



**EAST (OUTER) AREA COMMITTEE**

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**Meeting to be held in Primrose House, Church Close, Swillington LS26 8UF on  
Tuesday, 16th October, 2012 at 4.00 pm**

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**MEMBERSHIP**

Councillors

S Armitage	- Cross Gates and Whinmoor;
P Grahame	- Cross Gates and Whinmoor;
P Gruen	- Cross Gates and Whinmoor;
M Dobson	- Garforth and Swillington;
A McKenna (Chair)	- Garforth and Swillington;
T Murray	- Garforth and Swillington;
M Harland	- Kippax and Methley;
J Lewis	- Kippax and Methley;
K Wakefield	- Kippax and Methley;
J Cummins	- Temple Newsam;
M Lyons	- Temple Newsam;
K Mitchell	- Temple Newsam;

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# A G E N D A

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

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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>DECLARATIONS 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 OF THE PREVIOUS MEETING</b></p> <p>To approve the minutes of the East Outer Area Committee meeting held on 11<sup>th</sup> September 2012 and to formally ratify the decisions taken in minutes 25-28 inclusive</p>	1 - 8

Item No	Ward/	Item Not Open		Page No
8	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p><b>SPORTS AND ACTIVE RECREATION OFFICERS UPDATE</b></p> <p>To consider a report of the South East Area Leader providing details of the Sport and Active Recreation Team, following recent changes, and to provide an opportunity for the Area Committee to discuss the new roles and their impact on the Outer East Area</p>	9 - 12
9	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p><b>WELL BEING BUDGET (REVENUE) 2012/13</b></p> <p>To consider a report of the South East Area Leader updating Members on the Well Being Budget for Outer East in 2012/13; how the Area Committee decided to allocate the funds against specific work streams and seeking approval for new project work</p>	13 - 20
10	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p><b>OUTER EAST AREA COMMITTEE BUSINESS PLAN 2012/13</b></p> <p>To consider a report of the South East Area Leader setting out the draft 2012/13 Area Committee annual Business Plan for Outer East Area Committee and setting out priorities; actions for the year; Area Committee Champions and a framework for community engagement</p>	21 - 40
11	Cross Gates and Whinmoor; Garforth and Swillington; Kippax and Methley; Temple Newsam		<p><b>SUMMARY OF KEY WORK</b></p> <p>To consider a report of the South East Area Leader providing information on priority work carried out in the area over recent weeks and providing the minutes relating to partnership and sub-group meetings</p>	41 - 66

Item No	Ward/	Item Not Open		Page No
12			<p><b>DATES AND TIMES OF FUTURE MEETINGS</b></p> <p>Tuesday 11<sup>th</sup> December 2012 at 4.00pm  Tuesday 12<sup>th</sup> February 2013 at 4.00pm  Tuesday 19<sup>th</sup> March 2013 at 4.00pm  Monday 13<sup>th</sup> May 2013 at 4.00pm</p> <p>(venues to be confirmed)</p>	
13			<p><b>MAP OF VENUE FOR MEETING</b></p>	67 - 68

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## **EAST (OUTER) AREA COMMITTEE**

**TUESDAY, 11TH SEPTEMBER, 2012**

**PRESENT:** Councillor A McKenna in the Chair

Councillors J Cummins, M Dobson,  
P Grahame, P Gruen, M Harland, M Lyons,  
K Mitchell, T Murray and K Wakefield

### **15 Chair's opening remarks**

The Chair welcomed everyone to the meeting and due to the number of people attending the meeting, asked Members and Officers to introduce themselves

### **16 Late items**

Although there were no formal late items, Members were in receipt of further information regarding targeted services for Inner South, Outer South and Outer East which was circulated by the Integrated Processes Head of Service, Children's Services (minute 26 refers)

### **17 Declarations of Disclosable Pecuniary and Other Interests**

There were no declarations of disclosable pecuniary interests however in accordance with paragraphs 19-20 of the Members Code of Conduct, the following declarations were made by Members who felt it was in the public interest to do so:

Councillors McKenna and Harland – significant other interests - Thorpe Park presentation – through being members of Plans Panel East which may determine the formal application (minute 23 refers)

A further declaration was made later in the meeting, minute 23 refers

### **18 Apologies for Absence**

Apologies for absence were received from Councillors Armitage and Lewis. Several Members indicated that they needed to leave the meeting early for another appointment

### **19 Minutes of the Previous Meeting**

Draft minutes to be approved at the meeting  
to be held on Tuesday, 11th December, 2012

**RESOLVED** - To approve the minutes of the East Outer Area Committee meeting held on 3<sup>rd</sup> July 2012

## **20 Matters arising from the minutes**

### Minute 8 - Summary of key work

The South East Area Leader referred to the success of the Open Space event held in July at Garforth Academy and that proposals were being worked on in conjunction with Councillor Ogilvie, to hold similar events around the city

### Minute 10 – Local Authority appointments to Outside Bodies

Councillor Lyons raised the matter relating to Cross Gates Good Neighbours Scheme and the possibility of securing a place on this Outside Body for an Elected Member of the Temple Newsam Ward

The Area Improvement Manager stated that the matter had been raised with the organisation but that the response had been that whilst vacancies did exist, a wide membership was required and that a further political nomination was not sought. However, a report would be taken to the Cross Gates Good Neighbours Board to consider increasing the membership number to 14, which if approved would provide two additional places these being for a Councillor from both the Killingbeck and Seacroft and Temple Newsam Wards

Concerns continued to be raised on this matter, particularly in view of the funding provided to the organisation by the Council and it was agreed that a further letter be sent on behalf of the Area Committee which reflected Members' concerns

### Minute 11 (e) – Well Being Budget (Revenue) 2012/13

In respect of the proposal to establish two Neighbourhood Development/Improvement Officers in the South East of the City, work was continuing on this, particularly around defining the exact nature of the role

## **21 Open Forum**

In accordance with paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. On this occasion there were no matters raised

## **22 Wellbeing Budget (Revenue) 2012/2013**

Members considered a report of the South East Leeds Area Leader providing an update on the Well Being budget for Outer East in 2012/13, the allocation of funds against specific work streams and seeking approval of funding for several projects

Draft minutes to be approved at the meeting  
to be held on Tuesday, 11th December, 2012



## **RESOLVED -**

- a) To note the position of the Well Being budget
- b) To note the small grants approved to date
- c) To confirm approval of the following projects:
  - Swillington Skate Park - £12,000
  - Cross Gates Christmas lights - £2,975
  - Cross Gates lights (sited in Temple Newsam Ward) - £350
  - Cross Gates and Whinmoor 'switch on' event - £4,750
  - Garforth Christmas lights - £4,075
  - Garforth 'switch on' event - £5,230
  - Kippax Christmas lights and 'switch on' - £3,000
  - East Leeds Fun Day - £540
  - Barley Hill flood prevention - £10,000
  - Older persons events week – additional £500
  - Street name plates in Cross Gates - £1,223

## **23 Thorpe Park**

East Outer Area Committee considered a report of the Chief Planning Officer and received a presentation from Scarborough Developments on their pre-application proposals for undeveloped land at Thorpe Park Business Park, Junction 46 of the M1, in LS15

Plans, photographs and graphics of the proposals were presented to Members

With reference to the consented scheme, Members were informed that Thorpe Park was a product of its time and that to attract new occupiers and greater inward investment, the shortfall in amenities on the site had to be addressed. Whilst it was critical that Thorpe Park remained a business park, the site provided the opportunity to introduce a greater range of jobs and different uses

Regarding landscaping and public open space (POS), the proposals would deliver double the existing POS; a significant amount of Brown Moor would be retained, a central area of parkland would be created which would connect to the Moor; the adjacent Barrowby Woods would be respected in the scheme and a new public park would be created

Drainage issues would be dealt with in a positive way to ensure any surface water run-off was at an acceptable and consistent rate

Extensive consultation had been carried out during the summer in a range of locations which were attended by over 800 people. Whilst there had been some negative comments to the proposals, particularly around the impact on neighbouring centres, it was clear from the responses received that there was much support for the scheme and the opportunities it would bring, with the proposed sports pitches and new park being especially well received

The need for the delivery of the long-awaited Manston Lane Link Road (MLLR) was recognised and this formed a key part of the proposals, which could help unlock several housing development sites, currently restricted by inadequate access

In terms of funding the proposals, the creation of a foodstore on the site along with other retail uses would produce the money required to fund the MLLR and that in terms of timescale, the foodstore would not open until the first phase of the MLLR was in place. It was hoped that an outline planning application would be submitted to the Council in September 2012, with determination of this being in early 2013. If approved, work on the MLLR would commence late 2014, with the development phases being in 2015

Details of agreements in respect of land ownership matters and how these would be dealt with were briefly outlined, for Members' information

Members commented on the following matters:

- the high street impact survey and whether this could be made available. It was agreed that copies would be sent to Members
- highways issues, particularly the MLLR and ELOR; that some planning permissions had been granted which were dependent upon the delivery of these roads and the need for Scarborough Developments to be in dialogue with interested parties to ensure the necessary highways improvements came about. Members were assured that discussions were ongoing with the developers of the Threadneedle and Vickers sites on Manston Lane. Whilst the delivery of the ELOR was beyond the planning scope of the proposals, the delivery of the MLLR together with the Council's decision to release Phase 3 greenfield sites would be a real and attractive proposition to housebuilders

Councillor Gruen declared a significant other interest at this point as he felt it was in the public interest to do so, through being a member of one of the Plans Panels which might have some involvement in considering this or related developments

- the strategic issues in respect of several proposals which if approved, would result in massive changes in this part of the city; the need to provide homes, jobs and POS but also the need to ensure that any decisions which were taken were sound and represented long-term, what was best for the area and the city
- the huge amount of work required and the need for partnership working with a wide range of the private sector and the need for local residents and Members to have confidence that the driver was to generate improvements in the area for the future
- that whilst there was support for the strategic view of transforming East Leeds, there were several key issues which needed much further information, these being employment, with firm details of the type and number of jobs and apprenticeships the scheme could give rise to being required; transport links and the possibility of having a rail halt in this location and the impact on retail in neighbouring areas, to enable the full picture to be understood
- the need for constant engagement with key stakeholders
- the need to ensure if approval was given, that everything was tied down to avoid part development taking place in view of the problems this could cause

Representatives from the developer's team provided the following responses:

- that there would be a commitment to work with jobs and skills to provide local employment and apprenticeships
- that the impact on other local centres had been considered and was felt to be low, however, there was a willingness to look at focussed investment in local centres as part of a detailed S106 agreement
- that there was a need to generate demand at Thorpe Park; that it was currently on the shortlist for Leeds Medipark and that work was ongoing to attract further office uses on the site, including science park organisations
- that a rail halt had been considered but had not been included in the final draft as it was felt to be more important to concentrate on providing the bridge over the railway. The outline planning application did not prejudice the provision of a rail stop, but that this could be considered at a later stage

**RESOLVED** - To note the report, the presentation and the comments now made

#### **24 Appointment of Area Committee representation upon Leeds Initiative Area Based Partnership Groups/Corporate Carers' Group**

Members considered a joint report of the Assistant Chief Executive (Customer Access and Performance) and the Chief Officer (Democratic and Central Services) seeking appointments from East Area Committee to three theme-based Leeds Initiative Partnership groups

Appended to the report was a copy of the procedure rules in relation to appointments to outside bodies

**RESOLVED** - That the following appointments be made from East Outer Area Committee for the remainder of the 2012/2013 municipal year:

Corporate Carers' Group – Councillor K Mitchell  
Health and Wellbeing Partnership – Councillor J Lewis  
Divisional Community Safety Partnership – Councillor M Harland

