws to residents cars at Westfield retail park
- 4 vehicles were caught speeding in 30mins on Netherfield Road
- the Queensway action day was a great success
- over all crime is down in the area

A resident reported a vehicle parking dangerously on Whack House Lane. Police are aware of the issue and are currently monitoring it.

3. Neighbourhood Forum – David Ingham

DI spoke on behalf of Jennifer Kirby as she was unable to attend the meeting. WARD are not involved in the Neighbourhood Forum and the forum has no political bias. The Neighbourhood Forum have held 3 meetings but they were not well attended. The Forum needs to secure private funding to carry out the research to support the plan. The Parish Council may have funding that can be used to develop an Aireborough Plan. It is estimated the Neighbourhood Planning document that needs to be submitted in April 2013 will cost approx £60-£80K. The Forum is looking to recruit more volunteers who represent a cross section of the community. The next meeting will be held on 5<sup>th</sup> December, 7pm, at West Field Primary School. Residents were invited to the meeting to find out more and to get involved.

4. Changes to the Fire Service – Nigel Atkins

NA had to attend a road traffic accident so apologised for his late attendance. Residents can comment on the consultation until the 30<sup>th</sup> November and the Fire Authority will vote on the 20<sup>th</sup> December. Phase 1 has already approved to merge Rawdon and Otley Fire Services and

relocating them to Menston. Currently Rawdon has 24 hour cover with 1 engine and Otley has a retained Service. In the proposals Menston will be will be staffed from 8am - 7pm, after 7pm the staff will be on call from the accommodation block on site. There has been a 30% reduction in the risk of fire due to the reduction methods and proactive work in place by the Fire Service in Leeds over the last 5 years. The consultation will reassess the high risks areas and rebalance the fire cover to provide the best service possible for all areas, whilst taking into consideration the cuts. Rawdon is classed as low risk and Otley as very low risk. The plan will take the service up to 2020. The merge of the two stations will only have a slight impact on response time. The Fire Service is currently looking in to a new call handling system which should speed up the response times. The airports fire team will be the first crews to respond if the airport has an emergency so the changes will not effect them. They can also respond to airport related incidents within an 8k radius of the airport. Further information on the consultation can be found via [www.westyorksfire.gov.uk](http://www.westyorksfire.gov.uk), 01274 655 717 or [consultation@westyorksfire.gov.uk](mailto:consultation@westyorksfire.gov.uk).

5. Date and time of next meeting  
TBC

#### **Actions:**

1. Leaves to be cleared on Park Row - **ZT**
2. Useful LCC Service contact list to be circulated with the minutes - **ZT**
3. Future agenda items – Airport rail link, update on the SHLAA housing numbers - **ZT**
4. Look at an alternative format for the meeting notes – **Cllr Latty/ZT**



# Outer North West Area Committee

## Yeadon Forum



**5th November 2012 meeting**  
**7pm, Wharfedale room, Yeadon Town Hall**

### Key Issues discussed:

1. Matters arising from the previous meeting

Minutes were agreed as a true record of the previous meeting.

**3.10** – Residents asked for an update regarding signage being installed outside Leeds train station to direct people to public transport to the airport.

**Yeadon Banks** – Have met three times since the last forum. Anyone from Yeadon can join the group. They have cleared the Ragwort from the Bank and Cllr Downes has agreed in principle to install 2 waste /dog bins on Hall Lane. The area owned by the Leeds Group will be cut down to use and the area owned by LCC will be left natural.

**Parking Strategy** – The lines and restrictions will be installed in the New Year. Morrisons Supermarket have agreed to let theatre visitors park in the supermarket car park on an evening.

2. Neighbourhood Policing Update

The crime stats. for the last 4 weeks:

- 3 x burglaries
- 1 x attempted burglary on Henshaw Lane
- 7 shed/garage burglaries
- drugs warrant executed and one male arrested.
- 4 vehicles stolen
- 2 males issued with S59 warnings for driving motorbikes in an anti social way
- the police and the motorcycle team are monitoring nuisance bikes near Enfield, Coppice Wood and Bayton Lane.
- speed gun deployed on Green Lane and 4 speed awareness tickets and 2 points tickets were issued.
- patrols have been monitoring inconsiderate parking by the school on back of Whack House Lane.

Resident can register items such as phones, bikes, Ipods, laptops etc on <http://www.immobilise.com>. When an item is lost or stolen the website instantly notifies the Police, insurers, and second-hand traders, in order to help the recovery of the property and the capture of thieves. A Police van is on call to tackle anti social behaviour over the bonfire period. A resident reported underage drinking on Engine Fields. Acting Sergeant Golden updated residents on the Police and Crime Commissioner vote. Residents need to register to vote on the 15<sup>th</sup> and the Commissioner will be in post by the 22<sup>nd</sup>. The forum raised concerns regarding the lack of communication/information about the vote. Residents asked for the phasing of the lights at the Murgatroyds crossroads and Carlton crossroads to be revised.

3. Reorganisations of the Fire Stations / Service – Nick Smith – District Commander

Rawdon and Otley Services are merging and will be based in Menston. There has been a reduction in the risk of fire due to the reduction methods and proactive work in place by the Fire Service which has lead to a 30% reduction of fires in Leeds over the last 5 years. The consultation will reassess the high risks areas and rebalance the fire cover to provide the best service possible for all areas, whilst taking into consideration the cuts. The plan will take the service up to 2020. The merge of the two stations will impact on response time by one minute. The consultation period ends on 30<sup>th</sup> November. Further information can be found via [www.westyorksfire.gov.uk](http://www.westyorksfire.gov.uk), 01274 655 717 or [consultation@westyorksfire.gov.uk](mailto:consultation@westyorksfire.gov.uk). The airports Fire

team will be the first crews to respond if they have an emergency so the changes will not effect them. NS reminded residents to install a fire alarm and get it tested regularly. AVSED members can get their fire alarm battery changed for free by their handy man. NS took questions from the floor.

4. CASAC (Community Action Support Against Crime - Peter Walker

PW carried out a demonstration to show how burglars can gain access to a property through a locked UPVC door in under 5 seconds. CASAC recommend that UPVC doors should be fitted with ABS cylinders or a Vector Plus locking system which can be purchased from CASAC or bought online. CASAC carry out free assessments to any residents in West Yorkshire and can supply and fit the new locks starting from from £75 for the first one and £50 for each one afterwards. PW talked through the other safety measure available to residents to help them secure their property – garage door defenders, sash jammers etc. CASAC have a list of vetted local tradesman for residents to use. PW stayed until the end of the forum to answer residents questions .

5. Yeadon High Street – Stephen Noble

The failure is due to substandard sub-grade material and wheel track rutting from the traffic following a standard line down the road. To rectify the problem Highways are taking out 565mm of construction and reconstructing the whole section from the library to the roundabout. A Geotextile reinforcement is going in to the lower subbase to strengthen it. The High Street will be closed whilst the repair work is carried out. Work will start on Sunday 6<sup>th</sup> January and will run every Sunday afterwards for a 12 week period, costing £175k. When the payment to the contractor was due, failings had already appeared on the crossings and block paving. Highways costed up how much it would cost to repair and that amount was deducted from the contractors retention and will going toward the repair costs. The consultations (Jacobs) are no longer on the LCC preferred supplier list. A discussion took place as to why the scheme failed and whether Jacobs the consultant will be held responsible. SN & PR to take back the comments of forum. All the utilities have been notified of the proposed works.


6. Date and time of next meeting

March 2013. Date to be confirmed nearer the time.

