



**NORTH WEST (INNER) AREA COMMITTEE**

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**Meeting to be held in the Civic Hall, Leeds on  
Thursday, 27th June, 2013 at 7.00 pm**

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**MEMBERSHIP**

Councillors

M Hamilton	-	Headingley;
J Walker	-	Headingley;
N Walshaw	-	Headingley;
C Towler	-	Hyde Park and Woodhouse;
G Harper	-	Hyde Park and Woodhouse;
J Akhtar	-	Hyde Park and Woodhouse;
B Atha	-	Kirkstall;
J Illingworth	-	Kirkstall;
L Yeadon	-	Kirkstall;
J Bentley	-	Weetwood;
S Bentley	-	Weetwood;
J Chapman	-	Weetwood;

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**West North West Area Leader: Jane  
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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 Chief Democratic Services Officer at least 24 hours before the meeting.)</p>	

Item No	Ward	Item Not Open		Page No
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 within the meaning of Section 100I of the Local Government Act 1972, 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 the recommendation is accepted, to formally pass the following resolution:-</p> <p><b>RESOLVED</b> – That, in accordance with Regulation 4 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 or Section 100A(4) of the Local Government Act 1972 as appropriate, the public be excluded from the meeting during consideration of those 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>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>	
3				

Item No	Ward	Item Not Open		Page No
4			<b>DECLARATIONS OF INTEREST</b>  To declare any personal / prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.	
5			<b>APOLOGIES FOR ABSENCE</b>  To receive any apologies for absence.	
6			<b>OPEN FORUM</b>  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.	
7			<b>MINUTES - 16 MAY 2013</b>  To confirm as a correct record the minutes of the meeting held on 16 May 2013	1 - 2
8			<b>MINUTES OF AREA CHAIR'S FORUM</b>  To note the minutes of the Area Chair's Forum held on 1 March 2013	3 - 8
9	Headingley; Hyde Park and Woodhouse; Kirkstall; Weetwood		<b>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES</b>  To receive and consider the attached report of the Chief Officer, Democratic and Central Services	9 - 22

Item No	Ward	Item Not Open		Page No
10	Headingley; Hyde Park and Woodhouse; Kirkstall; Weetwood		<b>APPOINTMENT OF AREA LEAD MEMBERS, CLUSTER REPRESENTATIVES AND CORPORATE CARERS.</b>  To receive and consider the attached report of the Assistant Chief Executive (Customers and Communities)	23 - 32
11	Headingley; Hyde Park and Woodhouse; Kirkstall; Weetwood		<b>NOMINATIONS TO AREA COMMITTEE SUB GROUPS</b>  To receive and consider the attached report of the Assistant Chief Executive (Customers and Communities)	33 - 38
12	Headingley; Hyde Park and Woodhouse; Kirkstall; Weetwood		<b>WEST AND NORTH WEST LOCALITY TEAM SERVICE LEVEL AGREEMENT AND PERFORMANCE SUMMARY</b>  To receive and consider the attached report of the Locality Manager (West and North West Leeds)	39 - 64
13	Hyde Park and Woodhouse; Kirkstall		<b>BETTER LIVES FOR PEOPLE OF LEEDS: CARE HOMES AND DAY SERVICES FOR OLDER PEOPLE</b>  To receive and consider the attached report of the Director of Adult Social Services	65 - 74
14	Headingley; Hyde Park and Woodhouse; Kirkstall; Weetwood		<b>INVESTING IN YOUNG PEOPLE: UPDATE OF THE FUTURE DIRECTION OF YOUTH SERVICES AND DELEGATED FUNCTIONS FOR AREA COMMITTEES</b>  To receive and consider the attached report of the Director of Children's Services	75 - 80
15	Headingley; Hyde Park and Woodhouse; Kirkstall; Weetwood		<b>WELLBEING UPDATE AND MONITORING REPORT</b>  To receive and consider the attached report of the Assistant Chief Executive (Customers and Communities)	81 - 100

Item No	Ward	Item Not Open		Page No
16			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Thursday, 19 September 2013 at 7.00 p.m. Venue to be confirmed.</p>	

## **NORTH WEST (INNER) AREA COMMITTEE**

**THURSDAY, 16TH MAY, 2013**

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

Councillors M Hamilton, N Walshaw,  
C Towler, G Harper, B Atha, L Yeadon,  
J Bentley and S Bentley

### **In Attendance**

#### **Officers:**

Ryan Platten – Community Planning Officer  
Jenna Riley – Community Planning Officer  
Jane Maxwell – West North West Area Leader  
Stuart Byrne – West North West Area Support Team  
John Grieve – Governance Services  
Donna Lunney – Governance Services

#### **85 Late Items**

There were no late items

#### **86 Declarations of Interest**

There were no declarations of a pecuniary interest

#### **87 Apologies for Absence**

Apologies for absence were received from Councillors: J Chapman, J Illingworth and J Walker

#### **88 Minutes of the Previous Meeting**

**RESOLVED** – That the minutes of the previous meeting held on 11<sup>th</sup> April 2013 were accepted as a true and correct record

#### **89 Election of Area Committee Chair for the 2013/2014 Municipal Year**

The Chief Officer (Democratic and Central Services) submitted a report which explained the arrangements for the annual election of Chairs for Area Committees 2013/14

Appended to the report was a copy of Paragraph 5 of the Area Committee Procedure Rules which dealt with the process by which Chairs for Area Committees were elected (Appendix 1 refers).

Members of the Area Committee were requested to elect the Area Committee Chair for the 2013/14 Municipal year, from amongst the nominations which had been received

It was reported that one nomination had been received for Area Committee Chair on behalf of Councillor J Akhtar.

Upon being put to the vote

**RESOLVED** - That Councillor J Akhtar be elected as Chair for the North West (Inner) Area Committee for the 2013/2014 Municipal Year

## **90 North West (Inner) Area Committee Business Plan**

The Assistant Chief Executive (Customer Access and Performance) submitted a report which sought the approval of Members to refresh the North West (Inner) Area Committee Business Plan for 2013-2015.

Stuart Byrne, West North West Area Support Team, presented the report and responded to Members' queries and comments.

Discussions ensued on the contents of the report together with the circulated appendices which included:

- Working in partnership with officers from Public Health
- Children and young people in Leeds to have access to out of school activities through a delegated budget
- The establishing of local business forums

### **RESOLVED –**

- (i) That the contents of the report be noted
- (ii) To approved the refreshed Business Plan Action, as set out in Appendix 1 of the submitted report
- (iii) That the Area Support Team continue to monitor and develop the Business Plan
- (iv) That the Area Committee continue to receive updates on a regular basis and the Business Plan be refreshed annually

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

**RESOLVED** – To note that the next meeting will take place on Thursday 27<sup>th</sup> June 2013 commencing at 7.00pm. Venue to be confirmed at a later date.



# Agenda Item 8

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

**Attendance:**

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

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

Minutes: S. Warbis

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

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

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

**David  
Roberts**

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

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

across the three areas relating to employment and skills arrangements.

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

## **5.0 Transform Leeds Programme**

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

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

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

**Sarn  
Warbis**

## **6.0 Wellbeing Budgets**

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

**Area  
Leaders /  
Kathy  
Kudelnitzky**

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

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

**Cllr Gruen**

## **7.0 Any Other Business**

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

**Sarn  
Warbis**

## **8.0 Date of Next Meeting**

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

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

### North West Inner Area Committee

**Date: 27 June 2013**

### Subject: Local Authority Appointments to Outside Bodies

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): <b>Headingley, Hyde Park &amp; Woodhouse, Kirkstall and Weetwood</b>		
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. This report outlines the procedures for Council appointments to outside bodies, and the Committee is requested to consider and appoint to those bodies listed at Appendix 2 to the report.

### Recommendations

2. The Area Committee is asked to confirm the nominees to work with the Outside Bodies identified at Appendix 2, or agree any changes to the schedule, having regard to the Appointments to Outside Bodies Procedure Rules, as outlined in this report and as detailed at Appendix 1.

## **1 Purpose of this report**

- 1.1 This report outlines the Area Committee's role in relation to Elected Member Appointments to Outside Bodies and asks the Committee to determine the appointments to those organisations which fall to the Committee to make an appointment to.

## **2 Background information**

- 2.1 In April 2004 Full Council agreed that in future, Elected Member appointments to Outside Bodies should be undertaken by a constituted body of Elected Members and that appointments to all outside bodies should, where appropriate, be made with due regard to proportionality within the law. Attached at Appendix 1 is the agreed Appointments to Outside Bodies Procedure Rules.
- 2.2 The Member Management Committee has responsibilities for Council appointments to Outside Bodies and for exercising decision making in the following areas:
- Considering requests from Outside Organisations seeking Elected Member representation;
  - Determining the category of appointment which will govern which Committee will make the appointments;
  - Making Elected Member appointments to Outside Bodies within the Strategic and Key Partnership category.
- 2.3 Due to the large number of organisations seeking Council representation, Council agreed that appointments within the Community and Local Engagement Category will be considered and approved by Elected Members serving on the relevant Area Committee.
- 2.4 In July 2004 the Member Management Committee met to consider allocation of appointments to each Area Committee. Attached at Appendix 2 are those that have been determined should be made by this Area Committee.

## **3 Main issues**

- 3.1 The Area Committee is requested to determine the appointments to those Outside Body appointments as detailed within Appendix 2.
- 3.2 The Area Committee must first consider whether it is appropriate for an appointment to be of a specific office holder<sup>1</sup> either by reference, if this is available, to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Area Committee. Such appointments will then be offered on this basis.

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<sup>1</sup> For example it may be considered necessary or otherwise appropriate to appoint a specific Ward Member



- 3.3 Nominations will then be sought for the remaining places, having regard to trying to secure an overall allocation of places which reflects the proportion of Members from each Political Group on the Area Committee as a whole.
- 3.4 All appointments are subject to annual change unless otherwise stated within the constitution of the external organisation, which will therefore be reflected on the table at Appendix 2. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 3.5 Elected Members<sup>2</sup> will fill all available appointments but it is recognised that Political Groups may not wish to take up vacancies which are made available to them. In such circumstances, vacancies will be notified to the Area Committee and agreement sought as to whether the vacancy will be filled.
- 3.6 A vacancy occurring during the municipal year will normally be referred to the Area Committee for an appointment to be made, having regard to the principles as described above.
- 3.7 Area Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to the Member Management Committee.

#### **4 Appointments 2013-2014**

- 4.1 This year there are seven appointments to be made in relation to Burley Lodge Centre – Committee of Management; Cardigan Centre, Ireland Wood Children's Centre Management Committee, ALMO Inner North West Area Panel, Swarthmore Education Centre and Area Based Partnership Groups.

##### **Burley Lodge Centre - Committee of Management**

The Burley Lodge Centre originally began in 1981 as a base for advice, information and group activities. The centre was based in two back to back houses moving to it's current building in 1996. The centre has a track record of providing youth work, advice and rooms for hire. In the last five years the Burley Lodge Centre has seen a great increase in activities in response to local consultation, including a counselling service and a community café.

These are annual appointments, and the Council's current representatives are **Councillor Akthar** and **Councillor Towler**.