At the conclusion of this item, Councillors Grahame, Gruen and Wakefield having given their apologies left the meeting and in line with paragraph 6.12 of the Area Committee Procedure Rules, the meeting was no longer quorate

#### **25 Community Right to Bid**

East Outer Area Committee considered a report of the Acting Chief Asset Management Officer on the Community Right to Bid (CRtB) which would come into force on 12<sup>th</sup> October 2012. In brief, CRtB will afford communities the right to delay the sale of assets which have been deemed to be assets of community value in order to give a group the opportunity to put a

Draft minutes to be approved at the meeting  
to be held on Tuesday, 11th December, 2012

bid together to purchase the asset. Mr Charlesworth, Community Asset Officer, attended the meeting to present the report and highlighted the following:

- The type of venue which could be regarded as a community asset and the type of organisation eligible to make a nomination
- The administrative process involved and the resources available for this new area of work
- The role of East Outer Area Committee and the area support team in supporting local community organisations through the process
- The level of compensation set aside by Central Government as part of the scheme and the estimate, based on the scheme running in Scotland, that there was likely in Leeds to be one payout per year, with this being in the region of £5,500
- That although a nomination implemented a timescale where the asset could not be disposed of, at the end of this, there was no requirement for the landowner to accept any bid which had been submitted

**RECOMMENDED** - To note the report and to consider the ways that East Outer Area Committee and the area support team could encourage and help local community organisations to nominate assets

## **26 Children's Services - Update report to Area Committees - Outer East**

The Director of Children's Services submitted a report on key issues and developments concerning Children's Services in Leeds and setting out local children's cluster information relevant to the Outer East area

Mary Armitage – Integrated Processes Head of Service, Children's Services presented the report and provided further information on cluster working which provided the basis for providing additional support to children, young people and their families

Members discussed the report, particularly around school clusters and expressed concern that little information had been provided to Members about the clusters, which needed to be addressed. Concerns were also raised that there had been little opportunity for Ward Members to become involved in what were important organisations. The matter of funding for cluster development was also raised in view of the changes from next year whereby funding would be made directly available to schools

Mary Armitage agreed to take Members' concerns back to the Director of Children's Services

The South East Area Leader suggested facilitating a meeting with Outer East Members and the Executive Member for Children's Services, Councillor Blake, to discuss this issue in more detail

### **RECOMMENDED –**

- a) To note the report and the comments made
- b) That the South East Area Leader be asked to arrange and facilitate a meeting for Outer East Members with Councillor Blake and relevant officers, if considered appropriate, to discuss

in more detail the subject of Children's Trust Clusters and the involvement of Members in these

During consideration of this matter, Councillor Dobson left the meeting

## **27 Outer East Area Committee Business Plan 2012-2013**

It was agreed to defer this report to the October meeting

## **28 Summary of Key Work**

Members considered a report of the South East Area Leader outlining priority work carried out in the East Outer area over recent weeks. Appended to the report were copies of the minutes from Community Forums, Area Chairs meeting, Environmental Sub-Group and Health and Wellbeing Partnership

The Area Officer presented the report and highlighted several issues for Members' information, these being:

- the success of the Civic Conversation in Garforth and that discussions were taking place about holding a similar event in Halton Moor, with the assistance of Councillor Mitchell
- Whitkirk Primary School traffic, with further work being carried out on the possibility of a turning circle being created within the school gates, with this to be discussed by the School Governors in conjunction with Highways Officers. In the event that the Governing Body did not wish to proceed with this, it was suggested that a health and safety report be undertaken on the risks of a turning circle not being provided
- The Neighbourhood Planning Pilot in Kippax which was progressing with several meetings having been held in recent months and the community working closely with Planning
- The Older Person's event which would take place in October, with advertising starting to appear for this. The involvement of local schools in this event was welcomed
- Community Payback – that all bookings for repeat visits for grass cutting were now being made through the Area Support Team to ensure the service was not used disproportionately across the area
- Proceeds of Crime Act (POCA) funding, with Members being informed that the level per application had been increased back up to £500
- The success of the cricket coaching scheme and that a permanent girls' cricket team had now been established at Whitkirk
- Partnership meetings and the possibility of including the minutes from the Kippax Traders Association meetings as part of the community forum minutes presented to East Outer Area Committee

- Members' Ward based initiative funding and the importance of ensuring this money was spent
- RECOMMENDED** - To note the report and the comments now made

## **29 Dates and Times of Future Meetings**

Tuesday 16<sup>th</sup> October 2012 at 4.00pm at Primrose House, Church  
Close Swillington

Tuesday 11<sup>th</sup> December 2012 at 4.00pm – venue to be confirmed

Tuesday 12<sup>th</sup> February 2012 at 4.00pm – venue to be confirmed

Tuesday 19<sup>th</sup> March 2012 at 4.00pm – venue to be confirmed

Monday 13<sup>th</sup> May 2012 at 4.00pm – venue to be confirmed

**Report of South East Area Leader**

**Report to Outer East Area Committee**

**Date: 16<sup>th</sup> October 2012**

**Subject: Sports and Active Recreation Officers Update**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):		
Garforth & Swillington		
Kippax & Methley		
Temple Newsam		
Cross Gates & Whinmoor		
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**

1. With the recent changes to the Sport and Active Recreation team, members are given the opportunity to discuss the new roles and their impact on the Outer East area

**Recommendations**

2. Area Committee are requested to note the contents of the report and make comment as appropriate.

**1 Purpose of this report**

- 1.1 This report outlines the current roles of the Sports and Active recreation Officers and provides contact information for relevant staff.

**2 Background information**

- 2.1 Following the agreement of the recommendations contained in the Sport Service Structure Review report (5<sup>th</sup> October 2011), the service has undergone a significant restructure and a number of roles and responsibilities have altered. Since the

implementation of the new structure, a number of communication opportunities have been sought to update members, customers and partners as necessary of the new approach to work and the relevant contacts. The key aims of the Sport and Active Lifestyles Service are:

- Increasing participation in sport and active lifestyle activity
- Helping to improve health inequalities

2.2 The Service consists of three main areas - leisure centres, business and development. The purpose of this meeting is to introduce the development function and the local officer contact s for the South, Central and Outer East area.

### 3 Main issues

3.1 Members are asked to note the following job roles and contact information:

3.2 **Sam Coupland**, Active Lifestyles Officer South, Central and Outer East, 01133950192, 07891274517, [sam.coupland@leeds.gov.uk](mailto:sam.coupland@leeds.gov.uk)  
This role is to primarily get more people, more active, more often. This particularly applies to getting people who are not active, active. The role includes working with a variety of partners to try and tackle the problems associated with inactivity in the area. The main target age group is 16-45 years. This will include occupational activities, lifestyle programmes, informal sport, organised participation, and promoting physical activity in open green space. If there is a demand for certain activities in areas, then support can be provided to develop that activity.

3.3 **Andrew Wilson**, Club Development Officer South Central and Outer East, 01133950163, 07891275374, [andrew.g.wilson@leeds.gov.uk](mailto:andrew.g.wilson@leeds.gov.uk)  
This role involves working with sports clubs in the area including providing support for: volunteers/recruitment; facility improvement; standards/procedures; accessing grants and funding. The main aim of such support is to support and increase opportunities for voluntary sport provision and increasing participation in club sport.

3.4 **Charles Tatman**, Active Sport Officer South, Central and Outer East, 01133950186, 07891275383, [charles.tatman@leeds.gov.uk](mailto:charles.tatman@leeds.gov.uk)  
This role involves increasing participation in sport and physical activity, primarily targeting under 16 year olds. This includes working with schools, youth groups and community groups to ensure there is an accessible and engaging array of sporting opportunities for young people. The role will work alongside Lifestyles and Club colleagues to enhance pathways into local clubs, develop innovative ways to get young people into sport and coordinate events for the local community.

3.5 All of the staff are based at the John Charles Centre for Sport

### 4 Corporate Considerations

#### 4.1 Consultation and Engagement

4.1.1 There are no immediate requirements for customer consultation with regards to the content of this particular report..



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

4.2.1 Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.

4.2.2 A light touch Equality Impact Assessments is carried out for all projects.

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

4.3.1 The projects outlined in this report contribute to targets and priorities set out in the following council policies:

- Vision For Leeds
- Children and Young Peoples Plan
- Health and Well being City Priority Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

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

4.4.1 This proposal provides better use of Council resources.

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

4.5.1 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are not eligible for Call In.

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

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

## **4.6 Risk Management**

4.6.1 No risks identified.

## **5 Conclusions**

5.1 Officers from the Sport & Active Recreation are available to discuss issues with members and will update members in due course on activities and plans to support the Area Committee's business plan.

## **6 Recommendations**

6.1 Area Committee are requested to note the contents of the report and make comment as appropriate.

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

There are no background documents.

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

## Report of the Area Leader – South East Leeds

## Report to Outer East Leeds Area Committee

Date: 16<sup>th</sup> October 2012

## Subject: Well Being Budget (Revenue) 2012/13

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

## Summary of main issues

1. This report updates members on the Well Being Budget for Outer East in 2012/13 and how Area Committee decided to allocate the funds against specific work streams. It also seeks approval for new project work and progress on work already funded.

## Recommendations

2. Members are requested to:
  - a) Note the position of the Well Being Budget.
  - b) Note the Small Grants approved to date.
  - c) Confirm approval of the following projects:
    - Cross Gates Barnbow War Memorial - £5,000
    - Covert CCTV camera for Environmental Locality Team - £1,600
    - Road markings around Whitkirk Primary School - £5,000
    - Friday Night Project (Halton Moor) - £2,000
    - Electricity supply and Christmas Tree holding base (Cross Gates) - £4,000

## **1 Purpose of this report**

1.1 This report reminds Members of the Well Being Budget allocated to Outer East in 2012/13 and how Area Committee agreed to allocate the funds against specific work streams. It also requests funding for specific projects in Outer East.

## **2 Background information**

2.1 The Well Being Budget allocated to Outer East for 2012/13 is £185,220. The carry over figure from 2011/12 is £35,873 providing a total budget of £221,093.

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

2.3 At its May 2012 meeting, Area Committee agreed to set aside funding for:

- Dedicated Probation Services 'Community Payback' Team - £15,000
- Gardening service for the elderly and disabled - £20,000
- Small grants budget (up to £500 per project) for local community based projects - £10,000
- Older Persons' Event Week 2012 - £3,500
- Cricket coaching for young people - £5,000
- Skips - £5,000
- Ad-hoc projects that meet Business Plan priorities - £20,000

2.4 The remainder of the budget was allocated by ward to focus on the following priority areas:

- Additional services for young people - £36,000
- Tackling crime and grime through tasking meetings - £40,000
- Community engagement and involvement - £40,000

## **3 Main Issues – funding requests for new projects**

### **3.1 Barnbow War Memorial**

3.1.1 This project will provide funding towards a new memorial to be erected in Manston Park that commemorates an accident that happened in the Barbow munitions

factory during the First World War when 35 female workers were killed producing shells.

3.1.2 The project is a partnership between Leeds City Council and East Leeds Historical Society. The original memorial is still in-situ in Cross Gates and will remain so.

3.1.3 The total cost of this project is expected to be around £10,000 with Area Committee requested to provide £5,000 of funding and the rest being met by Parks & Countryside. A meeting with Ward Members, LCC Officers and East Leeds Historical Society was held in early October. The outcome of that meeting can be reported to Area Committee whilst considering this request.

3.1.4 The memorial is scheduled to be installed in December 2012.

3.1.5 This project meets the following priority of the Outer East Area Committees Business Plan :

Communities are empowered and engaged. People get on well together.

### **3.2 Covert CCTV camera to prevent fly tipping**

3.2.1 This will provide a covert camera for the Environmental Services Locality Team to address the problem of fly tipping in the Outer East area.