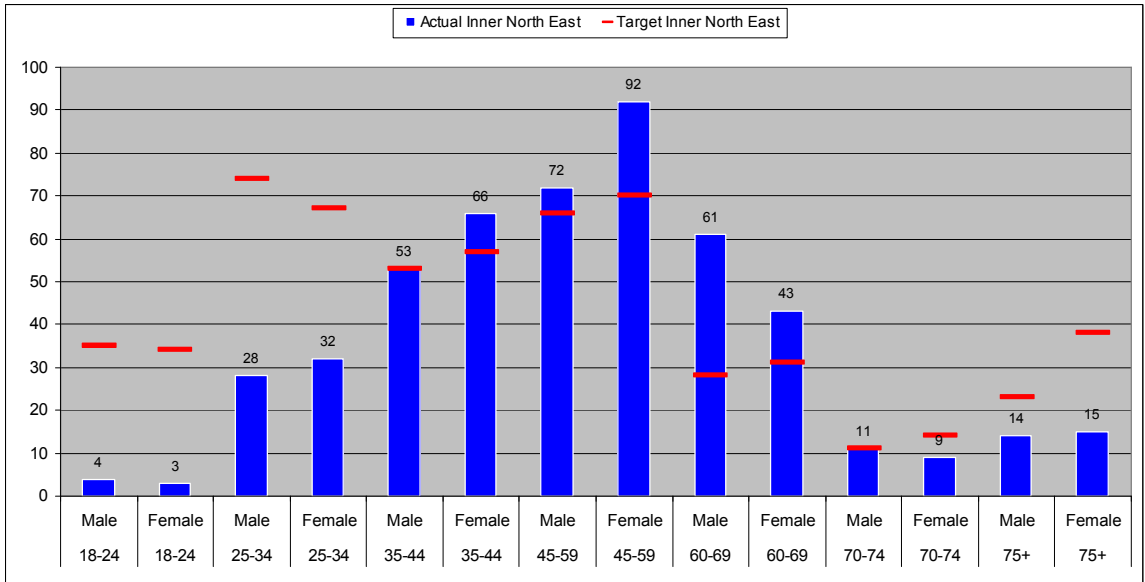
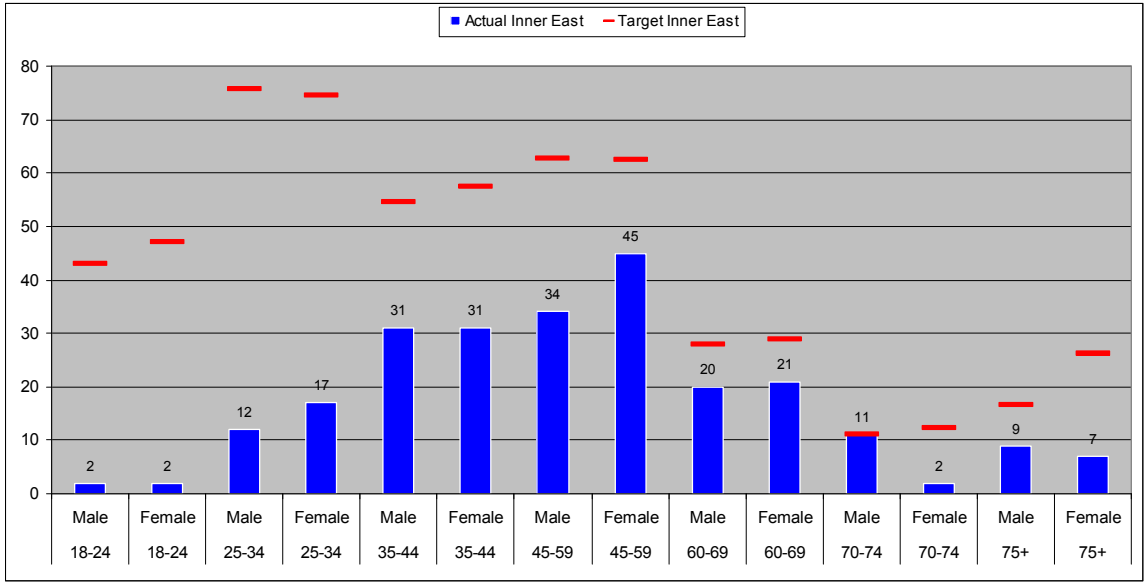
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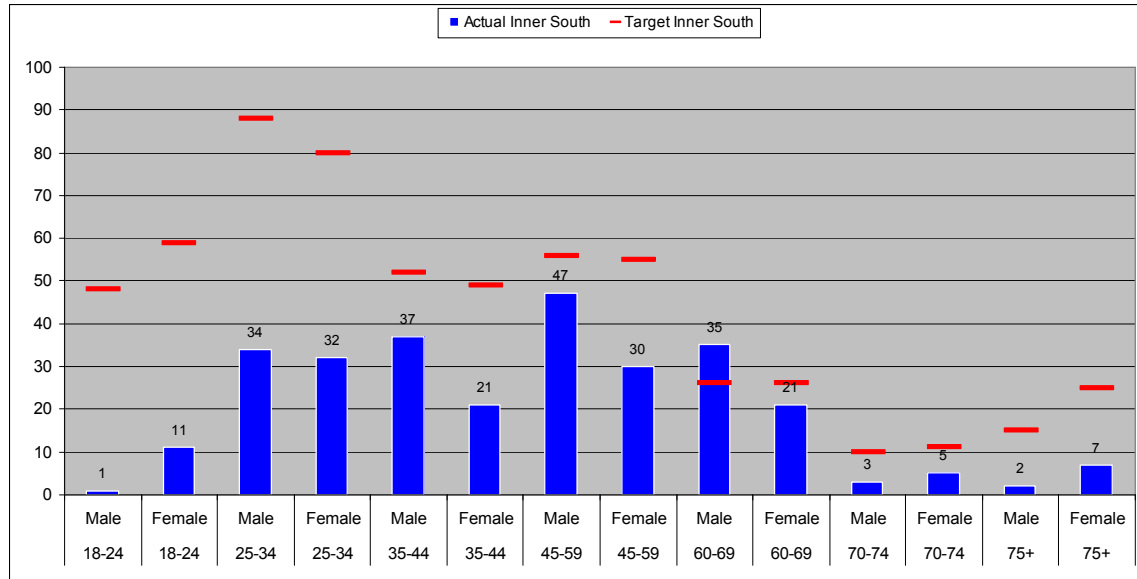
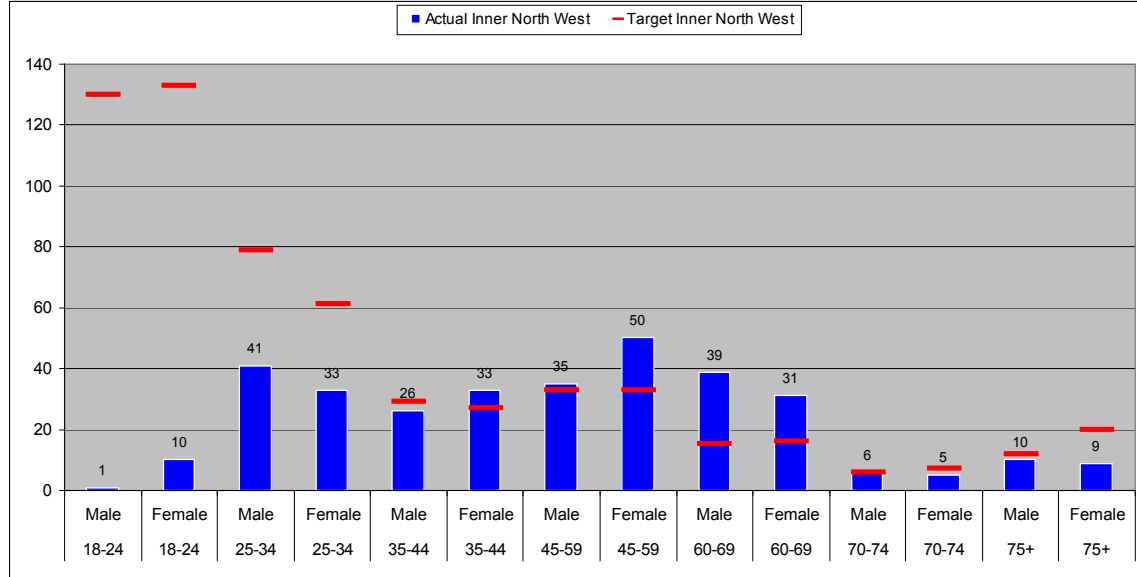
1. Investigate whether the phasing of the traffic lights at the Murgatroyds crossroads and Carlton crossroads can be changed. **Cllr Downes**
2. Update regarding signage being installed outside Leeds train station to direct people to public transport to the airport. – **Cllr Downes**
3. Update of the progress of Yeadon High Street at the next meeting - **SN**