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<sup>2</sup> Section 249 Local Government Act 1972 states that Aldermen and Honorary Freemen may attend and take part in civic ceremonies but do not have the right to attend Council/committee meetings or receive any allowances or payments under a Members Allowance Scheme. This establishes the principle that such persons should not to be treated as Councillors, and therefore cannot be appointed to outside bodies in place of a Councillor if the request from an organisation is for a Councillor

### **Cardigan Centre**

The Cardigan Centre works in NW Leeds, particularly the inner-city neighbourhoods to facilitate social welfare, recreation, education and economic regeneration. It was established in the late 1980's, starting originally with a building used for community activities and to house small businesses.

The Centre is a registered charity and company limited by guarantee and is managed by a board of directors which employs the thirty two members of staff.

This is an annual appointment and the Council's current representative is:

**Councillor N Walshaw**

### **Ireland Wood Children's Centre Management Committee**

The aim of Ireland Wood Children's Centre Management Committee is to:-

- Enhance the development and learning of children primarily under statutory school age through the provision of inclusive and integrated full day care
- Offer a range of services including parent and child groups which reflect the needs of the local community
- Provide quality play opportunities to children aged 4 – 11 years in out of school and holiday care.
- Offering appropriate play and learning facilities and training courses with the right of parents to take responsibility for and become involved in the activities of the centre, ensuring that opportunities are offered to all children regardless of race, culture, religion, means, needs or ability.
- Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local area
- Instigating and adhering to and furthering the aims of Ireland Wood Children's Centre.

This is an annual appointment and the Council's current representative is

**Councillor S Bentley.**

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

The four Area Panels in the West North West area cover the following areas:-

- Outer West - Calverley & Farsley, Pudsey and Farnley and Wortley
- Inner West - Bramley and Stanningley and Armley
- Outer North West - Guiseley and Rawdon, Otley and Yeadon, Adel and Wharfedale and Horsforth
- Inner North West – Weetwood, Headingley, Kirkstall and Hyde Park and Woodhouse

Each Area Panel will work to Terms of Reference and a Code of Conduct.

Each Area Panel will consist of:-

- One Board Director
- Two local Ward members
- Six Tenants

The remit of the Area Panels is wide and encompasses several service areas. Area Panels will have a number of functions, ranging from monitoring services, influencing their design and being consulted on policy changes and making recommendations on change to these to the main Board.

Each Area Panel will be responsible for a budget which will cover:-

- Support for tenants groups
- Support for community groups
- Local environmental budgets
- Local Community safety budgets

These are annual appointments, and the Council's current representatives are:

**Councillors J Illingworth and J Chapman.**

### **Swarthmore Education Centre**

Swarthmore Education Centre is a centre for lifelong learning, community projects, family learning sessions and children's activities with many other additional courses. The centre is a not for profit registered charity and a company limited by guarantee based in Hyde Park and Woodhouse.

This is an annual appointment and the Council's current representatives is:

**Councillor G Harper.**

## **5 Corporate Considerations**

### **5.1 Consultation and Engagement**

- 5.1.1 This report facilitates the necessary consultation and engagement with Area Committee Members in respect of appointments to the designated Outside Bodies.

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

- 5.2.1 There are neither equality and diversity or cohesion and integration implications arising from this report.

### **5.3 Council policies and City Priorities**

- 5.3.1 Council representation on, and engagement with those Outside Bodies to which the Area Committee has authority to appoint, is in line with the Council's Policies and City Priorities.

#### **5.4 Resources and value for money**

- 5.4.1 There are neither resource or value for money implications arising from this report.

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

- 5.5.1 In line with the Council's Executive and Decision Making Procedure Rules, the power to Call In decisions does not extend to those decisions taken by Area Committees.

#### **5.6 Risk Management**

- 5.6.1 In not appointing to those Outside Bodies listed within Appendix 2, there is a risk that the Council's designated representation on such organisations would not be fulfilled.

### **6 Conclusions**

- 6.1 Having regard to the Appointments to Outside Bodies Procedure Rules (attached at Appendix 1), the Area Committee is asked to determine the appointments to those designated Outside Bodies detailed within Appendix 2.

### **7 Recommendations**

- 7.1 The Area Committee is asked to confirm the appointments to those Outside Bodies identified within Appendix 2, or agree any changes to the schedule, having regard to the Appointments to Outside Bodies Procedure Rules, as outlined within this report and as detailed at Appendix 1.

### **8 Background documents<sup>3</sup>**

- 8.1 There are no Background Documents associated with this report.

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<sup>3</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

# **APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES**

Body/Person with authority to  
change the document

Full Council

## APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

### 1.0 Scope

- 1.1 These Procedure Rules relate to those external organisations and partnerships (referred to as *Outside Bodies*) which have requested the Council to appoint an Elected Member (or suitable nominee<sup>1</sup>) to them
- 1.2 For the avoidance of doubt, these Procedure Rules do not apply to appointments to Joint Committees/authorities which are reserved to Council. These are listed separately in Part Three (Section 1) of the Constitution - Responsibility for Local Choice Functions.
- 1.3 Additionally it is recognised that, often at a local level, individual Elected Members may be personally approached to attend meetings of a variety of organisations in their personal capacity rather than in their capacity as a Councillor. Such instances are not covered within the scope of these Procedure Rules.

### 2.0 Determination of Outside Bodies to which an Appointment should be Made

- 2.1 The Head of Governance Services will maintain a list of all Outside Bodies to which the Council appoints an Elected Member.
- 2.2 Each year the Member Management Committee will review the list of notified Outside Bodies and will determine whether the Council should make/continue to make an appointment to those bodies.
- 2.3 Determination will be based on one or more of the following criteria being met:
  - the proposed appointment is a statutory requirement;
  - the proposed appointment would be consistent with the Council's policy or strategic objectives; and/or
  - the proposed appointment would add value to the Council's activities.
- 2.4 Requests from an Outside body to make an appointment received after such an annual review will be referred to the relevant Director who will:
  - Provide advice on whether the Outside Body meets one or more of the criteria in Rule 2.3; and;
  - Identify the Lead Officer to work with the appointed Member should an appointment be made to the Strategic and Key Partnerships category.
- 2.5 Such requests will then be referred to the Member Management Committee for determination by reference to the same criteria.

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<sup>1</sup> Which shall include an appointment of an individual, who is not an elected member, made upon the nomination of an elected member when such a nomination is a requirement of statute and/or the Trust Deed of a registered charity.

### **3.0 Determination of how an Appointment should be made**

- 3.1 Where an organisation is deemed to have met one or more of these criteria, the Member Management Committee will allocate it into one of the following categories.
- **Strategic and Key Partnerships** – participation contributes to the Council's strategic functions, priorities and community leadership role.
  - **Community and Local Engagement** – not necessary to fulfil strategic or key partnership role but, nonetheless, beneficial in terms of leading, engaging and supporting the community from an area or ward perspective
- 3.2 Where an Outside Body has been categorised as **Strategic and Key Partnership**, appointment to it will be made by the Member Management Committee.
- 3.3 Where an Outside Body has been categorised as **Community and Local Engagement**, appointment to it will be made by the appropriate Area Committee.
- 3.4 Where it is not clear as to which particular Area Committee should make an appointment, the Member Management Committee will refer the request to the relevant Area Committee Chairs who will determine which is the appropriate Area Committee to make the appointment. This will be reported to the next meeting of the Area Committee.

### **4.0 The Appointment Procedure**

#### Strategic and Key Partnerships

- 4.1 The Member Management Committee will first consider whether it is appropriate for an appointment to be of a specific office holder<sup>2</sup> either by reference to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Member Management Committee. Such appointments will then be offered on this basis.
- 4.2 Nominations will then be sought for the remaining places. The Member Management Committee should have regard to a Member's current interests prior to making any appointment. The Member Management Committee will have regard to the principle of securing an overall allocation of places which reflects the proportion of Members from each Political Group on the Council as a whole.
- 4.3 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.

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

### *Appointments to Outside Bodies Procedure Rules*

- 4.4 Elected Members<sup>3</sup> will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Member Management Committee and agreement sought as to whether the vacancy will be filled.
- 4.5 A vacancy occurring during the municipal year will normally be referred to the Member Management Committee for an appointment to be made, having regard to the principles as described above.
- 4.6 The City Solicitor will have delegated authority to make an appointment in the following circumstances:
- (i) where an appointment has been agreed by the Member Management Committee as a Whips nominee and the appropriate group Whip subsequently submits a nomination;
  - (ii) where a group Whip wishes to replace a Member previously approved by the Member Management Committee with another Member of the same group; and/or
  - (iii) where an organisation requires an appointment prior to the next meeting of the Member Management Committee, subject to this appointment being agreed by all Group Whips or their nominee.

That any instances of this delegation being used be reported to the next meeting of the Member Management Committee

### Community and Local Partnerships

- 4.7 The Area Committee will first consider whether it is appropriate for an appointment to be of a specific office holder<sup>4</sup> either by reference to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Area Committee. Such appointments will then be offered on this basis.
- 4.8 Nominations will then be sought for the remaining places, having regard to trying to secure an overall allocation of places which reflects the proportion of Members from each Political Group on the area as a whole.
- 4.9 Elected Members<sup>5</sup> will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Area Committee and agreement sought as to whether the vacancy will be filled.

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

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

<sup>5</sup> Section 249 Local Government Act 1972 states that Aldermen and Honorary Freemen may attend and take part in civic ceremonies but do not have the right to attend Council/committee meetings or receive any allowances or payments under a Members Allowance Scheme. This establishes the principle that such persons should not to be treated as Councillors, and therefore cannot be appointed to outside bodies in place of a Councillor if the request from an organisation is for a Councillor



## *Appointments to Outside Bodies Procedure Rules*

- 4.10 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 4.11 A vacancy occurring during the municipal year will normally be referred to the Area Committee for an appointment to be made, having regard to the principles as described above.
- 4.12 Area Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to the Member Management Committee.
- 4.13 The City Solicitor will have delegated authority to make an appointment where an organisation requires an appointment prior to the next meeting of the relevant Area Committee, subject to all Members of that Area Committee being consulted on the proposals.
- 4.14 That any instances of this delegation being used be reported to the next meeting of the relevant Area Committee.

### **Support for Elected Member Appointees To External Organisations**

**Lead officer:** A lead officer will be identified by the relevant Director for all relevant appointments in the Strategic and Key Partnerships category .

This officer will work closely with the appointed Member(s) to provide briefings and support. Further advice will also be offered by the Chief Finance Officer and/or the City Solicitor as appropriate.

**Briefings:** For organisations in the Community and Local engagement category, a lead officer will not be allocated unless the Director and/or relevant Executive Member for the service area deem that this will be beneficial. However, the representative may still seek support and briefings from Council officers.

**Induction:** Partner/external organisations are expected to provide an induction into their affairs for newly appointed Council representatives. In the case of Strategic and Key Partnership Category appointments it is the lead officer's responsibility to ensure that an induction is arranged.