3.2.2 In other parts of the city the use of covert CCTV has been useful in identifying and prosecuting those responsible for fly tipping.

3.2.3 This project meets the following priority of the Outer East Area Committees Business Plan :

Neighbourhoods in Outer East are clean and attractive.

### **3.3 Road marking around Whitkirk Primary School**

3.3.1 The ongoing parking problems at this school have been discussed at Area Committee and the Halton Community Forum on a number of occasions.

3.3.2 Although it is appreciated that most schools have problems associated with parking at the start and finish of the school day this particular school appears to suffer worse than others due to its cul-de-sac location.

3.3.3 This proposal is only the first part of the solution with others plans in hand to potentially install a turning circle in the school and further parking restrictions.

3.3.4 The road marking for this part of the process will include parking restrictions along Templegate Walk

3.3.5 This project meets the following priority of the Outer East Area Committees Business Plan :

Residents in Outer East are safe and feel safe.

### **3.4 Friday Night Project – Halton Moor**

3.4.1 This project is a partnership between Temple Newsam Learning Partnership Trust and Leeds City Council Youth Service to deliver the Friday Night Project with specialist coaching and resources to ensure a sustained offer for the most vulnerable young people in Halton Moor and Osmondthorpe every Friday evening.

3.4.2 This area has been highlighted as a hotspot for anti social and nuisance behaviour within the local community.

3.4.3 The provision will engage between 40 and 60 young people each week between the ages of 8 and 18. The majority of the young people are considered vulnerable in regards to living in areas of high deprivation, involved with the Social Services, needing support with attendance or behaviour in and out of school, in danger of becoming NEET, and in danger of becoming involved in anti social behaviour and/or criminal activity.

3.4.4 The total cost of the project is £4,400 with £2,400 being contributed from the school cluster funds. Area Committee is requested to meet the balance of £2,000. The project will start in October and run for a 12 month period.

3.4.5 This project meets the following priority of the Outer East Area Committees Business Plan :

Provide a range of positive activities for young people across the Outer East.

### **3.5 Providing an electric supply and holding base for Christmas Tree and lighting to Cross Gates roundabout**

3.5.1 This project will enhance the Christmas lights switch on event in Cross Gates as well as further promoting Cross Gates as a shopping destination.

3.5.2 The work will include installing a suitable electricity supply for a Christmas tree and lighting to other permanent trees to the roundabout. The cost of £4,000 also includes utility permissions and other associated costs as well as a concrete base for the Christmas Tree to stand.

3.5.3 This project meets the following priority of the Outer East Area Committees Business Plan :

Support work that helps town and district centres remain commercially active and vibrant.

### **3.6 Small Grants**

3.6.1 The details of small grants received since April 2012 is detailed on **Appendix 1**.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 All projects developed are in consultation with Elected Members and local communities. Approval for a contribution from the well being budget is secured at Area Committee.

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

4.2.1 Community groups submitting a project proposal requesting funding from the well being budget have an equal opportunities policy and as part of the application process, complete a section outlining which equality group the project will work with, and how equality and cohesion issues have been considered.

4.2.2 Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.

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

4.3.1 The projects outlined in this report contribute to targets and priorities set out in the following council policies:

- Vision for Leeds
- Safer & Stronger Communities Plan
- Children & Young Peoples Plan
- Health & Well Being City Priority Plan

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

4.4.1 There is no new resource implications as a result of any projects detailed within this report. In all requests for funding from Area Committee applicants are asked to consider value for money during the application process.

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

4.5.1 Legal implications as a result of this report will be reflected in any subsequent Funding Agreements and Contracts to Tender that arise from projects funded from the Well being Budget.

4.5.2 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are no longer eligible for call in.

4.5.3 There are no key or major decisions being made that would be eligible for call in.

## **4.6 Risk Management**

4.6.1 All proposals requesting well being funding complete a section in the application process outlining the risks associated with the project and how they will be managed.

## **5 Conclusions**

5.1 The report provides information on how the well being budget 2012/13 has been allocated against priorities identified in its Business Plan.

5.2 The report also requests that Area Committee consider a number of new project proposals that support the Business Plan.

## **6 Recommendations**

6.1. Members are requested to:

- a) Note the position of the Well Being Budget.
- b) Note the Small Grants approved to date.
- c) Confirm approval of the following projects:

- Cross Gates Barnbow War Memorial - £5,000
- Covert CCTV camera for Environmental Locality Team - £1,600
- Road markings around Whitkirk Primary School - £5,000
- Friday Night Project (Halton Moor) - £2,000
- Electricity supply and Christmas Tree holding base (Cross Gates) - £4,000

## **7 Background documents**

7.1 Well Being Budget report to Outer East Area Committee – May 2012

7.2 Area Functions schedule report to Outer East Area committee – July 2012

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



## Appendix 1 Outer East small grant position as at 5 Oct 2012

Total budget: £10,000

Cross Gates & Whinmoor ward		Ref	Status	£
Blessed JH Newman Social Club	Diamond Jubilee parish BBQ: 10 June 2012	OE/11/11/S	Approved	500.00
8th Seacroft (St Greg's) Rainbows	Rainbow's 25 year celebrations (split 50:50 with Inner East Area Committee)	OE/12/03/S	Approved	190.00
				<b><u>690.00</u></b>

Garforth & Swillington ward		Ref	Status	£
				-

Kippax & Methley ward		Ref	Status	£
Kippax Welfare Cricket Club	Junior cricket net	OE/12/01/S	Approved but awaiting additional info before payment can be made	500.00
Allerton Bywater ARLFC	Coaching fees	OE/12/02/S	Queries - awaiting additional info	500.00
Kippax Kabin Ladies Group	Equipment		Approved	500.00
				<b><u>1,500.00</u></b>

Temple Newsam ward		Ref	Status	£
Halton Moor Storm RL	kit/equipment		approved	500.00
				<b><u>500.00</u></b>

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Report author: Martin Hackett  
Tel: 3368942

**Report of Area Leader – South East**

**Report to Outer East Area Committee**

**Date: 16<sup>th</sup> October 2012**

**Subject: Outer East Area Committee Business Plan 2012-13**

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

**Summary of main issues**

1. The report presents a draft 2012/13 Area Committee annual Business Plan which includes priorities and actions for the year; Area Committee Champions; and a framework for community engagement.

**Recommendations**

2. The Area Committee is asked to:
  - a) approve the business plan for 2012/13

## **1 Purpose of this report**

- 1.1 The report presents a draft 2012/13 Area Committee annual Business Plan.
- 1.2 The report sets out key priorities and actions supported by Area Committee through its Well Being Budget, delegated roles and functions, and partnership arrangements.

## **2 Background information**

- 2.1 In 2008, the Leeds Strategic Plan brought together the themes in the existing Vision for Leeds and Local Area Agreement, to provide an integrated framework for partners to tackle city wide priorities. To translate city wide priorities and outcomes to local improvement priorities, the Area Committee approved a three year Area Delivery Plan in June 2008. This was annually refreshed in June 2009 and June 2010
- 2.2 The Area Committee Delegated Functions and Priority Advisory Functions were approved by the Executive Board in June 2009; this approval was rolled forward to 2010/11 and 2011/12 with amendments only to the environmental delegations.
- 2.3 At the July 2011 Area Committee, Members approved a proposal to replace the Area Committee's Area Delivery Plan (ADP) with a new annual Business Plan that would reflect changes to the city and council planning and partnership framework and include local community engagement planning and actions. The Business Plan would continue to outline local priorities and actions for the Outer East and provide a framework for the spend of the Well being Budget.

## **3 Main issues**

- 3.1 A draft Business Plan has been developed and is included at the end of this cover report as **Appendix 1**.
- 3.2 The Business Plan features:
  - Priorities and actions
  - Area Committee Champions
  - A framework for community engagement

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 Area Committee has previously agreed the content of the Business Plan. The Business Plan incorporates the community engagement framework for Outer East Area Committee; updates the actions to reflect the priorities identified for 2012/13; it also includes Area Committee Champions.

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

- 4.2.1 Under equality legislation the Council has a legal duty to pay due regard to the need to eliminate and promote equality in relation to race, disability, gender, age, sexual orientation, pregnancy and maternity, and religion or belief.
- 4.2.2 Project work included in the Business Plan that support this legal duty includes: gardening scheme –age and disability; activities for young people and cricket coaching – age; older person’s week – age.

## **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.

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

- 4.4.1 As outlined in the Function Schedule 2012/13, the Well being budget delegated by Executive Board is used to finance projects which meet the needs of the Business Plan. Members of the Area Committee are keen that wherever possible the use of Well Being budget brings in additional match funding to the area.

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

- 4.5.1 There are no specific legal implications concerning this report.

## **4.6 Risk Management**

- 4.6.1 There are no specific risks identified as part of the Business Plan. However, any projects funded through Well Being budget do complete a section identifying risks and solutions as part of the application process.

## **5 Conclusions**

- 5.1 The Area Committee requires a document to set out the key priorities for the year that links to city wide policies and provides a framework for the spend of the Well Being Budget.
- 5.2 The Business Plan will support and contribute to changes already being put in place to the planning framework at a city wide level and continue to illustrate how the Area Support Team will support partnerships and local services in this process and continue to champion the role of the Area Committee.

## **6 Recommendations**

- 6.1 The Area Committee is asked to agree the Business Plan set out in **Appendix 1**.

## **7 Background documents**

Area Committee Business Plan – July 2011

Area Committee Functions Schedule 2012/13 – July 2012

Area Committee Well Being Budget 2012/13 – July 2012

Area Committee Representation upon Leeds Initiative Area Based Partnership  
Groups/Corporate Carers' Group – September 2012

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

**Contents include:**

**1. Business Plan Priorities and Actions**

- Locality working priorities
- Area Support Team Service Plan objectives and outcomes
- Business Plan priorities and actions – this includes activities funded from the Well Being Budget, activities organised through the various partnerships and additional work from the delegations to Area Committee

**2. Area Committee Champions**

- The Champions elected by Area Committee
- The roles of those Champions and the partnerships/boards/steering groups they attend

**3. The Community Engagement Framework for 2012/13**

- The Community Forums held in each Ward
- Older Persons Event Week
- Various galas and events
- Neighbourhood Planning
- Potential for an additional resource to support/develop communities
- Citizens Panel

# **1. Business Plan Priorities and Actions for 2012/13**

## **(i). Integrated Locality Working Priorities:**

Develop effective and efficient services which best meet the needs of the people and the places we live  
Increase peoples sense of influence in decisions affecting their lives and communities through open, fair and accountable neighbourhood driven processes.

## **(ii). Area Support Team Service Plan objectives and outcomes**

### **Objectives**

To support Area Committees in their leadership roles and to develop local delegations.  
To develop and implement Locality Leadership Teams  
To effectively use information and intelligence to influence service delivery  
To develop new working practices and new ways of thinking about service delivery in local areas  
To develop and implement a neighbourhood typologies framework

### **Outcomes**

To develop strong and effective local leadership and governance arrangements that is responsive and accountable to the needs of local communities.  
To maximise the engagement of local people in the design and delivery of local services.  
To support the development of sustainable and resilient local communities.  
Maximise the use of local intelligence to improve our understanding of communities and their functions/characteristics so that services are targeted and tailored to meet need effectively and efficiently.

## **(iii). Business Plan objectives and outcomes to improve services locally**

These are detailed on the table below on how Well Being funds, partnership working and delegations to Area Committee are providing added value and service improvement to deliver specific outcomes.