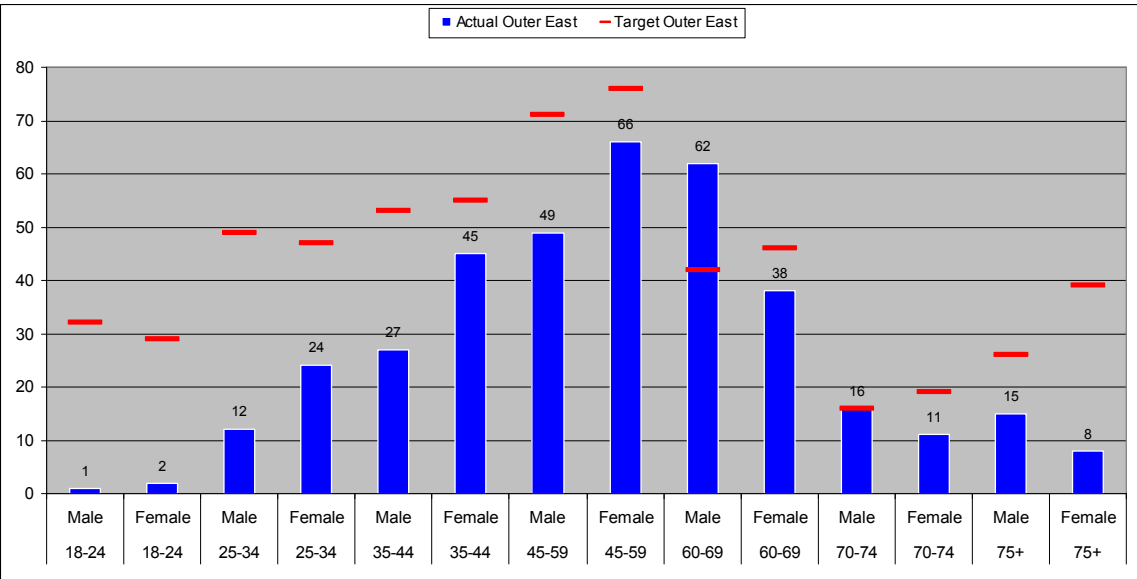
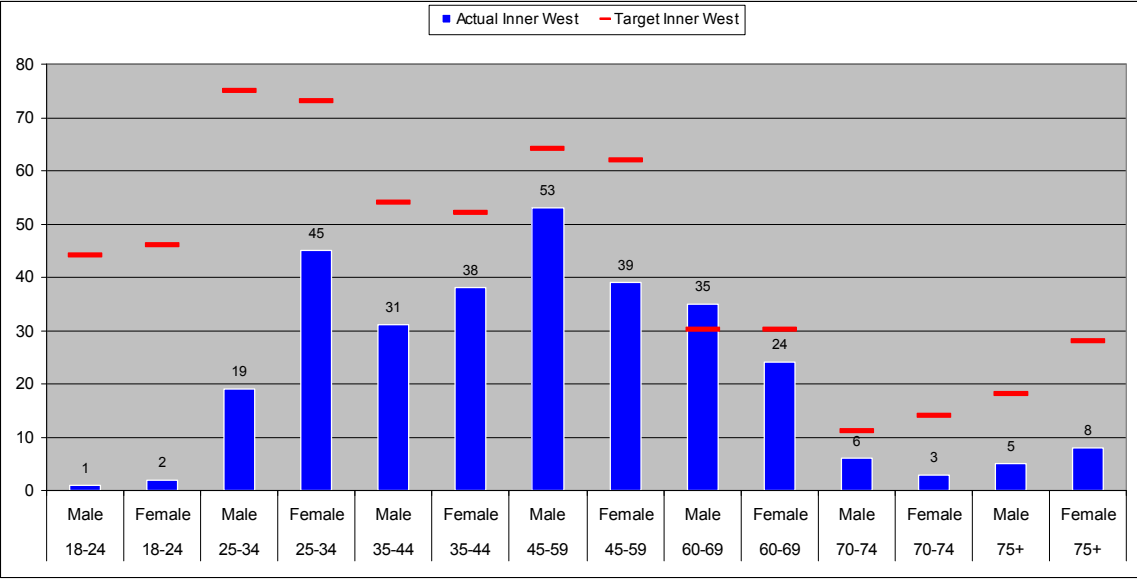
**Leeds Citizens Panel  
Membership Summary** (correct as of 1 November 2012)

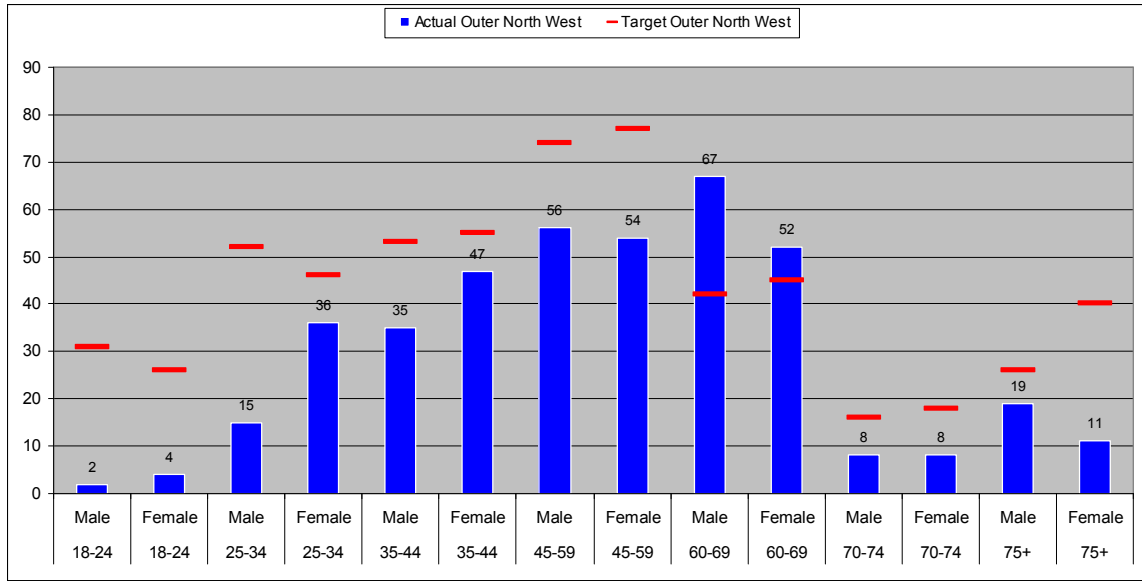
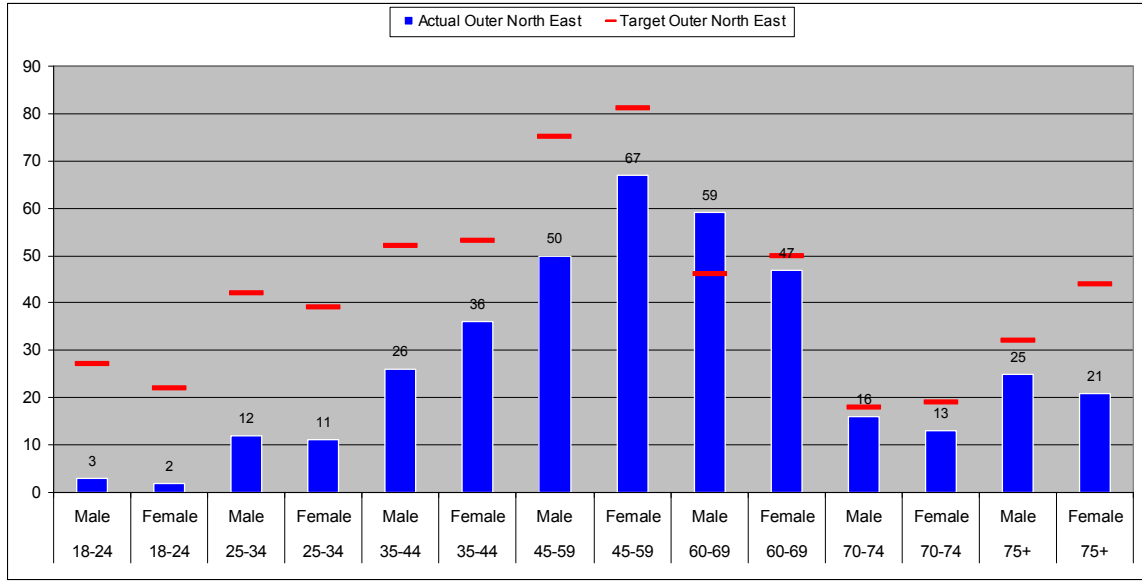
Quick Summary 				
		Count	% of Total Target	
Total Recorded:		<b>3919</b>	65.3%	No. of Emails: 3126 (79.8%)
			<b>Total</b>	<b>Target</b>
Age Groups:	18-24	68	912	7.5%
	25-34	542	1262	42.9%
	35-44	763	1036	73.7%
	45-59	1144	1301	87.9%
	60-69	842	680	123.8%
	70-74	175	272	64.4%
	75+	229	536	42.7%
	<b>TOTAL</b>	<b>3763</b>	<b>6000</b>	<b>62.7%</b>
Gender:	Female	1991	3065	65.0%
	Male	1882	2935	64.1%
	<b>TOTAL</b>	<b>3873</b>	<b>6000</b>	<b>64.6%</b>
Ethnicity:	White	3190	5505 (91.8%)	57.9%
	Mixed Race	75	82 (1.4%)	91.1%
	Asian	135	277 (4.6%)	48.8%
	Black	95	88 (1.5%)	108.5%
	Other	52	48 (0.8%)	107.4%
	<b>TOTAL</b>	<b>3547</b>	<b>6000</b>	<b>59.1%</b>
Area Committee:	Inner East	259	600	43.2%
	Inner North East	531	600	88.5%
	Inner North West	343	600	57.2%
	Inner South	303	600	50.5%
	Inner West	318	600	53.0%
	Outer East	386	600	64.3%
	Outer North East	407	600	67.8%
	Outer North West	438	600	73.0%
	Outer South	400	600	66.7%
	Outer West	361	600	60.2%
	<b>TOTAL</b>	<b>3746</b>	<b>6000</b>	<b>62.4%</b>
			<b>Total</b>	<b>% of Returns</b>
Long Term Illness:	Yes	444		11.3%
	No	2177		55.5%
	No Response	1298		33.1%
Faith:	Buddhist	24		0.6%
	Christian	2005		51.2%
	Hindu	74		1.9%
	Jewish	63		1.6%
	Muslim	80		2.0%
	Sikh	31		0.8%
	No Religion	1170		29.9%
	Other	93		2.4%
	No Response	379		9.7%
	<b>TOTAL</b>	<b>3919</b>		