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Area Committee Appointments to Outside Bodies (North West Inner)

Outside Body	Charity /Trust	No of Places	Review Date	No of places to review	Current appointees	Cllr Y/N	Review Period	Group
Burley Lodge Centre - Committee Of Management		2	Jul-13	1	Javaid Akthar	Y	Annual	Labour
			Jul-13	1	Christine Towler	Y	Annual	Labour
Mary Jane Butler Trust	Yes	2	Jul-16	1	Lucinda Yeadon	Y	4 Years	Labour
			Jul-16	1	Bernard Atha	Y	4 Years	Labour
Cardigan Centre	Yes	1	Jul-13	1	Neil Walshaw	Y	Annual	Labour
Swarthmore Education Centre	Yes	1	Jul-13	1	Gerry Harper	Y	Annual	Labour
Ireland Wood Children's Centre Management Committee	Yes	1	Jul-13	1	Susan Bentley	Y	Annual	Liberal Democrat
ALMO Inner North West Area Panel		2	Jul-13	1	John Illingworth	Y	Annual	Labour
			Jul-13	1	Judith Chapman	Y	Annual	Liberal Democrat

9

9

9

Number of places  
Places held pending review  
Places currently filled beyond July 10  
Number of places to fill

9  
7  
0  
7

Number of Members in the Committee Area

12

Percentage of  
Members on the  
Committee

Notional  
Places  
Allocated

Labour  
Liberal Democrat  
Conservative

8  
4  
0  
0

67  
33  
0  
0

6.00  
3.00  
0.00  
0.00

Total

12

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## Report of Assistant Chief Executive (Customers and Communities)

### Report to North West (Inner) Area Committee

**Date: 27<sup>th</sup> June 2013**

**Subject: Appointment of Area Lead Members, Cluster Representatives and Corporate Carers**

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

### Summary of main issues

A review of area working was completed in December 2012 with a number of recommendations agreed by Executive Board. One of the recommendations was to develop and strengthen the existing local "champion role" and re-launch this as an Area Lead Member role. On 9<sup>th</sup> May Executive Board approved a report setting out the role itself along with training and support arrangements with further details on the number and titles confirmed at the Annual Council Meeting on 20<sup>th</sup> May. Another recommendation of the review was that nominations to local Children's Services Cluster partnerships across the city also becomes an Area Committee appointment. This aims to strengthen local working arrangements by clearly establishing a formal link between Area Committees and Clusters to better support the needs children and families across the city. This change was agreed at Member Management Committee on 4<sup>th</sup> June. At this time of year Area Committees are also asked to nominate their representative on the Corporate Carers Group and in light of the development of the Area Lead Member for Children's Services it is proposed that these roles are combined.

### Recommendations

The Area Committee is invited to appoint to the following roles for the next municipal year:

- at least one member to each of the Area Leads Member role listed in section 3 below.
- confirm that the Area Lead Member for Children's Services will also fulfil the role of the committees representative on the Corporate Carers Group.
- member representatives to the local Children's Services Clusters relevant to the Area Committee as listed in section 3.

## **1 Purpose of this report**

- 1.1 This report invites Area Committees to make appointments to Area Lead Member roles, Clusters and Corporate Carers Group for the next municipal year 2013-14.

## **2 Background information**

### Area Lead Member Role

- 2.1 A review of area working was completed in December 2012 with a number of recommendations agreed by Executive Board. One of the recommendations was to develop and strengthen the existing local “champion role” and re-launch this as an Area Lead Member role. This role was further clarified and agreed by Executive Board on 9<sup>th</sup> May with the number of roles and functional area covered agreed at the Annual Meeting of Full Council on 20 May 2013.
- 2.2 Overall this role is seen as important in providing a local “Lead Member” perspective on various issues and in driving democratic accountability by providing Area Committee based leadership on key issues. The Area Lead Member role would also work closely with Executive Members and Directors to better align city wide and local policy making, share best practice, provide support and challenge and help embed the locality working design principles.
- 2.3 It also links to the Commission for Local Government which identified the critical importance of local democratic leadership in driving the way in which local government responds to a changing and ever more challenging environment. Within the current financial context where budgets are shrinking and difficult decisions need to be made in terms of service delivery the importance of ensuring a strong local perspective and driving more local decision making is seen as an essential ingredient to making the right decisions.

### Children’s Services Cluster Partnerships

- 2.4 The Children’s Cluster Partnerships evolved originally in response to the extended schools initiative, then as extended services partnerships but have evolved to be an integral part of the locality model which sit under the Children’s Trust Board. They provide an inclusive partnership offer to our universal services in schools and children’s centres. Increasingly council services are being re-shaped to strengthen and develop relationships through the cluster model. The purpose of cluster partnerships are to:
- Enable local settings and services to work together effectively to improve outcomes for children, young people and their families, focusing on what will make the biggest difference in that area;
  - Build capacity to improve preventative / early help services to meet local needs;
  - Promote the ambition of a child friendly city across the locality.
- 2.5 In April 2011 the Children’s Trust Board agreed the adoption of a minimum standard for the terms of reference across the cluster partnerships which included elected members as standing members of the governance group for each

partnership. Elected Members also sit alongside a senior leader (local authority partner) from the Children's Services Directorate to be part of the Council's representation on each cluster partnership.

- 2.6 In October 2011 Member Management Committee agreed to categorise the cluster partnerships as Strategic and Key Partnerships and appointed a number of representatives to sit on the clusters. However, another recommendation of the Review of Area Working was that nominations to local Children's Services Cluster Partnerships across the city also becomes an Area Committee appointment. This is in order to clearly establish a formal link between Area Committees and Clusters and enable and support the building of closer working arrangements to better support the needs children and families across the city.
- 2.7 On 4<sup>th</sup> June 2013 Member Management Committee delegated the nomination of Elected Members representatives to local Children's Services Cluster partnerships to Areas Committees with effect from the new municipal year.

### Corporate Carers' Group

- 2.8 Under the Children's Act 1989, all local Councillors are corporate parents (usually referred to in Leeds as corporate carers), this means they have responsibilities relating to the quality of services for those children who have been taken into care by the local authority (children looked after). In July 2006, the Council's Executive Board agreed a clearer framework for the corporate carer role in Leeds. This included establishing a core group of councillors with a special interest in leading the work on Corporate Parenting - the 'Corporate Carer' group. This core group includes representation from each of the 10 Area Committees in the city and takes particular responsibilities relating to influencing, performance monitoring, and governance of those issues and outcomes that affect looked after children. The group meet approximately once a month (though the regularity of these meetings is under review and may become bi-monthly) and consider information including fostering services, residential care, looked after children's educational attainment and their voice and influence across the city. Representatives are asked to link back to local looked after children's issues through their Area Committee and champion the importance of effectively supporting those children.

## **3 Main issues**

### Area Lead Member/Corporate Carers Group

- 3.1 The Area Lead Member role aims to provide a local "lead" perspective and further facilitate local democratic accountability; particularly in conjunction with the relevant Executive Member. It is formally defined as covering the following areas:
- To provide local leadership and champion the agenda at the area committee.
  - To represent the area committee at relevant meetings, forums and local partnerships.
  - To build links with key services and partners.
  - To provide a link between the area committee and the Executive Member to ensure local needs are represented, issues are highlighted, best practice is shared and to facilitate local solutions to any issues.
  - To maintain an overview of local performance.

- To consult with the area committee and represent local views as part of the development and review of policy

3.2 As set out in the Constitution the Area Committee is invited to appoint to the following Area Lead Member roles, in respect of:

- Environment & Community Safety
- Children's Services
- Employment, Skills and Welfare
- Health, Wellbeing and Adult Social Care

3.3 In recognition of the differing size of individual Area Committees and that these roles may need to be tailored to best reflect specific local needs and circumstances Area Committees may wish to consider splitting two of the roles namely:

- Environment & Community Safety – with one member focusing on the environment agenda and another community safety.
- Health, Wellbeing and Adult Social Care – with one member covering public health and wellbeing agenda and another focusing on adult social care and community health services.

3.4 The Area Committee is also required to nominate a representative on the Corporate Carers Group and in light of the development of the Area Lead Member for Children's Services it is suggested that these roles are combined.

3.5 Work is underway to develop supporting briefs for each Area Lead Member role that define in more detail the role, the link to the relevant Executive Member, links to Area Committee sub-groups (or other local mechanisms for all members to provide views and input), key officer and partner contacts, training and support arrangements and any formal partnership meeting that the Area Lead Member is required to attend. In line with member feedback these aim to define the minimum only with scope for each Area Lead Member to further develop arrangements their suit their own style of working and the particular local needs of the area.

3.6 The effectiveness of this approach will be monitored through Area Chairs and Area Leaders with updates provided within the Area Working Annual Report to Executive Board (first report due Autumn 2013). The number and functional areas covered by Area Lead Members will be reviewed annually as part of the Annual Council Meeting to ensure it is working and continues to align to the Executive Member portfolios.

#### Children's Services Cluster Partnership Representatives

3.7 The Area Committee is invited to nominate members to each cluster partnership within their area. The table below sets out the suggested numbers and ward links as a basis for discussion:

<b>CLUSTER</b>	<b>NOS ELECTED MEMBERS SUGGESTED</b>	<b>of</b>	<b>SUGGESTED AREA COMMITTEE LINK</b>	<b>SUGGESTED WARD LINK</b>
ESNW (Extended services north west: Weetwood, Adel)	2		North West (Outer)	1 Adel and Wharfedale



and Wharfedale)			1 Weetwood
Inner NW Hub	2	North West (Inner)	1 Kirkstall 1 Headingley
Open XS (Hyde Park, Woodhouse and part of Headingley)	1	North West (Inner)	1 Hyde Park and Woodhouse

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 The development of the Area Lead Member role falls directly out of the recent review of area working which was subject to significant consultation with a range of stakeholders including members and officers. An all party working group also further debated and shaped the review findings. A further consultation was undertaken subsequently with Area Committees in order to better define the role itself and to understand the training and support required. The output of this consultation was considered by Executive Board on the 9<sup>th</sup> May and influenced the final definition of the role and functional areas.
- 4.1.2 Public consultation was not considered necessary for this decision as it relates to internal arrangements to the council.

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

- 4.2.1 Equality is clearly represented within a number of the formally stated roles of an Area Committee. These include: to act as a focal point for community involvement, help members listen to and represent their communities and help members understand the specific needs of the community in their area. The development of the Area Lead Member role aims to support members in undertaking this role of championing local needs by providing clear links to both the relevant Executive Member, council service staff and to partners agencies. In addition it provides the mechanism for, and encourages, the negotiation and development of local solutions that suit local circumstances which will in turn address any issues of inequality.

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

- 4.3.1 These arrangements aim specifically to support in the delivery of improved outcomes in line with the City Priority and Council Business Plans with many of the proposed roles lining directly to key priorities. The aim being to ensure that local needs are represented better in policy/strategy setting, decision making, service design and delivery and partnership working through this key role. The development of the Area Lead Member role provides an opportunity for members to develop their community leadership role as set out within the Commission for Local Government.

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

- 4.4.1 There are no resource implications arising directly from this proposal.

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

- 4.5.1 There are no specific legal implications and the report is available to the public. In line with the Executive and Decision Making Procedure Rules, the power to Call In decisions does not extend to those decisions taken by Area Committees.

## **4.6 Risk Management**

- 4.6.2 This report implements a recommendation made by Executive Board and as such there are no direct risks arising from the proposals. Improving the governance and accountability of local partnerships through challenge and support from area leads is seen as important in delivering improved outcomes and tailoring services to local needs. There are also clear links to a number of the budget and financial risks and the development and strengthening of our locality working arrangements and local decision making will help to minimise key financial risks going forward.

## **5 Conclusions**

- 5.1 The review of area working in 2012 recommended the development of the existing “champion” role into an Area Lead Member role in order to provide a local “lead” perspective on various issues, drive democratic accountability at a local level and better link Area Committees to Executive Members. This report invites Area Committees to make appointments to Area Lead Member roles, Clusters and Corporate Carers Group for the next municipal year 2013-14.