## Outer East Area Committee Priorities and Actions 2012/13

Safer, Stronger Communities				
Objective	How will we do it?	Who will deliver this?	By When?	Outcomes
<b>Residents in Outer East have access to opportunities to become involved in sport and culture</b>	Deliver Community Centres delegation with revised lettings charges and fees.	Community Centres Project Team	Anticipated completion by end of 2012/13 financial year	Better use of community assets by local people and maximising income.
	Support community based events such as galas, Christmas lights switch on, arts festivals etc	Voluntary & community organisations	Throughout 2012/13	Increase in local people involved in community activity and improving community cohesion.
	Provide Small Grants for local community groups to provide sporting and cultural activities	Area Support Team	Throughout 2012/13	Increase in local people involved in community activity and improving community cohesion.
	Support improvement of existing sports pitches and provision of new pitches such as Thorpe Park	Parks & Countryside	Date not known	Providing new sports and leisure facilities for local people.
	Provide assistance to groups to acquire external funding for projects e.g. Caird Bardon	Area Support Team	Ongoing	Increased capacity of community groups
	Consider funding a Neighbourhood Development/Improvement Officer to facilitate enhanced community involvement and civic pride	Third Sector	Dependant upon funding. If approved will be in	Increased capacity of community groups

			place by 2013	
	Improve drainage to sports pitches	P&C	By April 2012	Providing improved leisure facilities for local people
	Provide funding for new leisure facilities such as Swillington Skate Park.	Parks & Countryside	January 2013	Providing new sports and leisure facilities for local people.
	Support for summer sports programmes for young people.	Schools Clusters Youth Service	August 2012	More children involved in sport and healthier lifestyles.
<b>Support work that helps town and district centres remain commercially active and vibrant</b>	Provide funding towards Christmas lights and switch on events.	Locality Team Events Team	Dec 2012	Increased footfall in town centres
	Support 'in bloom' and environmental groups	Parks & Countryside Area Support Team	Ongoing	Increase in local people involved in community activity and improving community cohesion. Aesthetical improvements to the environment.
	Provide support in establishing traders associations and getting traders involved in community forums and with Parish Councils	Area Support Team	Ongoing	Increased footfall in trading areas. Improved vitality and viability of trading areas. Reduce turnover/reduction in empty units
	Area Committee funding to ensure town and district centres are safe places to visit, this includes Leedswatch CCTV and various community safety schemes identified through 'tasking'.	Area Support Team	Ongoing	Reduced crime and safer town centres for people to visit.
	Using SLA from environmental delegation to ensure town and district centres are prioritised for cleaning and clean up's following the events schedule.	Environmental Services	Ongoing	Cleaner town and district centres

	Replace street name plates at locations in Cross Gates	Highways	Sept/Oct 2012	Improvements to streets and transport.
	Ensure adequate grit bins are in place for severe weather conditions	Highways	Oct-March each year	Safer highways and footpaths for shoppers/traders/visitors.
<b>Neighbourhoods in Outer East are clean and attractive.</b>	Deliver Environmental Services delegation and ensure continued improvements through robust monitoring.	Area Support Team	Ongoing	Cleaner streets Better use of resources Integrated workforce working better with the local community through engagement and use of local intelligence
	Fund additional Community Environment Support Officer in Swarcliffe.	Environmental Action Team	Funded til 2016	Cleaner streets and general environment.
	Tackle top 10 asset related issues relating to derelict/problem buildings	Derelict Property Project Team	From September 2011	Faster and co-ordinated response in addressing issues relating to derelict and nuisance properties.
	Provide £40k of funding to Tasking Teams to address issues relating to community safety and the environment	Area Support Team	April 2011	Safer communities and cleaner/greener environments
	Fund a dedicated Community Payback Probation Team to work in Outer East.	Probation Services	April 2012	Cleaner/greener environments. Support provided to community initiatives
	Support the delivery of operation champion in Outer East with particular focus on Environmental Enforcement and PCSO's tackling issues such as dog fouling, untidy gardens, graffiti etc	West Yorks Police	Bi-monthly	Cleaner streets Better use of resources Integrated workforce working better with the local community through engagement and use of local intelligence

<b>Help support a strong network of community groups that are able to contribute to improving the environment of their neighbourhoods.</b>	Provide skips for community clean up's	Area Support Team	March 2012	Cleaner/greener environment. Increase in community activity.
	Support 'in bloom' groups with funding and equipment.	Area Support Team	April 2011	Cleaner/greener environment. Increase in community activity.
	Small grants budget used to support community groups	Area Support Team	April 2012	Support of up to 20 community projects.
<b>Residents in Outer East are safe and feel safe</b>	Neighbourhood Tasking Teams meet on 6 weekly basis to identify and address issues relating to crime and environmental issues	Area Support Team	April 2012	Safer communities Cleaner/greener environment
	Target hardening projects, creating 'no cold calling' zones, educational projects etc aimed at supporting most vulnerable.	Safer Leeds	April 2012 onwards	Safer communities
	Support resident 'public reassurance' surveys	West Yorks Police	April 2012 onwards	Improve public satisfaction
	Improve drainage in areas affected by flooding	P&C Flood risk management	By April 2012	Safeguard property and improve community confidence.
	Fund off road motorbikes in North East Division	West Yorks Police	Summer 2012	Safer communities Cleaner greener environment
<b>Communities are empowered and engaged. People get on well together</b>	Hold 24 Community Forums per year to engage local residents on local issues and priorities	Area Support Team	April 2012	Increased number of residents engaged and contributing towards local decision making.
	Provide £10,000 revenue well being funding for a Small Grant Scheme to support local community groups	Area Support Team	April 2012	Support of up to 20 community projects.

	to deliver local activities and improve their neighbourhood.			
	Provide support to a variety of community galas and events	Various	April 2012	Increase in local people involved in community activity and improving community cohesion.
	Support Kippax Parish Council to establish a Neighborhood Plan	Area Support Team	April 2012	Produce a neighbourhood plan that is supported by local people and includes priority areas and buildings for investment.
	Small grants budget used to support community groups	Area Support Team	April 2012	Support of up to 20 community projects.
	Support 'in bloom' groups with funding and equipment.	Area Support Team	April 2011	Cleaner/greener environment. Increase in community activity.
<b>Children and Young People</b>				
<b>Provide a range of positive activities for young people across the Outer East.</b>	Provide funding to youth service to deliver positive activities during school holidays including confidence building, arts & crafts, leisure.	LCC Youth Service/	July 2012 through to Easter 2013.	Increased number of young people engaged in positive activities. Reduction in isolated young people.
	Fund 2 weeks of cricket coaching for youngsters aged 8 to 15 years during summer holidays. Coaching by Yorkshire CCC.	Yorkshire CCC	August 2012	More children involved in sport and healthier lifestyles.
	Supported the Garforth Arts Festival which provides a range of artistic opportunities for young people living in Garforth, Kippax and outer villages.	Garforth Academy	July 2011 and July 2012	Young people engaged in positive activities. Reduction in isolated young people. Increased community cohesion Increased promotion of arts in the villages
<b>Health and Well Being</b>				

<b>Residents in Outer East are active and healthy.</b>	Hold an annual Older Persons events week	Area Support Team	September 2012	Reduce isolation of elderly residents and contribute towards elderly people living independently.
	Support sports and arts activities through youth services, School clusters and Active Sport Leeds	Youth Service School cluster Active Sports Leeds	From April 2012	People are healthier through improved and more active lifestyles
<b>Vulnerable Members of the community are able to live independently at home for longer.</b>	Provide a gardening and decorating service for elderly and disabled.	Swarcliffe Good Neighbours	April 2012	Reduce isolation of elderly residents and contribute towards elderly people living independently.
	Hold an annual event to celebrate the contribution older people make to our communities	Area Support Team	September 2012	Reduce isolation of elderly residents and contribute towards elderly people living independently.
	Support Luncheon Clubs for the elderly	Various independence luncheon clubs	April 2012	Reduce isolation of elderly residents and contribute towards elderly people living independently.

## **2. Area Committee Champions**

**The Area Committee elects a representative to the following positions:**

- One Area Committee representative to the Council's Corporate Carers' Group;
- One Area Committee representative to the Area Health and Wellbeing Partnership;
- One Area Committee representative to the Divisional Community Safety Partnership.

**The following Ward Members were elected to represent Area Committee on these Boards or Sub-Groups**

- (i) **Outer East Environmental sub-group** – Cllr Katherine Mitchell (Chair), Cllr Pauleen Grahame, Cllr Keith Wakefield, Cllr Tom Murray, Cllr Mark Dobson.

### **3. Community Engagement Framework 2012/13**

#### **(i) Community Forums**

The Forums are held in all 4 Outer East wards and are chaired by a Ward Member from the respective Ward. The dates for 2012/13 are detailed below.

<b>Forum</b>	<b>1<sup>st</sup> Meeting</b>	<b>2<sup>nd</sup> Meeting</b>	<b>3<sup>rd</sup> Meeting</b>	<b>4<sup>th</sup> Meeting</b>
<b>Cross Gates</b>	18 July 2012	10 Oct 2012	09 Jan 2013	03 April 2013
<b>Garforth &amp; Swillington</b>	23 July 2012	15 Oct 2012	21 Jan 2013	15 April 2013
<b>Halton</b>	12 July 2012	11 Oct 2012	17 Jan 2013	4 April 2013
<b>Halton Moor</b>	10 July 2012	09 Oct 2012	15 Jan 2013	09 April 2013
<b>Kippax &amp; Methley</b>	-	17 Oct 2012	-	17 April 2013
<b>North Whinmoor</b>	24 July 2012	16 Oct 2012	22 Jan 2013	16 April 2013
<b>Swarcliffe</b>	27 June 2012	03 Oct 2012	30 Jan 2013	10 April 2013



## **(ii) Older Persons Event Week**

This year the event will be held from the 1<sup>st</sup> to the 5<sup>th</sup> of October 2012 to coincide with the International Day of Older People on the 1<sup>st</sup> of October. A number of ideas were submitted at the 2011 event from comments cards and these will be incorporated into the 2012 event.

Venues / days agreed (subject to venue availability) **are** as follows:

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

The aims of this event are to engage with older people and celebrate their contributions to their communities. It is also an opportunity to make communities more cohesive through inter-generational work with local schools and groups. Added to that is the opportunity for service providers to engage with old people and provide support and information to them about the services they provide.

## **(iii) Support to galas/events**

To date in the year 2012/13 Area Committee has or has committed to support the following:

- Garforth Arts Festival
- Swarcliffe Gala
- Garforth Gala
- East Leeds Fun Day (Halton Moor)
- Kippax Christmas lights

- Cross Gates Christmas lights
- Garforth Christmas lights

#### **(iv) Neighbourhood Planning**

The village of Kippax is one of the four Neighbourhood Planning pilots in the city. An offer of support from the Area Support Team has been made and agreed with Kippax Parish Council. The support includes helping to advertise, organise and plan consultation events; help with recruitment; help with key sites and support regarding assets of community value where investment is recommended.

#### **(v) Potential for an additional resource to support/develop communities**

This proposal is subject to discussions with Area Committee Members in Outer East and Inner South. The details of the role are described below:

##### **What is the added value of the role?**

It provides a level of support to community groups to transform ideas into projects and enterprises which build on strengths, meets needs and aspirations and tackles concerns in communities and delivers at a local level the city priority of making Leeds the best city for communities.

It provides a single point of contact for communities that need support.

It will promote the Council priorities of civic pride and civic responsibility.

It will lead to more people getting involved in their local community by encouraging and supporting people to develop their skills and knowledge to motivate them to take action to enable positive change within the community.

What are the benefits of the role ?

It will build on the capacity and confidence of local residents to take action to improve their area through a transparent process that is open and simple to access.

It will build upon and enhance existing neighbourhood working.

It will improve community cohesion through effective engagement and participation.

It will build trust in local services / council by giving people experience of key decision making.

It will bring forward new people to engage as citizens.

It will develop the community leadership roles of ward members.