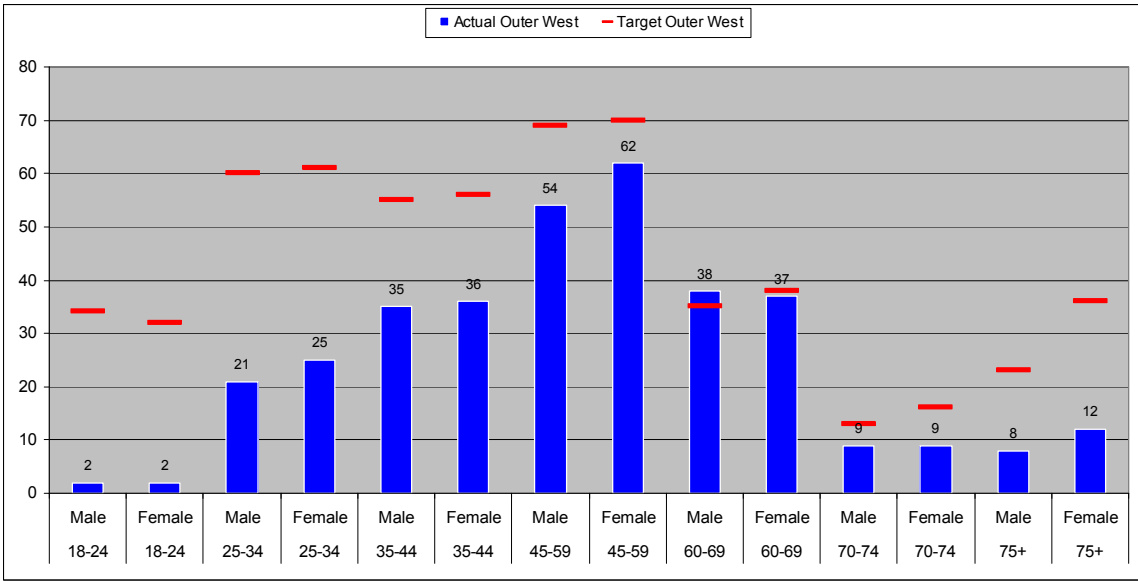
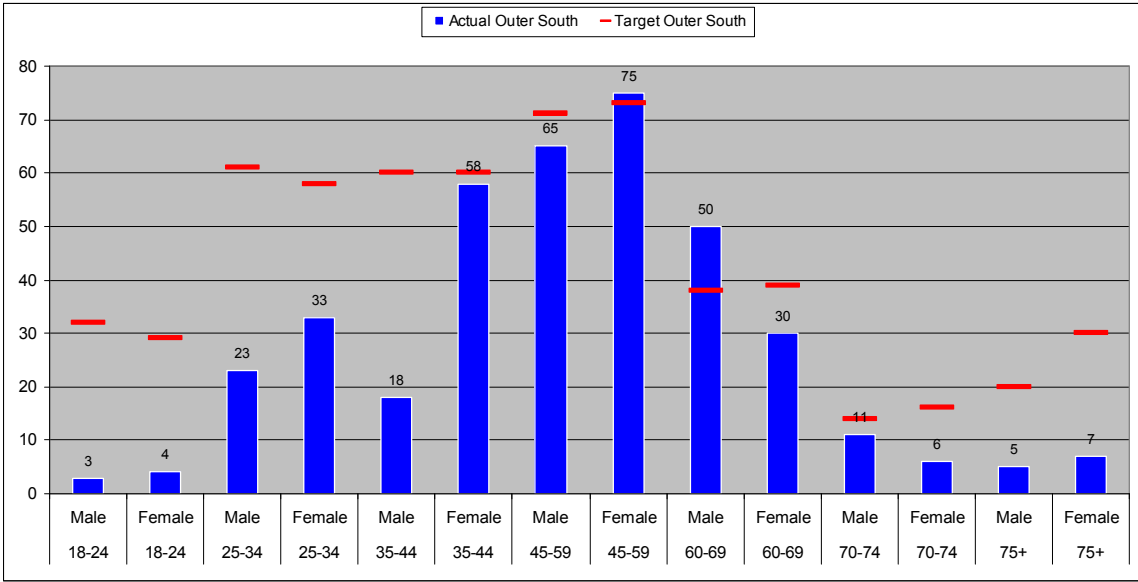












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**Report of the Assistant Chief Executive (Customer Access & Performance)**

**Report to North West (Outer) Area Committee**

**Date: 10<sup>th</sup> December 2012**

**Subject: North West (Outer) Area Committee Business Plan Update Report**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Adel & Wharfedale, Guiseley & Rawdon, Horsforth and Otley & Yeadon		
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**

This report presents an update on the work to date to deliver the actions outlined in the North West (Outer) Area Committee Business Plan 2011-2015.

It is proposed that between November 2012 and March 2013, the Area Support Team will review the actions within the Business Plan. The timescale will ensure that Members have opportunity to be consulted on a refreshed plan that continues to be fit for purpose and reflects the current city wide priority plans and performance monitoring principles.

The refreshed Business Plan will be presented to the Area Committee in April 2013 for final approval.

**Recommendations**

The Area Committee is asked to:

- Note the progress made against the Business Plan actions at Appendix 1.
- Agree that the Area Support Team undertake a review of the Business Plan for 2013/14.
- Agree to receive a refreshed Business Plan at the Area Committee meeting in March 2013 for approval.

## **1 Purpose of this report**

- 1.1 This report presents an update on the work to date to deliver the actions within the North West (Outer) Area Committee Business Plan 2011-2015. The report also seeks approval to undertake a review of the business plan to ensure that it continues to be fit for purpose and reflects the current city wide priority plans.

## **2 Background information**

- 2.1 The Leeds Strategic Plan brought together the themes in the 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 (ADP) in June 2008.
- 2.2 The 2008-2011 Area Delivery Plan (ADP) which underpinned 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.
- 2.3 The ADP was replaced with a new area Business Plan for 2011-2015. This plan reflected changes to the city and council planning and partnership framework and incorporate local community engagement planning and actions. The Business Plan continues to outline local priorities and actions for the outer north west and provides a framework for the work programme of the North West (Outer) Area Committee and the spending of the Wellbeing Budget. The Business Plan helps enable the Area Committee to fulfil the principles of integrated locality working.