## **6 Recommendations**

- 6.1 The Area Committee is invited to appoint to the following roles for the next municipal year:
- at least one member to each of the Area Leads Member role listed in section 3 below.
  - confirm that the Area Lead Member for Children’s Services will also fulfil the role of the committees representative on the corporate carers group.
  - member representatives to the local Children’s Services clusters relevant to the area committee as listed in section 3.

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

- 7.1 None

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

## Appendix 1

### Suggested Elected Member representation on cluster partnerships:

#### Cluster definitions:

Some clusters cross over area boundaries. Where this is the case, they are listed under more than one area and are highlighted below:

East North East area	West North West area	South area
Alwoodley	Aireborough	Ardley and Tingley
CHESS (Chapeltown extended schools and services)	ACES (Armley cluster extended services)	JESS (Joint extended schools and services: Beeston Hill, Holbeck, Belle Isle and Hunslet)
EPOS (Elmete partnership of schools and services)	Bramley	Brigshaw Co-operative Trust
Inner East	ESNW (Extended services north west: Weetwood, Adel and Wharfedale)	Garforth
N.E.X.T. (North East Extended Together: Moortown and Roundhay)	Farnley	Beeston, Cottingley and Middleton
NEtWORKS (Meanwood and Chapel Allerton)	Horsforth	Seacroft Manston
Seacroft Manston	Inner NW Hub	Morley
	Pudsey	Rothwell
	Otley/Pool/Bramhope	Temple Newsam Learning Partnership
	Open XS (Hyde Park, Woodhouse and part of Headingley)	

## South East

Cluster	Number of Elected Members suggested	Suggested Area Committee link	Suggested Ward link
Garforth	1	East (Outer)	1 Garforth
Brigshaw Co-operative Trust	1	East (Outer)	Councillor Lewis – previously nominated by Member Management Committee as Trustee
Temple Newsam Learning Partnership	2	East (Outer)	1 Full trustee member – Cllr Lyons previously nominated by MMC. 1 Associate trustee member – Vacant
Beeston and Cottingley and Middleton	2	South (Inner)	1 Beeston and Holbeck 1 Middleton Park
Ardsley and Tingley	2	South (Outer)	1 Ardsley and Robin Hood 1 Morley South
Morley	2	South (Outer)	1 Morley North 1 Morley South
Rothwell	2	South (Outer)	1 Rothwell 1 Ardsley and Robin Hood
JESS (Joint extended schools and services: Beeston Hill, Holbeck, Belle Isle and Hunslet)	2 from	South (Inner)	1 Beeston and Holbeck 1 City and Hunslet 1 Middleton Park
Seacroft Manston	2	East (Outer) <i>East (Inner) (NB ENE area)</i>	1 Crossgates and Whinmoor <i>1 Seacroft and Killingbeck (NB ENE area)</i>

## West North West

CLUSTER	NOS of ELECTED MEMBERS SUGGESTED	SUGGESTED AREA COMMITTEE LINK	SUGGESTED WARD LINK
Horsforth	1	North West (Outer)	Horsforth
ESNW (Extended services north west: Weetwood, Adel and Wharfedale)	2	North West (Outer)	1 Adel and Wharfedale 1 Weetwood
Inner NW Hub	2 from	North West (Inner)	Kirkstall Adel and Wharfedale Headingley
Open XS (Hyde Park, Woodhouse and part of Headingley)	1	North West (Inner)	1 Hyde Park and Woodhouse
Aireborough	2	North West (Outer)	1 Guiseley and Rawdon 1 Otley and Yeadon
Otley/Pool/Bramhope	1	North West (Outer)	Otley and Yeadon
Farnley	1	West (Outer)	Farnley and Wortley
Pudsey	2	West (Outer)	1 Pudsey 1 Calverley
Bramley	1	West (Inner)	Bramley
ACES (Armley cluster extended services)	1	West (Inner)	Armley

## East North East

CLUSTER	NOS of ELECTED MEMBERS SUGGESTED	SUGGESTED AREA COMMITTEE LINK	SUGGESTED WARD LINK
Seacroft Manston	2	East (Inner) <i>East (Outer) (NB SE Area)</i>	1 Seacroft and Killingbeck <i>1 Crossgates and Whinmoor (NB SE Area)</i>
Inner East	2	East (Inner)	1 Burmantofts and Richmond Hill 1 Gipton and Harehills
CHESS (Chapeltown extended schools and services)	2	North East (Inner)	1 Chapel Allerton 1 Gipton and Harehills
NEtWORKS (Meanwood and Chapel Allerton)	1	North East (Inner)	1 Chapel Allerton
N.E.X.T. (North East Extended Together: Moortown and Roundhay)	2	North East (Inner)	1 Roundhay 1 Moortown
Alwoodley	1	North East (Outer)	1 Alwoodley
EPOS (Elmete partnership of schools and services)	2	North East (Outer)	1 Harewood 1 Wetherby

## Report of the Assistant Chief Executive (Customers and Communities)

### Report to North West (Inner) Area Committee

**Date: 27<sup>th</sup> June 2013**

### Subject: Nominations to Area Committee Sub Groups

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Headingley, Hyde Park and Woodhouse, Kirkstall, Weetwood.		
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. This report sets out the roles of the Inner North West Area Committee Sub Groups and seeks nominations to the position of Chair to each group. The report also seeks nominations for both Elected Member and resident representatives from each ward to each sub group.
2. In addition, the report asks Members to consider the merits of the existing Sub Groups and whether to consider establishing a new sub group to look at Community Safety issues.

### Recommendations

Members are asked to:

- Select a chair for each Sub Group of the Inner North West Area Committee.
- Nominate an Elected Member representative from each ward for each Sub Group.
- Nominate resident representatives to the Planning Sub Group and the Environment Sub Group.
- Consider the merits of the Joint North West Transport Sub Group and whether Members wish to continue meeting jointly with the North West (Outer) Area Committee.
- Consider the merits of establishing a Community Safety Sub Group and if supported nominate a Chair and membership for the group.

## **1 Purpose of this report**

- 1.1 The purpose of this report is to set out the roles of the Inner North West Area Committee Sub Groups and seeks nominations to the position of Chair to each group. The report seeks nominations for both Elected Member and resident representatives from each ward to relevant sub groups.
- 1.2 The report also asks the Area Committee to consider whether to establish a Community Safety Sub Group and if so, nominate its membership.

## **2 Background information**

- 2.1 The Inner North West Area Committee has used a range of sub groups in the past to address issues of thematic importance. The committee currently operates two active sub groups: Planning and Environment. These are complimented by a joint Transport group that meets alongside representatives of the Outer North West Area Committee.
- 2.2 This report highlights the current arrangements for elected member representation to these sub groups and seeks members views on the representation for 2013-14.
- 2.3 With the development of the new Area Lead roles within the North West (Inner) Area Committee there is also the opportunity to consider adding to those sub groups already in existence. This could particularly be considered with regard to Community Safety.

## **3 Main issues**

### Planning Sub Group

- 3.1 The Planning Sub Group meets on a monthly basis to review recent planning applications and to discuss planning policy as it relates to the Inner North West area of Leeds. Officer support is provided through the Wellbeing funded Community Planning Officer. The group operates in an advisory capacity and passes key messages for approval by the Area Committee.
- 3.2 The current Elected Member representation to the Planning Sub Group is made up of one Councillor representative per ward.
- 3.3 The Planning Sub Group also currently has two resident representative from each ward in the Inner North West area.
- 3.4 Members are asked to agree the Councillor representation from each ward and selection of chair. They are also asked to nominate two resident representatives from each ward.

### Environment Sub Group

- 3.5 The Environment Sub Group meets on a roughly quarterly basis. It receives service reports from the refuse and cleansing services, Environmental Services and Parks and Countryside and oversees the Service Level Agreement in relation to the delegated functions of cleansing and environmental enforcement services. The group is attended by representatives from universities and student unions and co-ordinates the annual response to peaks in service demand during



Freshers week and student changeover. The sub group is provided officer support by the Area Support Team and operates in an advisory capacity and passes key messages for approval by the Area Committee.

- 3.6 The current Elected Member representation to the Environment Sub Group is made up of one Councillor representative per ward.
- 3.7 It was agreed at the Inner North West Area Committee on 15<sup>th</sup> December 2011 that the Environment Sub Group should have one resident representative from each ward in the Inner North West area.
- 3.8 Members are asked to agree the Councillor representation from each ward and selection of chair. They are also asked to nominate one resident representative from each ward.

#### North West Transport Sub Group

- 3.9 Following a suggestion in 2012 to consider combining the Outer North West Business and Transport Sub Group and the North West Inner Area Committee Transport Group, it was agreed to trial this approach and hold joint North West Transport Group meetings that would meet quarterly.
- 3.10 The Transport Sub-Group has provided a combined forum for the Inner and Outer Area Committees to review and discuss strategic transport matters in the North West Area. It has taken a particular focus on how the Local Transport Plan and strategy will impact on the area covering items such as: NGT; local bus services; the transport implications of the LDF Core Strategy; future development, particularly site allocations. The Group has been supported by the attendance of officers from both the Highways & Transportation and Planning Services. Administrative support has been provided by the Area Support Team.
- 3.11 It has not been feasible for Highways & Transportation officers to provide in-depth and specific technical support in terms of more specific work due to resource priorities within the service. However, the meetings have been useful in terms of exchanging information with Members on key projects in progress and the ongoing technical work that underpins these. Much of the work is longer term planning. At the same time officers have worked with Members on an individual and ward basis around more specific local issues for concern as well as the more general operational functions dealt with in terms of local traffic management and highways development control.
- 3.12 If Members wish to continue meeting jointly, it is feasible to continue supporting the sub-group within the continuing pressures of priorities, officer time and resources to provide updates and gather feedback and Member input to the works planned or progress. As is the case to-date often this will be in parallel to more formal processes in terms of highways schemes and planning issues, with their associated consultations and Member briefings.
- 3.13 Members are asked to consider how this approach has operated over 2012/13 and whether to continue to meet jointly? If Members wish to continue meeting jointly, they are asked to agree the Councillor representation from each ward and select a chair who will alternate the lead with a co-chair selected by the Outer North West Area Committee.

## Community Safety Sub Group

- 3.14 With the development of the new Area Lead roles within the North West (Inner) Area Committee there is the opportunity to consider how their work is supported. With roles such as Children's Services; Employment, Skills and Welfare; Health, Wellbeing and Adult Social Care, this work may be supported through departmental structures. However, with the local nature of the Environment & Community Safety role, the Area Committee may wish to consider how this is supported locally. The Area Committee could consider expanding the remit of the Environment Sub Group, but given its already heavy workload, it may wish to create a new Community Safety Sub Group instead.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 Elected members have been consulted on the content of this report.

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

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

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

- 4.3.1 The Area Committee Functions and Priority Advisory Functions were approved by the Executive Board in June 2009. This approval was rolled forward to 2010/11 and 2011/12 and is also being rolled forward to 2012/13 with amendments to the environmental delegation. The Area Functions are included in the Council's Constitution (Part 3, section 3c).

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

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

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

- 4.5.1 There are no legal implications or access to information issues. This report is not subject to call in.

### **4.6 Risk Management**

- 4.6.1 There are no risk management implications to this report.