The main activities of the officer in agreement with Ward Members will be:

1. To promote participation, citizenship and community cohesion and develop the aims of civic responsibility and civic pride by working intensively in communities with a particular focus on those communities with high indicators of deprivation.
2. Build the skills capacity of communities and groups (particularly those which are hard to reach) and co-produce with Elected Members local solutions to local issues organising appropriate training where needed.

3. Develop Community Champions who will have a key role in raising awareness of thematic issues within their communities.
4. Support groups to engage in the three main aspects of the Localism Act.
5. Assist communities to establish and support local events such as galas and community meetings/events.
6. Provide support to project work that stems from Neighbourhood Improvement Boards (NIBs), where they are established, in agreement with Ward Members and support the NIB sub-groups and help with the development of an action plan for each NIB.
7. Design and deliver new ways to engage and ensure that the engagement crosses all groups to include young people, old people, new communities, BME communities etc. The post holder will explore new techniques of engagement such as 'the civic conversation' held in Garforth.
8. Support the management and implementation of area wide integrated change programmes taking responsibility for specific related improvement work underpinned by outcomes based accountability, including regular reports to Area Committees etc.

### Geography

It will include neighbourhoods to be identified subject to funding.

The post holder will be employed by a third sector organisation but managed by the Area Support Team.

Although a car is not essential it would be advantageous to drive and have access to a car.

The posts are graded at SO1. The costs include the following.

**(vi) Citizens Panel**

The Council is still recruiting to the citizen's panel with a target figure of 6,000 people. It has reached just over 4,000.

Area Committee will receive regular updates on the feedback we get from the citizens panel on issues of local importance.

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**Report of the South East Area Leader**

**Report to Outer East Area Committee**

**Date: 16<sup>th</sup> of October 2012**

**Subject: Summary of Key Work**

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

**Summary of main issues**

1. The report will detail priority work carried out in the area over recent weeks.
2. The report will provide minutes relating to partnership and sub-group minutes and minutes of Area Chairs.

**Recommendations**

3. Area Committee will be requested to:
  - note the report and raise any queries.

## **1 Purpose of this report**

- 1.1 The report will provide Area Committee with details of key issues and activities in recent months including project work and community engagement.
- 1.2 The report will provide Members with minutes relating to recent community forums and engagement activities, sub group and partnership meetings and minutes of Area Chairs meetings.

## **2 Background information**

- 2.1 The Area Committee Business Plan focuses on community engagement, partnership work, functions delegated to Area Committee, integrated working and locality working. This report will update Area Committee on priority work, including project work and community engagement as well as key issues for discussion.
- 2.2 The report will include relevant attachments such as minutes and partnership working etc.

## **3 Main issues**

### **3.1 Neighbourhood Centres update**

- 3.1.1 Halton: Ward Cllrs asked AST to help identify ideas for supporting the vitality and vibrancy of Halton village centre. It quickly became clear that, as in many neighbourhood centres around the UK, beneath the surface there are a growing number of empty premises and infrastructure problems to be resolved.
- 3.1.2 Work is therefore underway to identify which tenant is responsible for which pieces of land, individual proposals to occupy empty premises, private sector responsibility for site maintenance, opportunities to improve signage and the appearance of certain areas and creation of a traders' group to assist in the ongoing rejuvenation. In addition the Prison Service team are undertaking a tidy up of the main shopping area.
- 3.1.3 Kippax: AST continues to work alongside traders to rejuvenate the High Street. Two new shops are to open this month and a further four have new owners – offering new impetus to formerly flagging businesses. The village's petition for a bank has received leadership from Ward Members and is intended to reach 1,000 signatures this month, enforcement are investigating the future of a local pub and the traders are leading on plans to help local property owners paint premises and undertake a project to reduce plastic bag usage on the High Street. Minutes of the last Kippax Traders' meeting with AST are attached as **Appendix 1** and **1a**.
- 3.1.4 Garforth: AST has identified and spoken with the owner of a piece of land at the top of Main Street at the junction with Barrowby Lane and Wakefield Road. The owner has shown interest in letting the site have a temporary community use and AST is now seeking written confirmation.



## **3.2 Christmas Lights update**

3.2.1 At the July 2012 Outer East Area Committee meeting, Members supported AST contacting local businesses in Kippax & Methley and Garforth & Swillington Wards to undertake a blanket request to support the light switch ons.

3.2.2 Current pledges received are £290 towards Garforth's costs, £275 for Kippax costs and £40 for Methley costs. Since then AST has contacted 20 of the biggest businesses registered in the Wards (not including the supermarkets) and has some interest though no extra pledges at this stage.

3.2.3 AST will continue to liaise with local businesses utilising any opportunities to encourage their sponsorship support.

## **3.3 Neighbourhood Planning Pilot in Kippax**

3.3.1 Kippax Neighbourhood Planning Team (KNPT) is leading on production of a Neighbourhood Planning pilot. (NPP) The NPP will identify the community's preferred use of available land within defined (Ward) boundaries.

3.3.2 KNPT has a main committee, three sub committees and holds open meetings on a regular basis.

3.3.3 The team is working closely with Planners on assessing potential survey sites and discusses ideas and updates workloads to AST on an ongoing basis.

## **3.4 Older Persons' Event Week 2012**

3.4.1 This year's OPEW ran from 1-5 October to coincide with the International Day of Older People. The event took place in all wards and was held in the following locations: This report was compiled during the week but more details will be provided at the meeting.

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

3.4.2 There was a range of entertainments at each venue and these included raffles, live organ music, stalls, information points and live music by Corpus Christi, Great Preston Primary School Choir and Elvis Tribute Darren Rivers. Volunteers came from the local neighbourhood networks and Great and Little Preston Luncheon Club.

3.4.3 The week was opened by Cllr McKenna and Councillors attended events throughout the week.

## **3.5 Community Payback**

3.5.1 In the last quarter community payback have undertaken grass cutting and tidying and graffiti removal at East Leeds Leisure Centre, a doordrop of scheduled road closures for Crossgates Lights Switch on, painting a cabin at Colton Primary School, weeding in Swarcliffe Ave area, weeding in Hollyshaw Lane, painting fencing at Lakeland Court, grasscutting and tidying of St Mary's Churchyard Allerton Bywater, working on Stanks Lane flower beds. In total this has comprised 631 hours of work in September 2012.

### **3.6 Partnerships and Area Committee Sub Groups**

3.6.1 **Area Chairs meeting:** The meeting of Area Chairs was held on 13<sup>th</sup> July which were approved on 11<sup>th</sup> September. The meeting included discussion of Welfare Reform, Review of Area Working, Scrutiny, Equality Youth Service and Apprenticeships. The minutes are attached as **Appendix 2**.

3.6.2 **Environmental sub-group:** The group will in future meet on a different day from Area Committee to ensure AC Members are familiar with progress of the sub-group in advance of the Area Committee meeting. Once known, the dates of these meetings will be advertised to all AC Members giving them the chance to attend if they wish. The September meeting discussed Terms of Reference, Service Performance and Priorities. The minutes are attached as **Appendix 3**.

3.6.3 **Divisional Community Safety Partnership (DCSP):** The most recent meetings of the DCSP was held on the 6<sup>th</sup> of September 2012. The minutes are attached as **Appendix 4**.

3.6.4 **Health & Well Being Partnership:** The South East Health and Well Being Partnership meeting was held on the 26<sup>th</sup> of July 2012. The meeting had a presentation from Health Trainers and reviewed key targets. The minutes are attached as **Appendix 5**.

3.6.5 **Swarcliffe Good Neighbours Gardening Project:** The latest figures show the period April to September during which SGNG completed 442 gardens comprising 273 gardens with free maintenance work and 169 gardens with follow up visits. By ward this comprised: Temple Newsam Ward – 142, Kippax & Methley Ward- 92, Crossgates & Whinmoor Ward – 129 and Garforth & Swillington Ward – 79.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 The Older Persons Event Week in section 3.4 and Neighbourhood Centres Update in section 3.1 form the main part of the face-to-face community engagement strategy that is incorporated into the Business Plan.

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

4.2.1 Under equality legislation the Council has a legal duty to pay due regard to the need to eliminate and promote equality in relation to race, disability, gender, age, sexual orientation, pregnancy and maternity, and religion or belief.

4.2.2 The main section of this report provides details of activities around community engagement and the delegation of environmental services to Area Committees that support this legal duty.

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

4.3.1 The proposals contained within this report contribute to the existing targets and priorities set out in the Council's Policy Framework in the following plans:

- Vision for Leeds
- Safer & Stronger Communities Plan
- Children & Young Peoples Plan
- Health & Well Being City Priority Plan

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

4.4.1 There are no new resource implications contained in this report other than funding that has previously been agreed by Area Committee from its revenue budget.

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

4.5.1 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are no longer eligible for Call In.

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

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

### **4.6 Risk Management**

4.6.1 This report provides an update on project work and key issues in Outer East. Any projects funded from the Well Being Budget or undertaken by the Area Support Team are risk assessed.

## **5 Conclusions**

5.1 The report provides up to date information on key work and key issues for Area committee to consider. Members are requested to note the content of the report and raise queries relating to issues raised within the report.

## **6 Recommendations**

6.1 Area Committee is requested to:  
note the report and raise any queries.

## **7 Background documents**

- 7.1 Outer East Area Committee report – Local Authority appointments to outside bodies July 2012
- 7.2 Well Being report July 2012.

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

**KIPPAX TRADERS ASSOCIATION**  
**Meeting Minutes Wed. 22<sup>nd</sup> Aug.**

**Present:- Christine & Nicky (Goodalls), Helen Carr, David (Co op),  
Karen (Black & Cream), Vic.**

**Apologies:- Pat, Mary (and Vic for being ever so late).**

**Thanks to Karen for moving furniture round to allow the meeting to be held at Black and Cream.**

**It was commented on that, in view of the fact that the Co-op had been broken into 4 times in the past few weeks the lack of Police presence in the village was particularly noticeable, and concern was expressed as to whether Kippax was being looked on as ‘an easy touch’.**

**David said that he did not think this was the case, and that the reason for the break ins ( aimed at TV’s and cigarettes) was down to the fact that security was generally not as good as it could be throughout the Co-op group, and that Kippax was not the only branch to have been targeted recently.**

**The break ins had been recorded on camera and arrests had been made following the incidents.**

**As Pete Mudge was not at this meeting we were not able to have his usual report as to properties in the High Street.**

**The Royal Oak is fully fenced off but it does not appear that any work is actually been carried out.**

**It appears that the new development adjacent to the Swann is in the finishing stages and some fitting out is taking place.**

**Helen said that, with regard to the Cottages, the rendering was being looked at on Friday ( 24<sup>th</sup> Aug).**

**The Ex. Travel agents (next to Jasons)...Karen said she had spoken to the new owner (Paul) who had plans to open as a ‘one stop shop’ hopefully supplying general building and plumbing labour needs as well as Alarms (not selling general DIY in competition with Torville’s).**

**It was commented that complaints had been rumoured about the narrow alley between Jasons and Truffles being closed off. (Locally known as Jumbo’s Nick..**

**So named after an elephant got stuck in there!!!!) The alley has been closed of for eleven years now and was closed off because it was being used as a toilet, depository for rubbish and for drugs (used needles being evident). The complaint is apparently from an 89 yr. old resident who used to have a garage (some yrs ago) behind Jasons shop. An appeal can be made against the complaint and it was generally agreed to support this appeal, if necessary.**

**The general appearance of the High Street was again complimented, but, visits to the Chinese takeaway and Snooker Cue building had brought no response. The Chinese takeaway refusing to fly the flag for either the Jubilee or the Olympics.**

**At the last meeting Pete Mudge suggested that in might be appropriate to use the Gable end of the cottages as some sort of a mural by way of a Miners tribute and Helen said that she would be in agreement with this idea.**