## **3 Main issues**

- 3.1 The North West (Outer) Business Plan 2011-2015 which includes local priorities for action, has now been in place since June 2012. This has formed the basis of the work programme for both the Area Committee and the Area Support Team in outer north west.
- 3.2 Attached at Appendix 1 is the Area Business Plan Action Table which details the local priorities and actions agreed by the North West (Outer) Area Committee and highlights what progress has been made against each of these. The table shows the range of work that has been undertaken by the Area Committee and its partners to address local priorities and needs.
- 3.3 The Action Table also shows that the Area Committee has commissioned a range of projects through its Wellbeing Fund which help to address both local and citywide priorities as set out in the Area Committee Business Plan and City Priority Plans.
- 3.4 It is proposed that between December 2012 and March 2013, the Area Support Team will, in consultation with Members and partners, review the current business plan to ensure that the Area Committee and Area Support Team are delivering on those actions previously agreed. The review will also highlight those areas which need more work and identify any additional actions and priorities which have come to light since the plan was originally approved.
- 3.5 Once this review has been undertaken, a revised Business Plan will be brought to a future Area Committee meeting for approval.

- 3.6 The timeline below outlines the process previously agreed for the production and monitoring of the four year business plan and the public facing Action Plan. It includes regular engagement with Members and an annual refresh and review cycle.

October 2011	Members consulted and commented on Business Plan format at Area Committee.
November 2011	Member workshop (working towards Outcome Based Accountabilities criteria) held to furnish Business Plan.
November 2011	Area Support Team developed Business Plan taking into account Members views.
December 2011	Received a draft update at Area Committee.
January 2012	Update on progress at Member Workshop
June 2012	Area Committee adopt 2011-2015 business plan.
August – October 2012	Review business plan.
November – February 2013	Refresh business plan.
March 2013	Area Committee adopt refreshed 2011-15 Business Plan.
August – October 2013	Review business plan.
November – February 2014	Refresh business plan.
March/April 2014	Area Committee adopt refreshed 2011-15 Business Plan.

- 3.7 This process will ensure that Members have been consulted on the production of the plan and that it reflects the views of local elected members and the communities that they represent. In addition, the timescale ensures that it reflects the city wide priority plans and performance monitoring principles.
- 3.8 This report and the proposed review of the North West (Outer) Business Plan will form part of the performance monitoring process by the Area Committee.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 Members were consulted on the development of the North West (Outer) Business Plan during 2011. The final Business Plan was presented for adoption by the Area Committee in June 2012 and this report forms part of the ongoing consultation around the plan.

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

- 4.2.1 Equality, diversity, cohesion and integration are key issues for the Area Committee and the Business Plan takes this into account with a number of actions identified to help address these.

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

- 4.3.1 The themes in the proposed Business Plan will mirror the themes and priority outcomes at a city wide level and also reflect the delegated functions and priority advisory functions of the North West (Outer) Area Committee.

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

4.4.1 As outlined in the Function Schedule 2011/12, the Wellbeing Budget delegated by Executive Board is used to finance projects which meet the needs of the Area Business Plan. Members of the Area Committee are keen that wherever possible the use of Wellbeing brings in additional match funding to the area.

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

4.5.1 There are no legal implications as a result of this report and it is not eligible for Call In.

#### **4.6 Risk Management**

4.6.1 This report provides an update for Members and therefore no risks are identifiable.

### **5 Conclusions**

5.1 The North West (Outer) Area Committee Business Plan sets 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 Business Plan supports and contributes to changes already being put in place to the council framework at a city wide level. It illustrates how the Area Support Team continue to work with 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 progress made against the Business Plan actions at Appendix 1.
- Agree that the Area Support Team undertake a review of the Business Plan for 2013/14.
- Agree to receive a refreshed Business Plan at the Area Committee meeting in March 2013 for approval.

### **7 Background Documents**

7.1 None

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

**Outer North West Business Plan (Priorities for Action) 2011-15**

Approved at June 2012 Area Committee

<b>Improvement Priority</b>	<b>What will the Area Committee do to address this priority?</b>	<b>Which service or partner is responsible?</b>	<b>Performance Measures (evaluates the service)</b>	<b>How did we do it? What actions were taken?</b>
<b>Sustainable Economy and Culture</b>				
<b>Provide opportunities for people to get jobs or learn new skills</b>	Support residents in our neighbourhoods to achieve job readiness through the provision of skills and training activities	Jobs and skills	Attendance by local community at skills and training activities.	
<b>Make better use of our community buildings</b>	Support our community centres in the area to have sustained and where possible, increased usage.	Area Support Team	Continued use of community centres, increased/alternative usage.	Support and advice given to Otley pre school and Ashfield Children's Centre to look at options to relocate to Cross Green Community Centre.
	Assist in reviewing the Council's assets (buildings) in relation to community involvement, usage, running and disposal. Identify assets of community value.	Area Support Team	Running of buildings by third party organisations. Disposal of under utilised assets.	Yeadon Town Hall User Group supported in obtaining a licence to run the bar and funding provided to upgrade the bar facilities. Regular use of community assets by the Area Committee and the Area Support Team for meetings and community forums.  Well-being support given to Adel Players to upgrade their

				<p>stage and install a hearing loop.</p> <p>Otley Town and Pool Football Clubs received funding to upgrade their sports facilities.</p>
<p><b>Work with local businesses and partners to support a flourishing local economy.</b></p>	<p>Support the regeneration of local town and district centres to reduce the number of empty shop units and to enhance the attractiveness and environmental quality of the areas</p>	<p>Area Support Team</p>	<p>Flourishing and diverse economy.</p>	<p>Work with Asset Management in relation to asset issues in the area such as Otley Civic Centre and Micklefield House.</p> <p>Hold an event to rename Horsforth Old Library to help raise the profile of the building with the local community.</p> <p>Work with City Development to support Otley Town Partnership and other local businesses.</p>
<p><b>Provide opportunities and facilities to enable local people to access and engage in sport and cultural activities.</b></p>	<p>Identify opportunities to encourage increased use of community assets.</p>	<p>Area Support Team Library Service Yeadon Tarn Leisure Centres</p>		<p>Support given to Pool Village Hall for the refurbishment of the floor and marking out of a badminton court.</p> <p>Well-being support was provided to Yeadon Cricket Club to contribute towards the purchase of their premises.</p> <p>Summer Bands in the Park 2013 to hold 2 brass band concerts one in</p>



				<p>Wharfedale Park the other in Yeadon Tarnfield Park with the support of the Area Committee.</p> <p>Otley Carnival, Pool Feast and Irish Arts all received well-being funding to run events in the outer north west area.</p>
<b>Safer and Stronger Communities</b>				
<p><b>Reduce crime and antisocial behaviour, with a particular focus on reducing burglary rates</b></p>	<p>Work with partners to identify and tackle crime hotspot areas.</p> <p>Reduce burglary through multi agency working and specific initiatives such as the capture house and capture car projects.</p> <p>Provide residents with support, advice and equipment to help them prevent burglary.</p>	<p>Area Support Team Neighbourhood Policing Team.</p>	<p>Reduction in crime figures particularly burglary and anti-social behaviour.</p> <p>Number of convictions resulting from the capture house and capture car projects.</p> <p>Increased perception of community safety amongst residents.</p>	<p>Action days have been held in: King Georges (Horsforth), Holt Park (Adel &amp; Wharfedale), Weston Estate (Otley &amp; Yeadon), Westfield's and Queensway's (Guiseley &amp; Rawdon). The action days have successfully engaged with residents and brought together partners to tackle local issues identified by residents.</p> <p>Up until 31<sup>st</sup> October, 137 target hardening jobs have been received by CASAC resulting in 118 properties target hardened, evenly distributed across all wards. Police burglary data continues to drive the areas where PCSOs will door knock to seek CASAC referrals.</p>

				<p>The Annual Community Safety report showed a decrease in burglary across the Outer North West Area. Source – Safer Leeds. Operational data shows an increase in community confidence in the Police and partners in tackling anti social behaviour. Source – independent Police data.</p> <p>The capture car has been deployed in Outer North West a number of times, targeted at the car crime hotspots. The capture house project has ceased operating on 31<sup>st</sup> March 2012 (project end).</p>
<p><b>Consult local people on changes that may affect their lives and support them to get involved in local decision making.</b></p>	<p>Undertake annual consultation Through the Leeds Citizens Panel to identify Area committee priorities.</p>	<p>Leeds City Council Corporate Communications and Area Support Team.</p> <p>Area Support Team.</p>	<p>Survey undertaken, analysis complete and findings reported to Area Committee.</p>	<p>There are currently 3919 members on the citizen's panel which includes 438 residents in the outer north west area. The Citizen's Panel is currently being asked a variety of questions relating to council performance one of which is around satisfaction about the environmental condition of neighbourhoods. The Area Committee received progress updates in June and December on</p>