## **5 Conclusions**

- 5.1 The Inner North West Area Committee sub groups provide the committee with the opportunity to consider information on a number of key areas of work in much more detail than would be possible through the main meeting cycle. It is therefore felt that the sub groups should continue to meet, to provide this additional capacity and membership should be confirmed for the municipal year 2013-14.

## **6 Recommendations**

### **6.1 Members are asked to:**

- Select a chair for each Sub Group of the Inner North West Area Committee.
- Nominate an Elected Member representative from each ward for each Sub Group.
- Nominate resident representatives to the Planning Sub Group and the Environment Sub Group.
- Consider the merits of the Joint North West Transport Sub Group and whether Members wish to continue meeting jointly with the North West (Outer) Area Committee.
- Consider the merits of establishing a Community Safety Sub Group and if supported nominate a Chair and membership for the group.

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

### **7.1 None**

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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.

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Report author: Jason Singh  
Tel: 0113 378 2150

## Report of Locality Manager (West and North West Leeds)

### Report to North West (Inner) Area Committee

**Date:** 27<sup>th</sup> June 2013

**Subject:** West and North West Locality Team Service Level Agreement and Performance Summary

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Headingley Hyde Park & Woodhouse Kirkstall Weetwood		
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. This report provides an update on performance against the Service Level Agreement (SLA) between North West Leeds (Inner) Area Committee and the West-North West Environmental Locality Team. This report covers the period from June 2012 to May 2013.

### Recommendations

2. That North West Inner Area Committee:
  - note and comment on the performance of the West-North West Locality Team over the past year; and
  - approve the attached Service Level Agreement (SLA) for the delivery of delegated environmental services in 2013/14.

## **1 Purpose of this report**

- 1.1 This report provides an update on performance against the SLA between Inner North West Area Committee and the West-North West Environmental Locality Team. This report covers the period from June 2012 to May 2013.

## **2 Background information**

- 2.1 Executive Board approved revisions to the Area Committee Function Schedules to include a new delegated responsibility for Street Cleansing & Environmental Enforcement Services in March 2011. The delegation makes clear the responsibility of Area Committees to negotiate, develop and approve a SLA with the service that achieves, as a minimum, the service standards set by Executive Board. The SLA should determine the principles of deployment of the available resources by:
  - the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered), and,
  - the agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality.
- 2.2 The delegation of environmental services to Area Committee means that service resources, mainly staffing, are now devolved. Resources are organised into three wedge based teams for East North-East, South South-East and West North-West, aligned to new Locality Teams. The SLA sets out the detail of the resources which will be allocated to the Area Committees.
- 2.3 The annual SLA for the Inner North West Area Committee (INW) was agreed in June 2012.

## **3 Main issues**

- 3.1 Section 6.0 of the SLA sets out the principles and priorities against which the Locality Team's success will be measured. The following section describes performance against these principles and priorities over the last year; whilst the section following describes the SLA for 2013/14 and changes and additions from last year's agreement.

### **3.2 Summary of Performance against the 2012/13 SLA**

- 3.2.1 The following section summarises headline performance against the service principles and priorities described in section 6 of the SLA and service activity as described in section 7 of the SLA.

#### **Service Principles and Priorities - SLA Section 6**

- 3.2.2 The service has been working to improve delivery outcomes across INW Leeds - in the last 12 months we have worked with numerous residents groups across each of the 4 wards to trial different approaches to cleansing and enforcement.
- 3.2.3 We have now met with all elected members in the area and identified priorities for each of the 4 wards which underpin the SLA - key areas of focus include more enforcement work on overgrown vegetation across the area, litter patrols and enforcement activity in the key student areas, bins on streets enforcement and developing an approach to managing bin-yards – priorities will be reviewed on an on-going basis via the areas committees sub-group.
- 3.2.4 The service will also be supporting the Waste Management Service on developing and delivering a menu of options for Waste Management within the student areas – a project management resource for this work has now been identified. The focus of the work will be

to provide a more appropriate range of waste management options for the INW area given its unique issues and challenges.

3.2.5 The service is using area committee well-being commissioning funds to provide enhanced and targeted services across INW to support service delivery including:

- A dedicated Environmental Services Co-ordination officer, and,
- Additional services at change-over/ freshers.

#### ***Student Changeover and Fresher's 2013:***

3.2.6 The service will continue to lead the operational effort for changeover and fresher's programmes. Designed to minimise the environmental impacts of thousands of students leaving the area at the end of the academic year and arriving into the area in October. General feed-back has been very positive. For changeover extra services from the locality team and waste management will be used to ensure a seven day a week operation, throughout the four week change over period. The extra services will include additional cleansing crews with vehicles, an additional bin-wagon and crews and additional enforcement patrols. The extra services will be flexible, proactive and will work as one team providing a seamless fast service.

3.2.7 During fresher's, a programme of enforcement patrols will again take place over a four week period in September/ October. This will include weekend and late night patrols. Focussing on general awareness messages around environmental issues and personal safety. The service will also continue to use social media to communicate key messages on handling waste via twitter and facebook under the City's Leave Leeds Tidy and bin it/ win it campaign.

3.2.8 The service is now leading a year-long approach to managing the environmental impact of such high numbers of students in the area. Rather than a bi-annual focus on change-over and fresher's, as has been the case in previous years. This approach will be supported by a number of partners, the council's communication team and area management teams.

#### ***Working With Key Partners:***

3.2.9 The service will continue to develop a strong working relationship with the University of Leeds and seek to work with the university collaboratively to solve problems and innovate. The Locality Team have worked with the University of Leeds Union to develop and deliver pilot a 'street-champion programme' which has enabled key individuals to be identified at street level as champions for local environmental priorities and issues and promote good practice in relation to environmental issues such as bins on streets, litter and waste in gardens – a full evaluation of this years work is currently underway and will be reported to a future INW sub-group.

#### **Service Activity - SLA Section 7**

3.2.10 Between 1<sup>st</sup> June 2012 and 27<sup>th</sup> May 2013 there were **2,855** requests for service emanating from the Area Committee area. Of these, 780 were for Headingley, 857 for Hyde Park & Woodhouse ward, 715 for Kirkstall ward and 503 for Weetwood ward. The largest volumes of service requests across all four wards were for graffiti (either removal or enforcement), followed by fly-tipping, waste in gardens, over-grown vegetation, and bins on streets.

3.2.11 In the same period the Locality Team served **110** legal notices across the area - mainly for domestic/ commercial waste, waste in gardens over-grown vegetation and bins on streets. **19** FPN's were also issued in the same period.

3.2.12 Patrol work has also been undertaken on Saturdays utilising additional Area Committee funding. Covert CCTV funded by Area Committees will also be in place shortly and used across the wedge area.

3.2.13 A restructure of the regulatory and cleansing supervision part of the Team has taken place and been delivered. This restructure has allowed 12 more flexible, outcome focussed enforcement roles to be established. We have also enhanced the capacity of cleansing supervision by recruiting a resource and caseworker supervisor to support the two shift supervisors. The gully cleansing service has successfully been integrated into Locality Teams resulting in a more responsive service to local needs. However, further work is required to deliver the necessary improvements to this service area.

#### ***Education and Enforcement:***

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

3.2.15 Key local enforcement priorities have now been identified by ward members. Resources are now being allocated to supporting enhanced enforcement work on these priorities which include:

- Bins on streets across Hyde Park, Headingley and parts of Kirkstall
- Waste in gardens,
- Dog-fouling and control,
- Graffiti removal from commercial premises,
- Commercial waste patrols,
- Bin-yard cleansing and control,
- New signage for bin dates on lamp-posts,
- Pro-active monitoring of graffiti,
- Commercial waste inspections in conjunction with Community Safety on Burley Road,
- Regular patrols in the Hartleys/ Burchetts relating to domestic waste issues,
- Delivery of a mini street improvement project on Station Parade, Kirkstall, and,
- A large-scale bins on streets project on the Beechwoods initially engagement with enforcement follow up.

#### ***Cleansing:***

3.2.16 **Mechanical Path and Road Sweeping-** The reliability of mechanical cleaning services has improved across the last three reported periods (since August 2012). Whilst snow and ice impacted on the last period's performance, when this is removed, we have improved on the proportions of routes delivered as scheduled. The delivery of manual cleansing as per the schedule has not improved however and further work is required to improve our cover and holiday arrangements to better maintain services when staff are absent. In INW we continue to provide daily, weekly, 3 weekly and 12 weekly mechanical sweeping across the four wards - work cycles are based on an 8-day week - this enables an extra day of 'spare' capacity to be programmed in which allows the service to recover days lost due to leave, sickness or vehicle breakdown. All of the 'student' areas are swept weekly across the four wards.

3.2.17 **Manual Litter Picking** - continues to be undertaken on pre-set routes - there are currently 4 manual litter pickers covering neighbourhoods in INW. each day of the week including Headingley, Hyde Park, Kirkstall and West Park - a number of litter picking routes have been altered and diverted across the area due to member and resident feedback.



- 3.2.18 **Litter Bins** - are currently emptied and the immediate vicinity checked for cleanliness by one of the teams litter-bin crews. We continue to meet the SLA commitment that all bins will be emptied without any over-flowing and that frequencies of visits will be adjusted to ensure this commitment is met.
- 3.2.19 Over the last year **42** additional litter bins have been installed across the INW (22 of which have been paid for by Metro and fitted along the new bus corridor on the A65)
- 3.2.20 **Fly-tipping, Hotspot and Bulky Item Teams** - the service continues to deploy its dedicated INW fly-tipping crews across 7 days. The crews work largely on reactive basis following requests for service from the contact centre or increasingly from residents and member directly -they also monitor and clean regular hot-spot areas proactively across INW such as: Cardigan Triangle, The Beamsleys, Ash Road area, Hyde Park Corner, The Granby's, Brudnells and Mayvilles, Back Regenets Parks Avenue, bottom end of Woodsley Road/ Burley Road junction, Westfield Road and Duncomber Street .
- 3.2.21 These crews have been successfully used in a flexible way to meet SLA commitments across INW ,for example, the crews are now able to support to the leaf-clearance programme across INW as well as being equipped to cut back and remove over-grown vegetation which is an SLA priority. These crews are also used across the area to support additional clean-ups and ginnel clearance activity.
- 3.2.22 **Gullies** - we continue the service the circa 52,000 gullies across WNW Leeds using 2 dedicated crews over 7 days. The crews work on a ward programme basis in the following order: Pudsey, Armley, Farnley & Wortley, Bramley & Stanningley, Calverley & Farsely, Guiseley and Rawdon, Otley & Yeadon, Kirkstall, Horsforth, Adel & Wharfedale, Weetwood - they are currently working in Bramley and it is anticipated that each ward can take up to six weeks to complete - one of the 7 days is used for member/ referral reactive activity across WNW. The programmed work is supported by a city-wide wet-spot team which covers known flood/ wet-spot areas and all beanie-blocks. Over the last 6 moths we have worked with highways to develop protocols around reporting and mapping collapsed gullies across INW and have identified priorities for capital spend to repair key gullies. The above rota was disrupted to clean a number of Hyde Park and Headingley and Kirkstall gullies over July and August (given there were fewer student cars at this time).
- 3.2.23 **Graffiti Removal** - the team currently manages the city-wide graffiti team – we have 2 crews working 7 days a week across the city - we aim to remove all offensive graffiti within 24 hours of receiving reports. The team are also deployed to proactively remove graffiti in known hot-spot locations which includes Victoria Road, Cardigan Road, Hyde Park Road and Brudnell Road.
- 3.2.24 **Bush & Ginnel Team** - a number of referrals for each of the wards have been made for to the bush and ginnel team - these form part of the on-going ginnel cleansing work via ward member and sub-group meeting - the locality team now visits key ginnels for cleansing purposes across INW and work with Parks & Countryside, West North-West Homes and the Bush and Ginnel Team to cut-back overgrown vegetation in ginnels.
- 3.2.25 **Needle Team** - we continue to make referrals for needle removals across INW to the city-wide needle team.