**It was generally agreed that Black & Cream was a pleasant venue to meet so the next meeting was fixed for Wednesday 19<sup>th</sup> Sept. at 6.00pm.**

**KIPPAX TRADERS ASSOCIATION**

**Meeting Minutes Wed. 19<sup>th</sup> September**

**Present :- Helen (Carr), Pat (Pats Sweets), Pete Mudge (LCC), David (Co op), Karen (Black & Cream), Christine & Nicky (Goodalls), Jayne (Dodgesons), Marie (Old Tree), Vic & Mary (Ann Marie)**

**Apologies:- Jason (Hairdresser), Nicki (Newsagents), Emma (Florists)  
Mark & Paul (Alarm shop)**

**Pete gave a summary of the state of play on the High Street:-**

**The Old School site, as previously reported, has been taken off the market, and it appears that the Council still would like to earmark it for older peoples accommodation.**

**The Toilet Block Area (CrossHills), the land has planning permission for shops and office development, and as such is now on the market.**

**Royal Oak Site, the owners want to turn the building into flats, and build a new block at the rear. Pat has contacted LCC with strenuous objection to the change of use from Commercial premises, and about the owners cavalier attitude to the work being done. Trees have been widely damaged and cut down without any planning permission being granted, fences to Butt Hill gardens knocked down and general damage being left. Pete has also written to 3 councillors about the owners total disregard to the village, the tree damage and continuing with no permission. The owners have apparently been served with notice to stop work until some resolution is reached.**

**The Alldays site, Pete reported that negotiation was in progress with the owner of buidings at the rears of the site and that future development now looked likely to happen.**

**New development next to the Swan, Jaks Icecream Parlour is scheduled to open on the 11<sup>th</sup> October.**

**The Hermitage. Pete reported that as a result of all the enforcement proceedings the Council are due to start basic repairs to the fabric of the building in the near future. Pete stressed that this was basic work, primarily intended to make the building safe.**

**Old second hand shop. After discussion as to the general external appearance it was agreed that Pat and Pete would talk to the owner with a possible view to smartening up the outside.**

**New Alarm Shop. Mark and Paul intend to open in the near future and have told Karen that they would like come to the next meeting.**

**'Pig on the Wall' House. Pete said that he thought it would be nice if the frontage could be tidied up to generally enhance the start of the High Street.**

**Co op. Dave reported that the plans to open a Co op Bank were looking good. The Co op are happy with the number of signatures so far (about 750) though it was felt that to get to 1000 would be nice. Pat and Marie agreed to 'door knock' with the aim of getting to 1000. Karen suggested putting the petition on Facebook to escalate the campaign. Dave also confirmed that, following the recent spate of break ins, security had been improved dramatically.**

Pete said the Councillor Wakefield had written to the Co op in support of a Bank and that a local survey had concluded that 94% thought the Bank a good idea and 87% said that they would use a Bank in the village.

Helen reported that work to the render on the row of cottages had started the day of the meeting. When necessary work was completed it was intended to paint the window lintols black and the cottages 'Tobermory' style. (A suggestion very well received). Helen asked Pat if there was any way Kippax in Bloom could lend a hand with the actual painting . It was agreed that help could probably be provided, but would have to be limited to ground floor work as untrained people could not be asked to carry out ladder work. (Pat and Helen to liase about this). As to the proposed gable end mural, it was suggested that the Kippax art group who so successfully converted the old toilet block into a cottage, could be approached to do this work. Helen said that she would like to think the work could be completed by the end of October.

Pete said that he would try to put further pressure on Highways to repair the potholes still evident between the Post Office and Nicki's shop, and, particularly in the light of comments from Marie, would try and do something about litter bins and the general litter problem in the High Street. He again said that if he could be given specific instances of regular 'dog fouling' in areas of the Village he could arrange to have something done about this as well.

Both Peppers and Cross Hills fish shops have now changed hands. Pat reported that the new owner of Cross Hills, who has been visiting the village since early in the year, has commented on the improvement he has seen on the appearance of the High Street. It was again commented on how nicely Cearsars has blended in to the Village since first being approached and that continued 'gently gently' approaches to the Chinese take away might have a similar effect(?).

Pete has spoken to Doug Morley about the possible use of the old Halifax pemises by the Parish Council as Neighbourhood planning offices.

Pete also reported that Barclays had pulled out of any negotiations for putting their building to any particular use. It was said that, nevertheless Barclays should be asked to keep up to the general appearance of the building and surrounds, and Pete agreed to approach Barclays to this end.

Pat suggested that the Village should take on some initiative as a body, and suggested for all traders to stop using plastic bags. This was thought to be a good idea and should be taken up (though it will not happen over night).

It was asked if the Co op could ensure that the re-cycling area could be cleared on a more regular basis.

David asked if there was any site in the village that could be allocated for kids to play on skateboards and scooters. Kids were using the co op car park . Pete said the Council were continually aware of the need for space but at the moment there was nowhere that could be allocated within the village.

The meeting closed at 7.45, and the next meeting was set for Wed. 17<sup>th</sup> October, 6.00pm at Black and Cream.



**Area Chairs Forum  
Friday 13<sup>th</sup> July 2012  
Committee Room 3, Civic Hall**

**Attendance:**

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

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

Minutes: S. Warbis

Attending for specific items: Steve Carey, Lelir Yeung, Cllr Blake, Cllr Dowson

<b>Item</b>	<b>Description</b>	<b>Action</b>
<b>1.0</b>	<b>Apologies</b>	
1.1	Cllr A McKenna, Cllr J McKenna, Cllr Wadsworth, Jane Maxwell, Beth Logan	
<b>2.0</b>	<b>Minutes and Matters Arising</b>	
2.1	The minutes of the previous Area Chairs Forum meeting on 12 <sup>th</sup> March 2012 were agreed as an accurate record.	
2.2	<u>6.13 of previous minutes – Apprenticeships</u> North East outer will be looking at the apprentice option at their meeting in September and if proceeding will be looking to take on someone living in their area. South Inner, while supporting the idea of apprentices have reservations over whether wellbeing money is the most appropriate way to fund posts. South Inner will be revisiting in September but looking at options for the following financial year. Outer West are doubtful they have funding for this year but will be looking at the options for 2012/13. East Inner are looking to directly support a NEET in their area and see this as part of a wider programme for apprentices involving the ALMO. It was clarified that in the option being proposed to Area Committees the apprentice post would be managed by officers in the Area Teams but would gain experience through placements with other partners such as the police. It was re-emphasised that Area Committee involvement in supporting apprentices would show their commitment to the council wide ambitions for apprentices.	
<b>3.0</b>	<b>Area Chairs Forum Terms of Reference</b>	
3.1	Draft terms of reference were brought to the meeting and were adopted by the forum.	
<b>4.0</b>	<b>Update on Presupposing for Welfare Reforms</b>	
4.1	Steve Carey, Chief Revenues and Benefits Officer, attended and brought a report to provide an update on the implementation of the Government's Welfare Reforms and the approach being taken in Leeds to address the issues caused by the reforms.	
4.2	The focus has been on preparing for the reforms at a local level and looking at what we can do as an authority to help those most vulnerable to the impact of the reforms. There has been targeting of advice to people who we know will be affected through mail shots and followed up by visits.	
4.3	The view has been taken to inform people of what the likely impact will be now,	

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	although the implications will not take effect for another 8 months in some cases. General information has been displayed in One Stop Centres, GP surgeries, Libraries etc.	
4.4	Voluntary Sector organisations have been briefed on the impact of the reforms and work has also been carried out amongst clusters and head-teachers forum and other organisations that will have contact with vulnerable groups.	
4.5	There will however be groups of people for who it is more difficult to predict the implications of the reforms, and other groups for who it is harder to get information to. There is therefore a need to involve the Area Support Teams and Area Committees to identify these groups and assist in getting advice and information to them.	
4.6	It is anticipated that the introduction of Universal Credit will lead to problems including access to online systems and support, and payments being made in arrears, including those to cover rent. The Department of Work and Pensions (DWP) is looking at providing support in exceptions which may include rent support going straight to landlords in some cases, however in principal the DWP wants people to take responsibility for paying their own rent.	
4.7	Leeds is looking to develop a wrap around service for support tailored to individuals and move away from the rigid prescribed approach taken by the DWP. Executive Board has given approval for a council tax support scheme for certain groups but further consultation is required to establish what other support may be appropriate.	
4.8	The ALMOs in Leeds are also identifying which of their tenants will need support in the transition to Universal Credit payments, and work is also being carried out to assess the councils capacity for online access for Universal Credit claims.	
4.9	There are some concerns about how Jobcentre Plus will be accountable locally for it's provision of benefits support. At the moment there is no process in place.	
4.10	Concerns were raised by Area Chairs over the impact that would be seen in inner city areas and large council estates as rents become less affordable and pressures are put on people to move out of areas into smaller properties / houses of multiple accommodation. Also the issue of tenants being in arrears as benefit payment schedules change, and the move to monthly payments. It was agreed that Third Sector organisations would be vital in providing support and that the council should be promoting services such as credit unions and local support networks.	
4.11	It was pointed out that although the council will have the ability to provide some discretionary housing payments, this would need to be targeted, and it would be impossible to provide support to everybody that needed it. Members of the public would be looking to the council for help and it needs to be made clear that difficulties that occur are not the result of Local Authority policies, and communications on what options are available needs to be clear.	
4.12	LCC and the ALMOs are monitoring the increase in customer contacts regarding Welfare Reforms and the impact that this is having on resources and capacity.	
4.13	Concerns were raised as to how effective information distribution had been so far. There was a feeling that particularly private tenants were not taking in the messages of how they could be affected. It was recognised that mail shots would not always be read and it was pointed out that joint work with the Citizen's Advice Bureau was taking place to raise awareness with their customers, and that commissioning of support services for targeted groups was	

	being looked at.	
4.14	The issue was raised of increased vulnerability of members of the community with mental health problems and particularly those being discharged from hospitals. Steve Carey said that there had been sessions with the NHS but agreed that there could be a focus on providing information to those discharging patients and those providing outreach care.	
4.15	Area Chairs mentioned that local Elected Members are likely to get an influx of individual cases and that they needed to be armed with the information of what support is available and what the options are. Steve Carey mentioned that there is an intention to contact all elected members when the policy on discretionary rent support is finalised to make councillors aware of the policy and the routes for referral. There will also be briefings to the local MPs.	
4.16	There have been constructive sessions with Steve Carey and the Area Leaders to look at how Area Support Teams can provide intelligence on communication strategies, vulnerable groups, third sector partners and other local approaches to supporting people vulnerable to Welfare Reforms.	
4.17	It was agreed that a report is needed for Area Committees on the impact of Welfare Reforms and how Area Support Teams and Area Committees can play their part in helping local people. The report needs to be tailored to the individual circumstances of each Area.	<b>SC/ALs</b>
4.18	Cllr Gruen asked for a report to be considered for Cabinet on Welfare Reforms, detailing the options for support that are available and detailing a communication plan for reaching vulnerable people.	<b>SC</b>
<b>5.0</b>	<b>Review of Area Working – Next Steps</b>	
5.1	James Rogers gave a verbal update on initial progress of the Review of Area Working – Next Steps.	
5.2	The All Party Members groups had met twice, the second meeting having taken place yesterday, and have signed off the project plan outline and the communication plan.	
5.3	Engagement will commence with a number of sessions open to all Elected Members to explore their views of what is currently working and what isn't, what functions they feel are appropriate for Area Committees, how we can improve local engagement etc. Invitations will be sent in the next few days.	
5.4	In September there will be wider consultation with partners, community groups etc. There will also be an examination of finances to look at how budgets are allocated and potential for using section 106 money and capital receipts locally.	
5.5	A community engagement plan will be developed and it was suggested that, regardless of the review, more work should be undertaken to optimise the ongoing engagement of members of the Citizen's Panel within local areas.	<b>ALs</b>
5.6	Geography will be looked at to examine issues relating to boundaries for Area Committees, Parishes, Clusters, Neighbourhood Policing Teams etc. although this is not the emphasis of the review.	
5.7	The delegations and responsibilities of Area Committees will be looked at and it is vital that members views area at the heart of this. There will also be a consideration of local partnership arrangements.	
5.8	The review will look at different models from other parts of the country and will	