	<p>Provide the public with information to assist them in understanding local issues through a range of communication channels including public meetings.</p>	<p>Area Support Team. Leeds City Council Regeneration Service.</p>	<p>Undertake up to 12 forums and public drop in meetings in the Outer North West.</p>	<p>the Citizen's Panel.</p> <p>There are 3 regular community forums held in the outer north west area covering Guiseley &amp; Rawdon, Yeadon and Holt Park. Agenda items include planning issues, changes to the Fire Service, Metro and First Bus and updates from the Neighbourhood Policing Teams.</p>
	<p>Seek the views of the public on key developments that will affect the areas where they live.</p>	<p>Area Support Team WNW Homes</p>	<p>Hold community meetings in priority neighbourhoods and ensure that significant developments are appropriately communicated to the public.</p>	<p>Consultation meetings have taken place to discuss and contribute to the future of Holt Park Active Living Centre. Newsletters are issued and meetings have taken place with Ward Members and key stakeholders.</p>
	<p>Support local voluntary, community and faith organisations to play a lead role in the development of neighbourhood activities.</p>	<p>Area Support Team</p>	<p>Community organisations will have the capacity and opportunity to engage with, lead and influence neighbourhood activities.</p>	
	<p>Provide support to communities and neighbourhoods in the Neighbourhood Planning process. Level of</p>		<p>Number of groups and organisations supported in developing a Neighbourhood Plan.</p>	<p>Support and assistance provided to a local group wishing to establish a Neighbourhood Forum and develop a neighbourhood plan in 'Aireborough'.</p>

	support to be determined by the current infrastructure within a community to develop plans.			
<p><b>Support the development of strong networks of community groups who contribute to improving their neighbourhood.</b></p> <p><b>Support local events that bring people together.</b></p>	<p>Provide a range of ways for residents and partners to have their say about local priorities.</p> <p>Develop Area Leadership Teams to oversee neighbourhood improvement plans for our priority neighbourhoods.</p> <p>Support local community events across the area throughout the year.</p>	<p>Area Support Team.</p> <p>WNW Homes, Parks &amp; Countryside, Environmental Services, Youth Service, Extended Services.</p>	<p>Holding of community engagement events such as community forums and meet the people events.</p> <p>Holding of community events and relevant activities for families and young people.</p>	<p>Environmental Services and Town and Parish Councils brought together to discuss how they can work together.</p> <p>Holt Park has been identified as a priority area to tackle a range of issues and a community forum has been established which will meet 4 times a year.</p> <p>Work with Aireborough Extended Services to fund family events for 5 – 11 year olds.</p> <p>Support given to various organisations to hold events to celebrate the Queens Golden Jubilee in Horsforth, Bramhope and Arthington.</p> <p>Festive lights arranged for Horsforth, Guiseley, Rawdon and Yeadon.</p>
<b>Support volunteering</b>	Provide information and opportunities for people	Area Support Team	Increased number of volunteers.	Well-being support provided to Older People's networks to enable

<b>within our local communities</b>	to get involved with volunteering.	Third Sector partners.		volunteers to deliver projects such as an intergenerational Christmas party, the Firefly scheme which uses volunteers to place firefly stickers in older people's homes and Horsforth Live at Home which runs a gardening scheme.
<b>Improve the local environment and our parks and open spaces</b>	<p>Work with Environmental Services and the Area Committee Sub Group to deliver the new Service Level Agreement to meet community need around environmental improvements.</p> <p>Work with residents and local groups to ensure the cleanliness of our streets and open spaces; take enforcement action where there are problems e.g. dog fouling; work with local businesses, schools and environmental groups on litter picking and cleaning where it is needed.</p>	<p>Area Support Team Waste Management Services Environmental Sub Group.</p> <p>Area Support Team Environmental Services.</p>	<p>Successful implementation of the environmental delegation. Improved cleanliness of streets and pavements.</p> <p>Feedback from community forums.</p> <p>Increased number of enforcement actions / fixed penalty notices.</p>	<p>The Environmental sub group meets 6 times a year and receives regular updates on performance against the Service Level Agreement (SLA) between Outer North West Area Committee and the WNW Environmental Locality Team.</p> <p>The Area Committee has provided funding for a full-time site-based gardener to work in cemeteries in Guiseley &amp; Rawdon and Yeadon.</p> <p>Well-being support has been used to replace trees on the Cookridge Estate to enhance the neighbourhood.</p> <p>Environmental Services provide service request statistics at each sub group meeting and twice yearly reports to Area Committee. 28 Legal Notices were served from</p>

	<p>Work with relevant partners to reduce the number of derelict buildings and the impact they have on communities.</p> <p>Work with partners through Locality Working to resolve land ownership issues which may result in unsatisfactory maintenance (rationalise service provision).</p>	<p>Area Support Team Asset Management.</p> <p>Area Support Team Environmental Services Parks &amp; Countryside WNW Homes</p>	<p>Reduction in the numbers of derelict sites / land / eye sore sites.</p> <p>Timely (joined up) grounds maintenance. Reduction in maintenance costs through efficiency improvements.</p>	<p>June to November 2012.</p> <p>A list of derelict sites has been established with input from Members of the Environment Sub Group. A priority list is being established across the city.</p> <p>The Area Support Team continues to develop strong working relationships with environmental services delivery partners. A pilot of joint working is being launched in Holt Park to test out how staff/resources can be shared and tasked to focus on common local priorities.</p>
<b>Health and Wellbeing</b>				
<b>Promote healthy lifestyles and tackle health inequalities</b>	<p>Deliver projects to target health issues through local health and well-being groups and priority neighbourhoods in conjunction with Public Health.</p>	<p>Area Support Team</p> <p>Public Health</p>		<p>The Health &amp; Well-being sub group has received presentations from: the Primary Care Trust on 'Leeds Lets Change'. This is a city wide programme which helps people to adopt a healthier lifestyle, through accessing healthy living services, community activities or self-help resources;</p>

				<p>The Shadow Clinical Director and Public Health Lead gave an overview of the Clinical Commissioning Group and its current position. Systems are being developed to strengthen communications with Public Health.</p> <p>Support given to Older People's Activities in the Locality (OPAL) to run weekly exercise classes and provide healthy living / eating advice.</p> <p>Rawdon Over 55's received funding to run a chair-based exercise class.</p> <p>Work on Holt Park Active is well underway, with the new centre on course to open in October 2013. The centre will offer a wide range of inclusive facilities for people of all ages and abilities to be active, socialise and learn new skills. It will replace the current leisure centre and be an alternative for people currently using adult social care day services or personal budgets.</p> <p>The resulting Holt Park Active</p>
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				centre is due to open in October 2013 and will be fully accessible and a changing places registered facility. The existing centre will close to the public in December 2012.
<b>Children and Families</b>				
<b>All children and young people in Leeds have access to out of school activities.</b>	<p>Commission Outer North West Extended Services Clusters to deliver a broad range of out of school activities for 5 – 19 yr olds.</p> <p>Deliver projects to introduce and involve young people in outdoor activities available through the facilities at Yeadon Tarn.</p>	<p>Extended Services Clusters.</p> <p>Area Support Team Sports Development.</p>	<p>Numbers of young people participating in the sessions.</p>	<p>Members of the Children &amp; Young People's sub group gave support to the Child Friendly City Project by suggesting local business's who may be interested in getting involved.</p> <p>Aireborough Extended Services organised family fun afternoons and play schemes for 5 – 11 year olds with well-being funding.</p> <p>Support has been provided to the Youth Service to train 2 drivers to use the mini-bus and to take 24 young people to Herd Farm Residential Centre.</p> <p>Aireborough Summer Activities received funding to deliver a play scheme for young people with learning difficulties.</p>



<b>Housing and Regeneration</b>				
<b>Improve public service co-ordination working together with local residents to improve our most deprived neighbourhoods</b>	Use our well-being budget to help community groups and voluntary organisations to deliver projects to improve the area through Locality Working to improve our most deprived and unclean areas.	Area Support Team (relevant Council departments)	Improvement in ranking of most deprived neighbourhoods (SOA).	A locality working initiative is being developed between WNW Homes and the Area Support Team to deliver joined up environmental services on the Holtdale Estate

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

**Report to North West (Outer) Area Committee**

**Date: 10<sup>th</sup> December 2012**

**Subject: Area Chairs Forum Minutes**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Summary of main issues**

This report formally notifies members of the decision made by full council that Area Chairs Forum minutes should be considered by Area Committees as a regular agenda item at future Area Committee meetings.