## Service Outcomes - SLA Section 8

- 3.2.26 The overall measure of cleanliness across the city has improved from 85.9% of sites which were acceptably clean in 2011/12 to 92.0% of sites in 2012/13.

3.2.27 West and North West Locality Team had a budget of £2,773,210 in 2012/13. At year end the service was £67,654 overspent (2.4%). This overspend included a £50,000 identified saving from integration with Parks and Countryside which did not have any identified actions to deliver. The remainder of the over spend was mainly attributable to cover for TU reps on full-time convenor duties.

3.2.28 The net managed budget for 2013/14 is **£2,808,110** and is detailed at Appendix C.

3.2.29 Sickness levels within the service are a continued focus. During 2012/13 West-North West Locality Team staff were on average absent for 16 days per FTE. Whilst we do not have a comparative figure for the team during 2011/12 overall sickness across the whole of citywide cleansing and enforcement has improved from 12.73 days per FTE in 2011/12 to 11.76 days per FTE in 2012/13. The above figures for WNW reflect that fact that there have been a number of staff on long term sickness whose attendance is being managed in accordance with the Council's managing attendance policy.

### **3.3 SLA for 2013/14**

3.3.1 The SLA for 2013/14 can be found at Appendix A - changes and additions for the year ahead include:

- a) A commitment to agree and regularly inspect priority "sites of concern" in each ward (e.g. ginnels, bottle banks, gullies, laybys, pockets of land).
- b) A programme to be developed to tackle priority sites and problematic arterial routes in each ward that are prone to litter accumulating between the end of the cutting season and beginning of the next (and therefore do not get litter picked by the grounds maintenance contractor in this period).
- c) A menu of additional chargeable services for Members to consider commissioning extra local, targeted provision.

3.3.2 In addition to the service delivery commitments made in the SLA, it is proposed that we also introduce a commitment to support, advise and bring forward local solutions with colleagues in Waste Management Services; using the Area Committee to involve Members and provide greater local accountability and understanding. In INW this will be focused on:

- a) where local issues impact on the delivery of a safe, efficient and reliable waste collection service – for example access problems causing "missed" collections,
- b) Developing a menu of domestic waste solutions for areas which will not receive increased recycling services through Alternate Week Collections (AWC), and,
- c) Providing performance information relating to recycling rates across the Area Committee to help identify where there are opportunities to further support and improve recycling by residents and reduce the amount of waste sent to landfill.

3.3.3 Aside from these additional commitments, the basis of the SLA and how the service delivers its core functions remains as it was for 2012/13. However, there will be a number of service improvement/developments that will be progressed during the year that the Area Committee will influence and be involved in. These include:

- a) The creation of one environmental service for the city, based around the successful Locality Teams. This will involve work to agree which elements of environmental cleanliness work currently undertaken in the ALMOs will transfer to Locality Teams. It will provide opportunity to review existing streets cleansing practices and make operational improvements, and,

- b) A review of environmental services that are still delivered citywide with a view to transferring responsibilities and resource to Locality Teams where that makes sense. This will include the Household Bulky Item collection service.

3.3.4 The staffing structure for the West-North West locality team can be found at Appendix B.

3.3.5 The budget available to the Locality Manager to deliver SLA's to the four West-North West area committees can be found at Appendix C.

3.3.6 Local variations to the above basis for the delivery of the service can be negotiated as part of the SLA as an agreed additional, bespoke service, paid for from Wellbeing budget for example – a schedule of costs can be found at Appendix D.

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

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

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

3.5.4 The delegation of environmental services to Area Committees, via an approved Service Level Agreement, contributes significantly towards the Stronger Leeds section of the new Safer & Stronger Communities Plan 2011-15. By delivering services at an Area Committee level, the priority to '*ensure that local neighbourhoods are clean*' will be much more achievable.

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

3.6.4 The SLA is transparent about the level of resources available to deliver services within the WNW Locality area over the period. The level of resources within WNW Locality remains broadly as per the levels during 2012/13 municipal year. Further discussions will take place about resource allocation and deployment at Area Committee, Locality Team and citywide levels.

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

3.7.4 Following revision to the Council's Constitution, the Area Committee has the legal powers to approve the attached Service Level Agreement and therefore formally undertake the delegation of services set out within it.

3.7.4 There are no further legal implications.

3.7.4 The report contains no information that is deemed exempt or confidential.

3.7.4 The Area Committee's decision to approve, or not, the attached Service Level Agreement is eligible for call-in, within the standard five working day period from the date the decision is published.

### **3.8 Risk Management**

3.8.4 The Area Committee is being asked to approve the attached Service Level Agreement, which will formalise the partnership arrangements between the West-North West

Environmental Locality Team and the Committee. Should the Service Level Agreement not be approved then the Locality Team will still be required to deliver environmental services within the area, however this will be without the significant input of the Area Committee.

#### **4 Conclusions**

- 4.1 A significant amount of progress has been made over the period of the first and second SLA. The new SLA for the year ahead has incorporated this learning and the feedback from Elected Members to give us the basis for further improvements over the year ahead.
- 4.2 The SLA will be reviewed annually to inform the production and approval of subsequent agreements for future years, in line with corporate budget cycle and review process.

#### **5 Recommendations**

- 5.1 The Area Committee is asked to:
  - note and comment on the performance of the West-North West Locality Team over the past year.
  - approve the attached Service Level Agreement (SLA) for the delivery of delegated environmental services in 2013/14. (Appendix A).

#### **6 Background documents**

- 6.1 Leeds City Council Constitution.
- 6.2 Report: Delegation of Environmental Services – Service Level Agreement, to Area Committee June 2012.
- 6.3 Report: WNW Locality Team Service Level Agreement Performance Update, to Area Committee: December 2012.

## Services Level Agreement Delegation of Environmental Services

### 1 Parties

- 1.1 This Service Level Agreement is made between the *Inner North West Area Committee* and the *West-North West Environmental Locality Team*.

### 2 Period of the agreement

- 2.1 This Service Level Agreement will take effect from June 2013, until five working days after the first Area Committee meeting in the municipal year 2014, or an earlier date as agreed by both parties.

### 3 Purpose of the agreement

- 3.1 To set out the outcomes expected of the environmental Locality Team within the Area Committee's area and how success will be measured.
- 3.2 To set out the standards of delivery expected for those services that fall within the scope of the environmental delegation to Area Committees.
- 3.3 To promote greater accountability in the provision of environmental services. To enable elected Members to be more involved in decisions concerning the prioritisation and level of service delivered within the scope of the delegation.
- 3.4 To provide more flexibility in how the services are delivered so as to include specific service requirements to tackle local issues and plan/respond to local events and seasonal issues.

### 4 Scope of services covered by the agreement

- 4.1 In delegating a range of environmental services to the Area Committee, Leeds City Council's Executive Board has taken account of the ability of services to be effectively delivered, and directed at a local level. The following are those services that are covered by 'the delegation':

- **Street cleansing -**
  - Manual litter picking
  - Litter bin emptying
  - Mechanical path & road sweeping

- Flytipping removal
  - Gully cleaning
  - Graffiti removal
  - Needle removal
  - Ginnel clearance
  - Cleaning of arterial routes
  - Cleaning around recycling (e.g. bottle banks) facilities
  - Leaf clearing
- **Regulatory environmental services -**
    - Flytipping enforcement
    - Graffiti enforcement
    - Dog control (e.g. strays, fouling)
    - Highways enforcement (e.g. illegal advertising/trading from the highway)
    - Domestic & commercial waste storage & transportation control
    - Overhanging vegetation control
    - Litter control (FPNs, flier controls etc)
- 4.3 The core services will continue to be delivered on an agreed citywide operational basis of:
- (a) Street Cleansing - deliver a 7 days a week service across the city. Staff work 10 hours shifts per day based on a 4 by 3 shift pattern over a fortnight. Operations commence between 6am and 8am.
  - (b) Regulatory Environmental Services - operate on a Monday to Friday, 7am to 7pm. Some weekend and late evening/early morning work is possible by prior arrangement, but usually at additional expense (see paragraph 7.5 below).
  - (c) Meeting legal/statutory obligations and corporate policies; for example health and safety policies
- 4.4 The staffing structure of the West-North West Locality Team is provided in appendix B. The budget currently available to the Locality Manager to deliver service commitments made in the SLAs for the four Area Committees in WNW area is provided in appendix C.
- 4.5 Local variations to the above basis for the delivery of the service can be negotiated as part of the SLA as an agreed additional, bespoke service, paid for from Wellbeing budget for example.

## **5 Roles & responsibilities**

- 5.1 The specific responsibilities of parties involved in the delivery, management and oversight of the SLA are set out in the following paragraphs.

## **Elected Members**

(a) Area Committee: responsibility delegated from Executive Board to develop and agree the SLA each year and to monitor the delivery of the service against the agreed specifications and outcomes. To negotiate changes to the SLA to address unforeseen issues/events and address service failure/inefficiencies.

(b) Area Committee Chair (Councillor Akhtar): To liaise with the Locality Manager to ensure that decisions on service delivery are being made in accordance with the SLA and that timely and accurate reports/information are provided for Area Committee and relevant sub/ward meetings in order for the Area Committee to meet its responsibilities. To work in partnership with other Chairs across the relevant 'wedge' and the city as a whole as required (for example at the Area Chairs' meeting).

(c) Environment Champion (Councillor Yeadon): To work collectively with the other Environmental Champions and the Executive Board Member to help change attitudes and behaviours across the city that will improve the environment at a local level. To increase the understanding of the barriers and issues faced at locality level to improving local environmental quality and promote the delivery of solutions through partnership working.

(d) Inner North West Environmental Sub-group: To receive regular (minimum quarterly) reports on the delegated services and closely monitor the performance and outcomes of the SLA. To consider in-year variations to the SLA, where necessary making recommendations to the Area Committee for the Locality Manager to implement. To undertake an annual review of the SLA and the development of a new SLA for 2013/14. To monitor and make recommendations on equality, diversity, community cohesion and community safety matters in relation to the delegation of environmental services.

## **Environmental Locality Manager (Jason Singh)**

- To deliver services under the delegation in line with the preferences and guidance set out by Members within this SLA;
- To maintain records of service activity as necessary to monitor performance against the SLA outcomes;
- To report on progress embedding the service principles set out in the Agreement in how the service is being delivered;
- To report on service activity against the requirements of this SLA, in line with the review and performance monitoring framework;
- To establish and maintain productive relationship with Members to achieve the best outcomes from the available resources;
- To lead the SLA's annual review process, including the development of a new agreement for the following municipal year;
- To work in partnership with other organisations/agencies delivering environmental services, e.g. ALMOs, Parks & Countryside, to ensure a holistic approach to environmental cleansing and regulation regardless of land ownership; and

- To work with the Area Leader to ensure the SLA is contributing towards wider priorities set out in the Area Committee's Delivery/Business Plan and adding value to other activities/priorities where possible.