	also look to build on and share good practice that is evident in the different areas of Leeds.	
<b>6.0</b>	<b>Equality Improvement Priorities 2011-2015</b>	
6.1	Lelir Yeung, Head of Equalities, attended to present a report on the Equality Improvement Priorities 2011-2015.	
6.2	The Equality Improvement Priorities and revised Equality and Diversity Policy are going through Executive Board and Scrutiny Boards and there is a view to also take them to Area Committees. Lelir Yeung invited comments from Area Chairs on the priorities and how these could be taken into the Areas.	
6.3	Member Champions have been involved in ensuring that the right priorities have been set and part of their role is to update and inform members of their respective parties.	
6.4	It was explained that these are the high level equality priorities linked to the City Priority Plan and that it is necessary to get beneath issues to look at specific areas such as access to employment for specific communities.	
6.5	Reference was made to the underperformance at school of children in ethnic minority groups and the knock on effect that this can have for opportunities in adult life.	
6.6	It was acknowledged that there continue to be some significant issues for the city, which is why plans need to be in place to attempt to get at the root of problems.	
6.7	It was mentioned that the Members Champion group was a good forum to challenge services on what actions are being taken to address problems. Performance measurement has been carried out but there needs to be more appraisal of what has had the most impact and how this can be built on.	
6.8	Cllr Hussain mentioned that he had been involved when the equality unit was set up in the 1980s and had hoped that approaches agreed then would have been embedded within 5 years. It is right that there are city wide plans but it is also important to have area plans that target need at a local level. It is also important to bring in partners to develop plans and to measure what difference is made.	
6.9	It was mentioned that there was a need to have an equality focus locally, and that this was in all likelihood built into the devolved functions already. It was stated all cabinet members should be conversant with the plan and it should be influencing every portfolio.	
6.10	It was agreed that a piece of work needs to be carried out by Lelir Yeung and the Area Leaders to identify how the Equality Improvement Priorities are reflected in localities and how action can be identified and progressed at a local level with member support. It was agreed that Lelir Yeung would work with the Area Leaders to determine how the Equality Improvement Priorities can be made more relevant within local areas.	<b>LY / ALs</b>
<b>7.0</b>	<b>Scrutiny Enquiry Report – Fuel Poverty</b>	
7.1	Kathy Kudelnitzky, Chief Officer Localities and Partnerships, tabled a paper outlining a recommendation from the Scrutiny Board (Safer and Stronger Communities) relating to the establishment of Fuel Poverty Champions for each Area Committee. A draft response was tabled and views were asked from attendees for suggested amendments.	

7.2	It was raised that if Area Committees were to take on new functions there would be a need for Area Committees to operate differently in terms of sub groups and champions and that it was important for any roles to be effective. It was also noted that more roles and functions would add to the workload of Area Committee members.	
7.3	It was mentioned that there was a limited resource with an increasing remit. 10 Area Committees, 3 Area Leaders, one Chief Officer. There needed to be shared practice amongst the Area Committees and an efficient model needed to be developed, allowing for the differing needs of each area.	
7.4	It was also mentioned that there needed to be a level of political coordination with better links between the work of Executive Board and Area Committees.	
7.5	Area Leaders referred to the timeliness of the Review of Area Working. Pressures will be put on the Area Support Teams and the Area Committees and there will be a need for services to respond and the organisation to mature to meet the demands.	
7.6	In light of the ongoing review it was agreed that a response for the Scrutiny Board Fuel Poverty report recommendations should be drafted to state that Area Committee Fuel Poverty Champions will be considered in the Review of Area Working along with the wider issue of members roles and links to services and partnerships.	<b>SW</b>
<b>8.0</b>	<b>Youth Service Review Update</b>	
8.1	A discussion took place amongst attendees at the forum meeting prior to the arrival of Cllr Blake who was attending to provide an update on the Youth Service Review.	
8.2	Area Committees have previously expressed that they feel that they can have a beneficial impact on Youth Services in their areas and are keen to be involved in the review of the service and to have more of an influence in the future.	
8.3	Cllr Gabriel mentioned that she had been interviewed by the appointed consultant and her view was that the service would need to become a more targeted and specialised service. It was important to utilise voluntary and community based groups to deliver activities in their area. Area Committees could have a role in influencing this.	
8.4	Cllr Hyde had also been interviewed by the consultant. He felt that there was potential for commissioning to be carried out at three levels: local, intermediate and city wide and that Area Committees could be heavily involved in this. Parameters could be set centrally but Area Committees have insight into the local priorities and should have the ability to influence or commission provision from the youth service and also private and community organisations.	
8.5	Rory Barke had also been interviewed by the consultant and felt that there was scope for the expertise within Youth Services to be used to develop and support local providers.	
8.6	Cllr Blake joined the meeting with Cllr Dowson to provide an update on the Youth Services Review.	
8.7	There is a lot of history to the agenda involving different experiences in different parts of the city. There has been a lack of satisfaction from members over aspects of provision, but specifically around a lack of awareness of intended provision and a lack of information regarding the impact of the	

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	service.	
8.8	Many Local Authorities have withdrawn from providing Youth Service provision but this is not the view taken in Leeds. LCC needs to be able to influence approaches for the youth of the city or there is a danger that children will be poorly served in the future.	
8.9	There have been cross party talks about Youth Services issues. There have previously been changes to the formula for allocating resources and this needs to be looked at again in light of the changing population in Leeds.	
8.10	There is a will to devolve resources down to a local level, to clusters and beyond, and there is a will to empower Area Committees and move some commissioning down to a local level. To meet the differing needs in differing areas.	
8.11	A consultant has been brought in with an objective eye and he will be interviewing all of the Area Chairs individually. He will also be collecting local views through interviews in the patches to get a view on past experiences, future aspirations, and how local people can be involved in developing the service.	
8.12	A report will be pulled together which will be subject to further consultation with members and eventually for Executive Board approval. It will be important to acknowledge that all areas are different, with differing dynamics of youths, differing degrees of community infrastructure and differing opinions of how provision should be run, and these views need to be reflected in the report.	
8.13	It was agreed that Ken Morton should be invited to the next Area Chairs Forum meeting to provide an update on the Review of Youth Services and provide feedback on the consultation carried out by the consultant.	<b>SW</b>
<b>9.0</b>	<b>Any Other Business</b>	
9.1	<p><u>Items for Future Area Chairs Forum Meetings</u></p> <p>Area Chairs were invited to suggest items for future forum meetings. Items suggested were:</p> <ul style="list-style-type: none"> <li>• Review of Area Working</li> <li>• Update and Overview of Clusters</li> <li>• Third Sector Review</li> <li>• Sharing Good Practice Between Area Committees</li> <li>• Welfare Reform further update</li> </ul>	
9.2	Cllr Gabriel gave her apologies for the next meeting.	
<b>10.0</b>	<b>Date of Next Meeting</b>	
10.1	Tuesday 11 <sup>th</sup> September 2012, 13:00 – 15:00, West Room - Civic Hall	

## Outer East Environmental sub-group minutes

21 September 2012

### 1. Introduction & Apologies

- 1.1 Cllr McKenna has spoken with Cllr Mitchell and agreed to chair the meetings till the 2013 election of chairs. It is understood Cllr Mitchell will continue to attend meetings as representative for Temple Newsam but, with her new baby, is not in a position to chair the meeting.
- 1.2 Attendance: Cllr McKenna (chair), Cllr Grahame, Cllr Harland, Martin Hackett (SEAST), Tom Smith (Env Services), Mike Holdsworth (AVH), Krstan Nenadic, Martin Hackett, Peter Mudge,
- 1.3 Apologies – Cllrs Dobson and Mitchell, Steve Sheriffe (ENE Homes)

### 2. Minutes and matters arising of last meeting

- 2.1 Agreed.
- 2.2 No matters arising

### 3. Terms of Reference (ToR)

- 3.1 Area Chairs and Environment Committee Chairs support ToR being updated to clearly show accountability and working practices. The Service Level Agreement shows the effective accountability point between Locality Working and Area Committee to be the Environmental Sub Committee. (ESC)
- 3.2 The ToR should note the ESC meetings will be agreed for the year and, in addition to a Member representative from each ward, be open to any OE AC Members to attend.

### 4. Service Performance

- 4.1 **Overall Cleanliness** - recordings are taking place around the area in September.
- 4.2 **Service Delivery** –OE had slower turnaround times than OS or IS and this is blamed on OE having more rural areas. Work patterns are being investigated and plans progressed for “reblocking” work programmes to speed up OE completions.

4.2.1 TS and Cllr G agreed to meet to discuss overtime budgeting.

## 5. SLA Priorities

- Cllr H said when public concerns are brought to the attention of Locality Working, they should contact the person directly rather than simply responding to councillors. TS said he will investigate this.
  - Ginnel mapping is progressing well with some dedicated input.
  - Updates from In Bloom and Probation work will be sought for future meetings.
  - PM and TS to discuss opportunities for partnership working with the business sector to improve neighbourhood centres while reducing pressure on Locality Working.
6. 10 litter bins per ward are getting replaced and new ones are being installed in many areas.
- 6.1 MH to assess available data on where bins had formerly been in each ward and whether they were all restored when lamp columns were replaced.
7. TS reassessing budget and one of the outcomes is to transfer some funding from enforcement into frontline services.
8. There was no other business

**Date of next meeting:** To be confirmed.





**East North East Divisional Community Safety Partnership Meeting  
6 September 2012, 2:00pm Stainbeck Police Station**

<b>Present:</b>	Martin Snowden	Supt, West Yorkshire Police (Chair)
	Bev Yearwood	East North East Area Support Team, LCC
	John Woolmer	East North East Environmental Services, LCC
	Hayley Thackwray	East North East Environmental Services, LCC
	Martin Hackett	South East Area Support Team, LCC
	Sharon Hughes	East North East Area Support Team, LCC
	Cllr Brian Selby	Councillor, Inner East
	Jason Kirk	AVHL
	John Lund	Youth Offending Services
	Neil Bowden	ENEHL
	Jatinder Haq	East North East Area Support Team, LCC (Minutes)

**Apologies:** Gillian Mayfield, Victoria Fuggles, Munaf Patel, Jeremy Lunn & Jude Roberts.

1.0	Minutes of Previous Meeting	Action
1.1	Agreed as an accurate record.	
2.0	Matters Arising	Action
2.1	<ul style="list-style-type: none"> <li>Carried forward from Previous Meeting ( ENEHL newsletter /POCA) – SV Confirmed article was released promoting the ‘Why Should they campaign’ – Completed</li> </ul>	
2.2	<ul style="list-style-type: none"> <li>(DPPO for Harehills Area) There has been no objections from the public consultation. The report will go to licensing panel in June and subject to approval be in place for the end of July. If approved all of the Inner East area will be a designated area. ( Approved and implemented Aug 12)</li> <li>BY raised that in South Yorkshire instead of advertising on signs there is a company that advertise key messages with Graffiti on walls which lasts a certain length of time and is then washed off and is a lot cheaper than signage. The TN NPT inspector is looking into the details of this. JW stated that he was open for a discussion but would need to be satisfied that it would not attract further graffiti and see some evidence of success in South Yorkshire. Awaiting for NPT Inspector to feedback</li> </ul>	
3.0	Introduction to New Chair - Martin Snowden (Superintendent/ Operations	Action
3.1	MS introduced himself and gave an overview of his background with West	