The report also includes background information regarding the Area Chairs Forum meetings.

**Recommendations**

The North West (Outer) Area Committee is asked to note the contents of the report and to consider the minutes from the Area Chairs Forum meetings at this and future Area Committee Meetings.

## **1 Purpose of this report**

- 1.1 The purpose of this report is to formally notify Members that the minutes of Area Chairs Forum meetings will be brought to Area Committee meetings as a regular agenda item, and to give a brief overview of the Area Chairs Forum meetings.

## **2 Background information**

- 2.1 Area Chairs Forum meetings take place on a bi-monthly basis and are chaired by the Deputy Leader of Council and Executive Member for Neighbourhoods, Housing and Regeneration.
- 2.2 Meetings are attended by the ten Chairs of the Area Committees, the Assistant Chief Executive (Customer, Access & Performance), the three Area Leaders and the Neighbourhood Services Co-ordinator in Leeds Initiative.
- 2.3 Agenda items focus on issues relating to services delegated to Area Committees, future delegations of services, locality working and any other issues that can be influenced by, or have an impact on, Area Committees.

## **3 Main issues**

- 3.1 Following recommendations by the General Purposes Committee, full council approved on 26<sup>th</sup> May 2011 that minutes of the Area Chairs Forum meetings should be considered by Area Committees, and that this should be a regular agenda item for Area Committee meetings.
- 3.2 Area Chairs Forum minutes will only be available to be considered by Area Committees once they have been agreed as an accurate record by the subsequent Area Chairs Forum meeting.
- 3.3 The scheduled Area Chairs Forum meeting dates for 2012 / 13 are:
  - Friday 13<sup>th</sup> July, 2012
  - Tuesday 11<sup>th</sup> September 2012
  - Friday 2<sup>nd</sup> November 2012
  - Thursday 10<sup>th</sup> January 2013
  - Thursday 7<sup>th</sup> March 2013
- 3.4 Attempts will be made to include Area Chairs Forum minutes in papers issued prior to Area Committee meetings, however due to some tight deadlines between meetings, it may be necessary to table the minutes at certain Area Committee meetings.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 There has been no need to publicly consult on the inclusion of Area Chairs Forum Minutes on Area Committee agendas, however the matter has been discussed by the General Purposes Committee.

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

4.2.1 There are no equality and diversity issues in relation to this report.

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

4.3.1 The inclusion of Area Chairs Forum minutes on Area Committee Agendas is a revision to the Area Committee Procedure Rules within the Constitution agreed by full council on 26<sup>th</sup> May 2011.

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

4.4.1 There are no resource implications as a result of this report.

## **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 There are no risk management issues relating to this report.

## **5 Conclusions**

5.1 Full Council has approved the recommendations of the General Purposes Committee to include the Area Chairs Forum minutes as a regular item at future Area Committee meetings.

## **6 Recommendations**

6.1 The North West (Outer) Area Committee is asked to note the contents of the report and to consider the minutes from the Area Chairs Forum meetings at this and future Area Committee Meetings.

## **7 Background documents**

None.

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

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**Area Chairs Forum  
Friday 11<sup>th</sup> September 2012  
West Room, Civic Hall**

**Attendance:**

Councillors: P. Gruen (Chair), G. Hyde, G. Wilkinson, A. McKenna, J. Akhtar, P. Wadsworth, J. McKenna, J. Jarosz

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

Minutes: S. Warbis

Attending for specific items: Cllr J. Blake, K. Morton, D. Allen, H. Freeman, A. McMaster

<b>Item</b>	<b>Description</b>	<b>Action</b>
<b>1.0</b>	<b>Apologies</b>	
1.1	Cllr G. Hussain, Cllr A. Gabriel, Cllr K. Bruce, Beth Logan.	
<b>2.0</b>	<b>Minutes and Matters Arising</b>	
2.1	The minutes of the previous Area Chairs Forum meeting on 13 <sup>th</sup> July 2012 were agreed as an accurate record.	
2.2	<u>5.5 of previous minutes – Review of Area Working – Next Steps</u> Regarding community engagement, Chris Dickinson is linking in with Matt Lund and Jenny Hill to look at ways of optimising engagement of members of the citizen’s panel within local areas. Recruitment to the citizen’s panel is progressing well however there are difficulties in certain areas of the city and amongst certain demographic groups.	
2.3	<u>6.1 of previous minutes – Equality Improvement Priorities 2011-2015</u> Work is ongoing between Lelir Yeung and the Area Leaders on developing Equality Improvement Priorities for localities.	
<b>3.0</b>	<b>Youth Service Review</b>	
3.1	Cllr. Judith Blake (Lead Executive Member Children’s Services), Ken Morton (Head of Service Young People and Skills) and Damian Allen (Consultant - NOHA Associates Ltd) attended to provide an update on the review of Youth Services.	
3.2	Cllr Blake introduced the item by saying that although some members are pleased with youth service provision, some members have expressed concerns. The aim is to provide the widest youth provision within the resource envelope and Area Committees and Area Support Teams will be key in bringing proposals forward. Leeds City Council is committed to maintaining it’s influence over youth services, which is not the case in all authorities, and it is hoped that a report will go to Executive Board in November detailing proposals.	
3.3	Damian Allen has been brought in as a consultant to carry out an independent assessment of challenges facing the Leeds “Youth Offer” to be used in developing proposals for a review of the service.	
3.4	Damian Allen gave a comprehensive presentation detailing a series of findings and propositions drawn from interviews with a range of stakeholders including; elected members, senior council officers, youth offer partners, providers, staff, secondary and primary school councils and young people in youth offer settings.	
3.5	Areas covered within the presentation included:	

- Universal and targeted provision
- In house and external commissioning
- Age range for the Youth Offer
- Links between Area Committees and Clusters
- Local devolvement of funding
- Performance and quality monitoring
- Review of service structure and job roles

3.6 In the debate that followed Area Chairs expressed an interest in having more access to funding at a local level but that they needed more details over what funding is available and what can be devolved. There was general support for increasing the use of school facilities but it also needed to be recognised that this would not meet the needs of all areas.

3.7 The question was raised as to which budgets were being considered as part of the review. It was stressed that all youth offer budgets were on the table, although it needed to be recognised that a large proportion of resources are tied up in staffing and it may take longer to implement changes in this area, as part of any recommendations. It was hoped that some funding for “places to go, things to do” activities could be reorganised by April 2013 but that wider restructuring is unlikely before 2014/15.

3.8 It was felt that Area Committees would need to have further influence over the review and any proposals emanating from it. It was suggested that a working group of selected Area chairs should be set up to look at the youth offer.

**KM**

#### **4.0 Environmental Delegation SLA2 Feedback**

4.1 Helen Freeman attended with a report summarising feedback from Area Committees around the approval of SLA2 by all Area Committees in June / July.

4.2 While SLA1 gave changes to street cleaning schedules and the focusing of resources locally, the discussion has now moved from cleansing to enforcement. Locality managers are having conversations with Area Chairs regarding the restructuring of enforcement teams, and discussions are ongoing with staff and unions.

4.3 The aim is to strengthen the approach locally to include cleansing, enforcement and education. There is also evolving work to strengthen links with parish councils, voluntary groups and businesses and build a joined up approach to environmental issues locally.

4.4 SLA2 shows a maturing of SLA1 but it was acknowledged that this was an evolving picture. The ability for Area Committees to hold the service to account relies on good performance information from the service, and this is better in some areas than in others. There is also an expectation that there should be better coordination between partners within the local authority. There is the potential that findings from the budget plus exercise currently being carried out may lead to service reorganisations and potentially more services becoming devolved.

4.5 The ongoing restructure of environmental enforcement is wide and deep and is causing some concern amongst staff members. It was pointed out that the review was not about saving money, would not impact on the locality team budgets and would not lead to a reduction in frontline staff. The review is looking at the roles of local staff. Currently there are 7 differing job descriptions and the intention is to streamline this to 2 roles that will be able to carry out a wider range of duties including enforcement. There will also be increased supervisor capacity to quality assure performance and have more contact with staff.