## 6 Service principles and priorities

- 6.1 Under the terms of the agreement the Locality Manager will ensure that the following principles will be applied and priorities addressed in how the Locality Team plans and delivers its services across the West-North West area:

### ***(a) Outcome focused:***

The WNW Locality Team will focus on delivering the best outcome for residents across the ONW area - so that the streets and neighbourhoods in which they live are of an acceptably clean standard. It is this equality of standard that every resident will be entitled to, not necessarily the same quantity of service. For example, not everyone will get their street swept the same number of times per year, but everyone will be entitled to get their street swept as and when needed if it is the best solution to make sure it is maintained to an acceptable standard of cleanliness.

The Locality Team will trial different approaches to scheduled cleaning, including better coordination of mechanical and manual cleaning resources and the use of different equipment, to improve the quality of cleaning.

### ***(b) Responsive to local needs:***

The service will continue to improve its responsiveness to local need. There will be further capacity built to react to identified 'grot-spots', to plan for known local events that may affect the cleanliness of neighbourhoods and to move resources to areas where problems occur.

We will respond to all requests for new litter bins or relocating existing ones to more effective locations. If the requests can not be met we will explain why.

### ***(c) Common sense approach:***

The service will have a common sense approach which supports getting the job done. No cleaning of clean streets, more flexible routes/coverage, no driving/walking past problems.

### ***(d) Working as a team in our priority neighbourhoods:***

The service will work with the Police and other agencies as part of a multi-agency approach and contribute towards tackling problems identified in agreed priority neighbourhoods. We will target our enforcement resources and activities to deal with areas and issues of priority in each ward. These will be constantly reviewed at sub-group and via ward member meetings.

We will lead discussions with the Police in the ONW area, take a lead on environmental crime and antisocial behaviour issues and make sure coordinated action is being taken to deal with environmental problems.

We will work closely with the Waste Management Service to deliver the integrated waste strategy, specifically assisting with:



- Areas where local issues impact on the delivery of a safe, efficient and reliable waste collection service;
- Developing domestic waste solutions for areas which will not receive increased recycling services through Alternate Week Collections.

***(e) Supporting community action:***

We will work closer and better with community based organisations (such as In Bloom and Friends of groups) that add value to what we do, i.e. providing eyes and ears in communities, contributing towards making our streets and neighbourhoods cleaner.

We will support the delivery of Neighbourhood Improvement Plans in identified priority areas.

***(f) Education and Enforcement:***

We will develop and implement local strategies which effectively combine education and enforcement approaches to tackling long standing problems such as:

- developing better relationships with schools to work together to prevent litter on school routes.
- develop clearer policies around the cleaning of shop frontages that work in partnership with local businesses to make local shopping centres/main streets clean and pleasant places to visit, to include full use of planning and Licensing conditions where applicable, and enforcement to ensure compliance by businesses under their “duty of care”, for example town centres and commercial areas.
- continuing to work with partners to broaden the range of people who can report or enforce against environmental problems, for example PCSOs, ALMO staff, Parks and Countryside staff and Registered Social Landlords.
- addressing issues associated with dog fouling and dog control through ensuring all Environmental Service enforcement staff are trained and able to undertake dog control enforcement work.
- dedicated enforcement/education patrol resources to be identified for each ward to be prioritised and directed at the local level.
- working with landlords, tenants and partners to address the issues associated with bin-yards in back to back areas.

***(g) Working with the ALMO, Registered Social Landlords (RSLs), Parks and Countryside and other partners to deliver more effectively:***

We will work in partnership with WNW homes, RSLs, Parks and Countryside Service and other partners to make more effective and efficient use of our combined resource.

We will work to overcome problems caused by lack of clarity of ownership or responsibility for land and take a lead on taking action to resolve these problems.

***(h) Planning for seasonal and annual events:***

We will ensure that there is sufficient capacity and flexibility in the service to programme in work to deal with leaf fall in autumn and help clean up after significant community events planned during the year.

A forward programme of seasonal and other events will be developed and agreed through ONW Environmental Sub-Group.

## **7 Service activity**

- 7.1 The WNW Locality Team, via this SLA, undertakes to provide the following services to the ONW wards of Adel and Wharfedale, Guiseley and Rawdon, Horsforth and Otley & Yeadon determined by the Committee and statutory obligations placed upon the Council. Activity type is split between programmed and reactive service provision, with activity detailed separately below for each service.

### **7.2 Street Cleansing Functions**

#### **(a) Mechanical Path & Road Sweeping**

Sweeping is largely undertaken by pre-determined routes (blocks) which are scheduled to be completed on a cycle set on a weekly, fortnightly, 4 weekly, or 8 weekly basis. Work cycles are fixed on particular days of the week.

Each block represents approximately 20km of road/paths (i.e. 10km x 2 sides of the road). Those streets/roads that have been identified as requiring a sweep/clean at every visit are indicated on the route maps. The service will work with Elected Members to continually review routes/blocks and seek agreement for changes to street cleansing approaches, frequencies or days where appropriate.

Extra days of “spare” capacity are programmed into the work cycle, allowing the service to recover days lost for planned and unplanned leave. Any remaining capacity will be used to respond to local problems, support community clean ups, tackle seasonal issues and take part in joint-operations with partners.

#### **(b) Manual Litter Picking**

Manual litter picking is undertaken on pre-set routes which are scheduled to be completed over a 7 day period, with each route completed by a team of two streetscene attendants who alternate duty through the 4 by 3 shift pattern. Daily coverage per attendant is expected to be approximately 11km.

The service will work with Elected Members to continually review the routes and seek agreement for changes to street cleansing approaches or frequencies where appropriate. Where possible, variations to the routes will be negotiated at ward member meetings. This will be limited to instances where the total daily distance covered is not increased significantly.

#### **(c) Litter Bins**

The service operates three caged vehicles seven days per week, utilising six operatives on a 4x3 shift pattern. This effectively gives us two drivers and two crew members each day.

Litter bins will be emptied and the immediate vicinity checked for cleanliness by one of the two crews on duty in the WNW Locality Team. The SLA is for all bins to be emptied without any overflowing and the frequencies of visits to bins will be adjusted to ensure this commitment is met.

However, where a litter bin is full, for example because of a local event or exceptional busy period, the service will empty the bin within 24 hours of it being reported.

A survey of bins across the area has been undertaken to identify bins that require refurbishment or replacement. The replacement/refurbishment of existing damaged bins will be prioritised within the existing capital budget (see appendix B). The apportionment of litter bin repairs and replacements across wards will be shared with Elected Members prior to any repairs or replacements taking place.

Any remaining budget will be apportioned to wards on the basis of the existing number of bins in each ward. This could then be used for additional bins, subject to capacity on emptying rounds. Existing bins in reasonable condition that are underused will be relocated free of charge by the service.

The provision, suitability of location and condition of litterbins will be subject to a review during the term of the SLA which will inform a litter bin strategy for investment for future years.

**(d) *Flytipping and 'hot-spot' work***

The service operates three caged vehicles seven days per week utilising six operatives on a 4 x 3 shift pattern. This effectively gives us two drivers and two crew members each day.

Flytipping removal is largely undertaken as a reactive service, responsive to customer complaints and 'in-house' requests (e.g. from Members, enforcement staff and partners), although crews are required to undertake some scheduled 'hot spots' checks and to support other proactive work, e.g. litter picking

We aim to remove all reported fly tips within 36 hours of receiving the request, unless it requires specialist equipment or treatment (e.g. asbestos/chemicals). The service will work with the Regulatory team to investigate, deter and prevent future instances of fly tipping, and to resolve long standing fly tipping 'hot spots'.

**(e) *Ginnel cleaning***

Ward Members have identified priority ginnels for maintenance and cleansing. A ginnel standard has been developed and this will be used to assess the condition of priority ginnels and ensure they are maintained to standard. A programme for maintaining these priority ginnels, as resources allow, has

been developed, setting out the lead agency, the frequency of inspection and the frequency of cleaning (where applicable).

For those ginnels identified as Public Rights of Way (PROW), the PROW Team within Parks and Countryside will inspect each of these prior to the start of the growing season to ensure they are accessible.

**(f) Gully Cleansing**

The service operates a dedicated gully tanker supported by another two operating in the city centre and on city wide wet spots which need servicing more frequently. The frequency of gully cleansing varies 18 - 24 months. The service operates on a cyclical ward by ward basis with gullies being serviced 7 days a week across two shifts. In WNW there is an element of the 7 day working week set-aside for reactive work usually 1 day. Currently the frequency is largely determined by sheer capacity to get round the 50,000 gullies in the area (given constraints on cover budgets).

### **7.3 Environmental Regulation including dog warden service**

The enforcement services to be delegated all operate on a Monday – Friday basis, 7am to 7pm, although weekends and late evening/early morning working is possible by prior arrangement, but usually at additional expense (see section 7.5 below).

The majority of work undertaken by the Regulatory team involves responding to requests for service made by members of the public, via the Council's contact centre, or ward Members. Responding to these issues takes up approximately 80% of the time available within the team. On this basis the Area Committee is currently able to direct approximately 20% to be used best to fit with local priorities.

Environmental Sub-Groups, along with ward based discussions, will be used to set priorities and direct regulatory resources to areas and issues of greatest need. Each ward has dedicated hours of patrol resources to be prioritised and directed by ward members at a local level.

At a ward level, local Crime and Grime arrangements will be used by the service to lead discussion and ensure the securing of partner resources in problem solving and addressing priority "grime" issues through joint enforcement.

### **7.4 Responding to urgent issues**

Urgent, unforeseen issues within the Area Committee area, wedge or elsewhere in the City may arise which require a service response outside of the capacity of the locality team. In such an event, resources may have to be temporarily diverted from scheduled work. If this occurs the Environmental Locality Manager will inform the Committee Chair and Environment Champion as soon as possible. The scale and impact of the diversion of resources will be fully detailed within subsequent performance reports to the Area Committee.

## **7.5 Additional Chargeable Services**

There is opportunity for Area Committees or others to enhance provision in their area through the use of local budgets available to them. Examples of this work could include:

- Weekend or out of hours enforcement patrols (including dog related issues)
- Additional scheduled litter picks, i.e. recruitment of additional staff
- Additional enforcement staff, i.e. recruitment of additional staff
- Additional de-leafing capacity in autumn months

Example costs for these types of services can be found in appendix D.

## **8 Service outcomes**

- 8.1 Local Authority performance on local environmental cleanliness has in the past been measured at a city-wide level using the National Indicator 195 (NI195). Whilst this indicator is no longer in use nationally, it is proposed to continue its use locally, but to amend the methodology to measure cleanliness at an Area Committee level. The indicator measures the number of sites surveyed to be satisfactory in terms of the presence of:

- (i) litter
- (ii) detritus (e.g. leaf mould, dirt accumulations etc).
- (iii) graffiti
- (iv) flyposting.

This measure will be used to assess progress across the wedge in terms of improvements to cleanliness.

- 8.2 We acknowledge that the service will be measured not only through surveys of cleanliness but also through the perception of the quality of environments. We will work to develop appropriate mechanisms to capture information from our customers and Elected Members to effectively gauge the satisfaction and perception of our services with particular focus on the identified priority areas.