	Yorkshire Police & Introductions were made by all.	
<b>4.0</b>	<b>Burglary Position/ Optimal</b>	
4.1	MS explained that the figures are generally down compared to last year. Burglary as a whole is positive in North East Leeds and across Leeds.	
4.2	Confidential item.	
4.3	Research shows that Manchester have got better results from engaging partners	
4.4	MS to speak to Elizabeth Belton and establish when the professor is coming to NE to deliver their presentation so ENEHL, LASBT and Aire Valley Homes can attend.	<b>MS</b>
<b>5.0</b>	<b>Intelligence Pack</b>	
5.1	MS gave an overview of current performance and data provided by Safer Leeds	
5.2	JW questioned the purpose of the Intelligence Pack and asked if Environmental Enforcement information from the EIZ'S needs to be included in the pack. BY explained it was for DCSP members only and that the group were asked to feedback if additional information is required. JW to consider how performance on Zones will be presented in the future. I	<b>JW</b>
<b>6.0</b>	<b>OBA's / Swarcliffe Plan</b>	<b>BY</b>
6.1	An outcome based accountability session was held for KS ward and a multi agency action plan has been developed. Both Burmantofts and Richmond Hill and Chapel Allerton action plans were reviewed at the Serious acquisitive crime meeting in June. It is likely that Chapel Allerton ward may come out of the strategic localities of concern. By explained that the Whinmoor target hardening Project was in progress and has been successful and feedback from residents positive. The issues around the PFI contractual issues in Swarcliffe have now been resolved therefore the next phase will commence in October	
6.2	JK from Aire Valley Homes was keen to see a burglary action plan developed for Garforth and Villages, funding has been allocated to this ward. BY to meet with Inspector Jones and set up a meeting with Jamie Martin to progress	<b>BY</b>
<b>7.0</b>	<b>POCA Criteria Review/ Expenditure</b>	
7.1	BY provided a financial update for POCA activity from April 12 - £28,000 has been allocated so far this financial year. BY and MS requested that the POCA criteria was reviewed, it was agreed at the meeting that 20% of funds allocated will be top sliced to allow statutory partners to apply for POCA funds on condition that the funds will contribute towards strategic outcomes and NE policing priorities. BY explained that PCSO's had put forward several applications that hadn't met the current criteria but actually would have made a difference in localities. Any applications from stat services will be dealt with through normal panel processes. It was also agreed that the current £250 limit would be increased to £500. BY to review budget at the end of November. BY to amend Poca Criteria and MS to revise mission statement	<b>BY MS</b>

7.2	LM to re circulate the POCA spreadsheet due to Crossgates grants missing off the handouts given in the meeting.	LM BY
<b>8.0</b>	<b>Seacroft / Manston DV</b>	<b>BY</b>
8.1	The Seacroft and Manston Cluster carried out an OBA session on Domestic Violence. There is a proposal to change the DV group into a specific focus group around Seacroft and Manston to develop an action plan to support the FABDA pilot , as concentration of one area will make more impact and enable the group to cascade any good practise to other areas. A problem profile has now been completed for the cluster and BY to circulate sanitised document to DCSP members.	BY
<b>9.0</b>	<b>Environmental Improvement Zones Update</b>	<b>JW</b>
9.1	JW circulated maps & other papers at the meeting showing the different Environmental Improvement Zones for the following areas:  Gipton & Harehills x 12 Burmantofts & Richmond Hill x 9 Chapel Allerton x 5 Killingbeck & Seacroft x 4  Resident's perception surveys are done every 6 months. It was agreed with the Police to pilot a new joint letter invited residents to PACE interviews, HC fed back that all those that have been sent the new letter have turned up to appointments which has been a significant improvement.	
9.2	JW explained that discussions were currently been held with Area Leadership and children Services around capacity and responsibility to carry out environmental education work in communities/school . A report has been sent to Area Committee to come up with suggestions as who will be able to do this work.	
<b>10.0</b>	<b>Help Desk</b>	
10.1	MS mentioned that the force is currently still under review. Killingbeck is 24/7 . The current position with regards to help desks i: Garforth open Mon-Sat 10-6 Wetherby open Wed-Fri 10-6 Stainbeck open 7 days a week but currently reviewing this.	
10.2	MS is waiting for the force wide review as there will be changes & it's most likely the no of hrs will be reduced. MS will circulate the review before the next DCSP meeting.	MS
<b>11.0</b>	<b>Troubled Families Update</b>	<b>GM</b>
11.1	Carried forward to next Meeting.	
<b>12.0</b>	<b>Operation Confidence / Timeline</b>	<b>BY</b>
12.1	BY will be sending out the timeline for when articles need to be in. Aire Valley Homes panel as requested they proof read the articles before they are sent to print, this will affect 2 NPT areas. Newsletters will be distributed mid October.	BY
<b>13.0</b>	<b>AOB</b>	<b>All</b>
13.1	MS reported that shortly all Young Persons arrested in Leeds will start to be	

	<p>brought to Stainbeck Police Station and Youth Offending will be moving on site in Nov. By January 2013 all young person's will be brought to one site. If there is an adult arrested with the child then that person will be taken to the the appropriate place.</p> <p>Cllr Selby made a comment about parents that have to travel further from areas such as Outer North East which could cause problems with arrests that happen in the early hours of the morning. MS explained that the force have always had problems with an adult of parent attending interviews during the night.</p>	
13.2	SH mentioned the Welfare Reform sessions will be held on Thurs 13 September, 90 staff coming along but will be looking at doing additional sessions due to the massive interest.	
<b>14.0</b>	<b>Next DCSP Meeting</b>	
14.1	<p><b>Please put these dates in your diary</b></p> <p>29<sup>th</sup> November 2012 – 2pm-4pm, The Reginald Centre, Room 1</p>	

## Minutes of South East Leeds Health and Wellbeing Partnership 26<sup>th</sup> July 2012

### Attendees:

Dave Mitchell (Chair) – Leeds South and East CCG  
Janine Brooks – Health for All (health trainer)  
Brenda Fullard – NHS Leeds  
Lisa Lennon – LCC Intelligence & Improvement Unit  
Cllr James Lewis – Outer East Health Champion  
Pat McGeever – VCFS rep  
Alia Nessa – Health for All (health trainer co-ordinator)  
Elaine Rey – LCC Policy Unit  
Cllr Paul Truswell – Inner South Elected Member  
Bash Uppal – LCC Adult Social Care/NHS Leeds  
Hannah Lacey – cover for Aneesa  
Julie Bootle – ASC  
Gerry Shevlin – Community Safety  
Kim – LYPFT  
Julie Killick – LCHC  
Joanne Davis – Health Improvement Specialist  
Cllr Shirley Varley – Outer South health champion  
Emma Stewart – LINK

### 1. Welcome, introductions and apologies

Round table introductions were made and all welcomed to the meeting.

### Apologies:

Janette Munton, Sue Gamblen, Tom Smith, Barbara Temple, Bridget Emery, Ruth Middleton, Aneesa Anwar.

### 2. Minutes of meeting held on 31 May 2012

Agreed as an accurate record.

### 3. Matters arising

It was asked if the presentations from the previous meeting on 31 May had been circulated. Confirmed that yes they had but for the localism item there had been no presentation.

**Action: Aneesa** to send copy to Cllr Truswell.

Niche Tobacco project – Bash confirmed NHS Leeds having approved funding bid to support delivery of this project in Beeston.

### 4. Health Trainers Role Presentation – Pat McGeever, Alia Nessa and Janine Brookes

The presenters introduced themselves and Alia gave a brief overview of the Health Trainer programme. The aim is to reduce health inequalities and 88% of PCTs now have a service of this type. The Leeds Health Trainer service began in 2007 and is run through the voluntary sector organisation Health for All.

Janine then told the meeting about her role as a Health Trainer. Clients can self-refer or can be referred by a GP or other health professional. They receive 6-8 sessions of 1-1 support where their lifestyle is assessed, issues are identified and simple targets are set. Most people recognise what their issue is and the goals set include the simplest things first. Examples were given of people who have used and benefited from the service.

There are often cases where using the Health Trainer service results in onward referrals for the client in alcohol management or mental health for example.

The service is evaluated at both local and regional levels and through client feedback. Many clients choose to attend "client reunions" where further support and experience sharing can be gained. There is also the suggestion of using peer support in future.

The majority of requests to this service (68%) were for help in tackling obesity and improving diet.

There are some funding pressures on the scheme with a 25% reduction in Health Trainers in 2011. The service currently has a budget of £150,000 for 5 Health Trainers plus a service manager. This equals £215 unit cost per client.

Achievements of the scheme include successfully reaching the communities that are most deprived and in many cases gaining a sustainable behaviour change in the client.

It was asked what skills are needed in order to become a Health Trainer. All Health Trainers are from the local communities that they serve, with the language skills and the knowledge to best serve that community.

There is an imbalance between genders with few men using the service. It is widely acknowledged that men do not engage so readily as women and generally have less health awareness. Also women tend to cook and shop so men feel the benefits of a change in lifestyle/diet indirectly if women attend these services. There is now a male health trainer and schemes such as "Menspace" in Holbeck which are trying different ways to engage men and there is a need to find more "men friendly" activities. For example Zumba and similar are targeted at women.

There is still a question over who will fund the Health Trainers scheme in future as it is currently funded by Public Health. Will the local authority or clinical commissioning groups (CCGs) fund this from next year?

Also flagged up was the recently established healthy lifestyle advisors programme which is also based in GP practices. The question and need for clarity about how this differed to health trainers was also raised.

**Action: Aneesa** to attach presentation with the minutes.

## **5. Obesity Review Process – Bash Uppal, Elaine Rey and Lisa Lennon**

Elaine presented background information from the JSNA, which highlights obesity as the second most preventable cause of ill health after smoking. It cost the NHS £205 million in 2010 and obesity rates for both children and adults are higher in deprived areas.

Bash reminded partners that a background paper outlining the picture for Leeds had been sent out prior to the meeting. It included details of NICE guidance on tackling obesity. Also sent out was a paper outlining current physical and nutrition activities taking place in inner south from our local knowledge, to be used as a baseline.

The proposal for the review was to concentrate on the situation in the Inner South area with the idea of relating what we learn into other areas.

Process - 4<sup>th</sup> October meeting to be used to consult current commissioners and providers of services.

**Action: All** partners to send back to Bash suggestions / revisions to proposed list of stakeholders.

**Action:** Bash, Dave, Elaine and Lisa to put together template for gathering key information in preparation for the next meeting. There were suggestions made for template to also focus on costs of current services commissioned in inner south.

**Action:** Working group to get together to make questions more cost focused.

**Action: Brenda** to provide additional support to the working group.

Community involvement sessions will be scheduled for late October. We need to find the reasons why some people don't engage as well as feedback from those using current commissioned services.

All findings to be reviewed at the partnership meeting scheduled for 29<sup>th</sup> November, to agree local actions and recommendations to inform key stakeholders.

Final draft report to be produced for January 2013 partnership meeting for agreement and follow on to relevant boards such as, the Health & Wellbeing Board, Health Improvement Board, South East Area leadership team and SE CCG.

There were no objections to carrying forward this piece of work in the Partnership.

**Action: Aneesa** to attach presentation with the minutes.

## **6. Any other business**

None.

## **7. Date and time of next meeting**

It was noted that the date of the next meeting had been changed to 4<sup>th</sup> October at 2 – 4 Civic Hall.

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**Primrose House**  
**22 Church Close**  
**Swillington**  
**LS26 8QJ**

REF : 2012 : Misc 055

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