4.6 Concerns were raised by Area Chairs over the speed of the restructure and the



impact that this is having on staff. There were also concerns expressed about a potential reduction in environmental health officers. Helen Freeman stated that staff had been given a full month for consultation and had been given notice when this would commence. Trade Unions had been involved in the process which was still ongoing. Environmental Health Officers did not fall within the remit of the restructuring of local teams, however there may be amendments to their job descriptions going forward, although they would still have an environmental health remit.

- 4.7 There was praise for the links that have been established with the environmental service Locality Managers but it was felt that some of the Environmental Sub Groups could be more effective. This was a matter for individual Area Committees and particularly Area Chairs to address.
- 4.8 There was a general satisfaction with the direction of travel for SLA2 and there was a feeling that the service had been transformed. There was a feeling that there was more honesty within the service regarding service provision, but it was also stressed that the Area Committees needed to individually hold the service to account and maintain their monitoring role.

## **5.0 Community First Update**

- 5.1 Anne McMaster attended with a report providing an update on the development of the Community First programme in Leeds.
- 5.2 Community First panels have been set up in all of the areas that they should have been and are receiving good support from elected members and area teams. Local Authorities are not encouraged to become too involved with panels however they can provide assistance if the panels request this. In most cases panels are linking with the local authority.
- 5.3 For year one all panels have accessed practically all of their funding. Year two funding is starting to be available but future funding will be dependant on panels having a Community First Plan in place by 31<sup>st</sup> March 2013. Guidance on developing these plans is expected shortly.
- 5.4 Community Organisers are now in place and should be deployed to support communities shortly.
- 5.5 Area Chairs commented on the differing involvement of elected members with panels in different areas. Some panels had invited members onto them, some had established links with members, and some had excluded members entirely. It is down to the discretion of the panels themselves how much contact / coordination with elected members and council departments they have.

## **6.0 Wellbeing Mid-Budget Update**

- 6.1 Cllr Gruen stated that the levels of under-spend of wellbeing funds at the end of last year will not be acceptable this year in the current climate. Area Chairs and Area Leaders need to have discussions about how to utilise their budgets this year.
- 6.2 There needs to be an understanding of what is happening to existing commitments and where blockages are occurring in releasing funds. There also needs to be a plan in place to re-assign committed funding where it is clear that it will not be spent in the current financial year.
- 6.3 It was pointed out that some Area Committees had used wellbeing funds to support posts dealing with new emerging areas such as neighbourhood planning and this might be a route that other Area Committees might want to take.
- 6.4 It was suggested that there needed to be a detailed look at all individual cases where funds have been allocated and not spent and that action plans needed to

be put in place to resolve issues.

- 6.5 It was pointed out that in some areas there are issues over funds allocated to wards not being spent, and that Area Chairs had a role in encouraging those wards to release money. It was stressed that wellbeing funds needed to be spent wisely and appropriately.

## **7.0 Area Working Review**

- 7.1 James Rogers gave a verbal update on progress to date for the Review of Area Working.
- 7.2 Many issues had been raised during the series of member drop in sessions held in August and early September. These included areas relating to geography, finance and service delegation / influence. These had been fed into the All Party Working Group (APWG) who had come to a view on a number of options.
- 7.3 The APWG have recommended that the current formula for distributing wellbeing funds based on 50% per capita and 50% on deprivation is the appropriate formula and that this should remain in place. Work is continuing regarding other funding streams to identify how a locality perspective should influence the distribution and control of new funding streams.
- 7.4 The view from the member consultation, and confirmed by the APWG, is that current boundaries are appropriate and that there is no need to make changes where they are not needed. There was however an issue identified with the West Inner Area Committee covering only 2 wards and proposals are being developed to tackle this issue.
- 7.5 There were also issues raised regarding the links between Area Committees and clusters and a need was identified to strengthen the role and influence of Area Committees in this respect.
- 7.6 The issue of influence over services at a local level has been high on the agenda and there is a desire among members to increase influence over a number of services. The APWG discussed this at some length and felt that some prioritisation was needed. The areas given priority were:
- Youth Services
  - Jobs and Skills
  - Neighbourhood Planning

There was also a recognition that the existing delegation for community centres was in need of some attention and that the current review of community centres needed to be closely linked with the review of area working.

- 7.7 Concerns were raised that only 35 members had attended the drop in sessions, although it was pointed out that consultation with members will also take place through other routes. It was pointed out that certain wards had not had any member participation in the consultation so far. The APWG had so far formed a consensus on most of the issues being addressed.
- 7.8 A set of recommendations are due to be taken to the executive board in November with the aim to implement in April 2013.

## **8.0 Any Other Business**

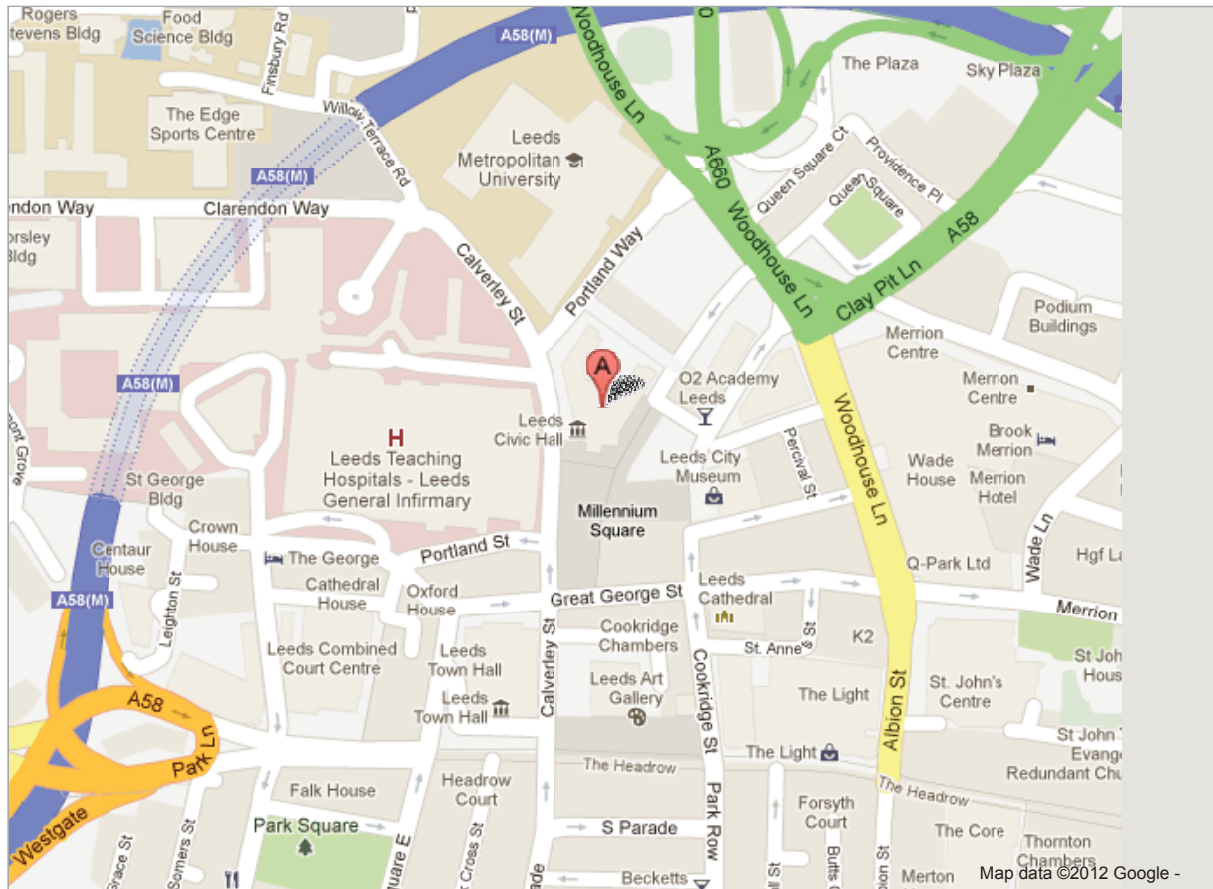
- 8.1 There was no other business.

## **9.0 Date of Next Meeting**

- 9.1 Friday 2<sup>nd</sup> November 2012, 09:00 – 11:00, West Room - Civic Hall

# Agenda Item 13

To see all the details that are visible on the screen, use the Print link next to the map.



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