## **9 Community Engagement**

- 9.1 The WNW Locality Team will engage with the community via existing mechanisms set out in the Area Committee Business Plan and work with the Area Leadership team to avoid duplication and make the best use of any time spent consulting.
- 9.2 The Team will work with Elected Members to identify local opportunities for engagement specifically around local environmental priorities, particularly with residents involved in helping improve the condition of neighbourhoods through In Bloom, Friends of and other such groups.

- 9.3 We will work with the West-North West Leadership Team to develop our approaches to engaging with residents in ONW to engender a sense of responsibility for environmental quality in their areas and mobilise communities into action.

## **10 Accountability**

- 10.1 The Environmental Locality Manager will be accountable to the Area Committee for the delivery of services as laid out in the SLA.
- 10.2 The Area Committee will be accountable to Executive Board for the achievement of service outcomes and the local execution of Executive Board policies on environmental quality.
- 10.3 As concurrent delegated authority exists with the Director of Environment & Neighbourhoods and Chief Environmental Services Officer, these positions will remain accountable to the Executive Board for the effective and efficient delivery of environmental services and related decisions.
- 10.4 Ultimately, however as an Executive Function, the Executive Board of Leeds City Council will remain accountable for delivery of environmental services to the residents of Leeds.

## **11 Reporting & performance monitoring**

- 11.1 Environmental Sub-group  
Regular (minimum quarterly) service activity reports will be submitted by the Environmental Locality Manager to the Inner NW Environmental Sub-Group, or equivalent, for consideration. Through the sub-group, the report will be used to identify changes in issues and priorities, and therefore help guide service delivery over the following quarter(s).
- 11.2 Area Committee  
Twice yearly performance monitoring reports will be submitted by the Environmental Locality Manager to the Area Committee for consideration. The report will detail the performance against service outcomes and the execution of Executive Board policy locally.
- 11.3 Executive Board  
An annual report will be submitted by the Area Committee to Executive Board, detailing the performance against service outcomes and the execution of Executive Board policy locally.

## **12 Review process**

- 12.1 The Agreement will be reviewed on an annual basis, to inform the production and approval of subsequent Agreements. The review will be undertaken in line with the corporate budget cycle and review process, to ensure that consideration is given to changes in budget allocation and corporate priorities.

- 12.2 The review process will be undertaken jointly with officers of the service and all, or nominated Members from the Area Committee.
- 12.3 The review process will commence in the October to December 2013 quarter and completed in the January to March 2014 quarter. Proposed updates to the service principles and priorities will be presented at the last Area Committee meeting of the municipal year (March/April) so that a full, revised SLA for 2014/15 can then be worked up to also incorporate any service activity changes required. Also provided will be the second service monitoring report outlining performance against the current year's agreement.
- 12.4 The new SLA for the 2014/15 municipal year will be formally approved by the Area Committee at its first meeting of that municipal year (June/July 2014).
- 12.5 Simple "in-year" changes to how an element of the service is organised and delivered in wards can be agreed outside of any formal review process of the Agreement between ward members and the Locality Manager. Providing the change can be met from within existing capacity in that ward. For example, the additional/amendments of litter bins locations, minor revisions to mechanical and manual sweeping routes/frequencies and agreeing localised enforcement priorities.
- 12.6 Where requested ward changes would have an impact on the service capacity across the Area Committee, the Environmental Sub-group would consider the matter and if necessary refer to the Area Committee for a decision.
- 12.7 Where requested changes to service delivery within an Area Committee would have an impact on capacity across the Locality, initial discussions would be held between Area Committee Chairs to agree the best way forward. If agreement can not be reached the current SLA arrangement would stand.
- 12.6 Both parties can request re-negotiation of the contents of the agreement in the event of changes to local need or preferences, service demand or citywide policy in respect of environmental cleanliness/services. Any requests will need to be formalised through either an Area Committee meeting or the Environmental Sub-group, whichever is deemed most appropriate. Should urgent changes to service delivery be required, then under the Council's scheme of delegated authority, the Environmental Locality Manager will have the power to approve and implement such changes.

## **13 Resolving Disagreements**

- 13.1 The Area Committee Procedure Rules in the Council's constitution set out the ultimate procedure to follow in the event of a fundamental disagreement between the Area Committee, and the service.
- 13.2 In general, it is expected that all parties will try to resolve a dispute locally in the first instance. If necessary this would involve the Area Leader, particularly

where it is felt the dispute/potential solution necessitated influence elsewhere in the Council.

- 13.3 Where a mutually acceptable resolution cannot be reached, the matter will be referred to the Director of Environment & Neighbourhoods and/or the Executive Member for Environmental Services. Both have the right to refer the matter to the Executive Board for consideration. In instances where the dispute has an impact on service delivery, the Director of Environment & Neighbourhoods shall have the right to implement a temporary solution, pending Executive Board consideration of the disputed issue.
- 13.4 Where disagreements arise over decisions made by the Area Committee or the Director of Environment & Neighbourhoods, then the Area Committee Procedure Rules of the Constitution will be followed.

## **14 Confidentiality & Legal Requirements**

- 14.1 Where information is supplied by either party that is deemed of a confidential nature, all individuals acting on behalf of the parties will treat the information as confidential and not disclose it to any groups or individuals outside of the Agreement.
- 14.2 The legal requirements placed upon the Council through various pieces of legislation such as the Environmental Protection Act 1990 and the Control of Pollution (Amendment) Act 1989. It is the duty of the Environmental Locality Manager to ensure that the Area Committee fully understands any impact that their priorities or service direction may have on the ability to meet these legal requirements.

Signed:.....

Date:

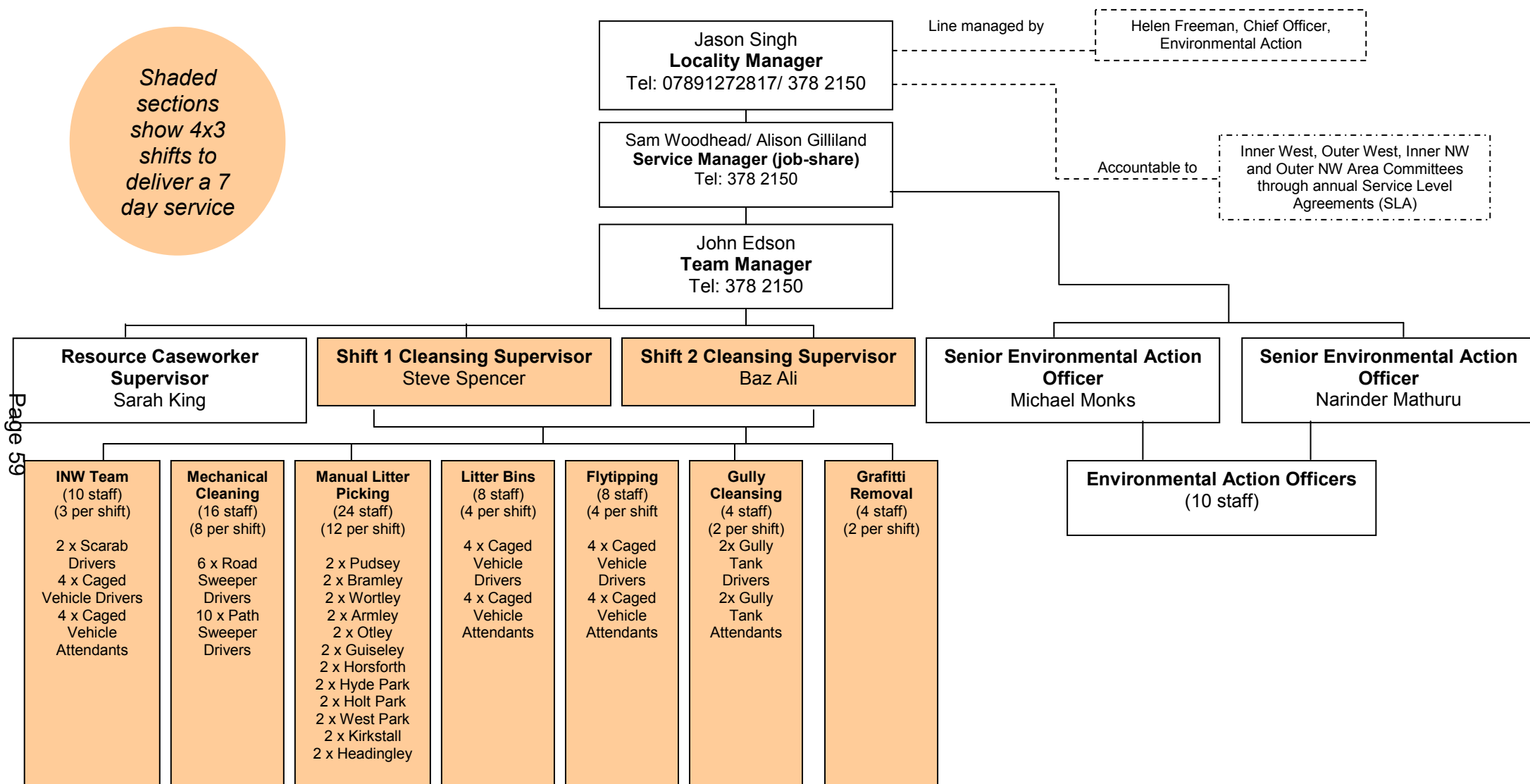
Signed:.....

Date:



## Appendix B

### Environmental Services - West North West Locality Team



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## WNW Locality Team - Budget for 2013/14

Budget Heading	£	
<b>Staff Functions</b>	- 0	<b>What this pays for</b>
Management & Support	164,120	Locality Manager, Service and Team Managers
Supervisors	95,315	2 Supervisors working shifts to cover the 7 day/wk service plus 1 supervisor support
Bulk/Fly tipping team	164,460	4 drivers and 4 street attendants working shifts to deliver a 7 day/wk service
Pathsweepers	219,950	10 drivers working shifts to deliver a 7 day/wk service
Roadsweepers	87,960	4 drivers working shifts to deliver a 7 day/wk service
Litter bins emptying	167,285	4 drivers and 4 street attendants working shifts to deliver a 7 day/wk service
Street Litter	449,675	24 street attendants working shifts to deliver a 7 day/wk service
Headingley cleansing	213,055	6 drivers and 4 street attendants working shifts to deliver a 7 day/wk service
Environmental Health & Technical	70,570	2 Senior Environmental Action Officer
Community Enforcement Staff	291,010	10 Environmental Action Officer
Overtime	143,050	} operational cover
Supply (Agency)	27,690	
Pension costs	7,980	
Insurance, training & travel	9,810	
	<b>2,111,930</b>	
<b>Premises Costs</b>	<b>20,110</b>	Incl. £5k Works in default (recovered by income)
<b>Supplies and Services</b>	<b>107,790</b>	Operational materials/equipment
<b>Fleet &amp; Transport Costs</b>		
Fleet Hire	280,530	} Contract hire of 5 x pathsweepers, 1 x enforcement van, 1 x headingley Scarab, 2 x roadsweepers, 1 x deleafing vehicle & 1 x bulk motor
Leasing costs	30,880	
Maintenance/repairs	81,920	} Running costs for 5 x pathsweepers, 1 x enforcement van, 1 x headingley Scarab, 2 x roadsweepers, 1 x deleafing vehicle & 1 x bulk motor, 2x Caged tippers, 4x Tipper, 1x Supervisor van & 1x Enforcement van
Fuel	161,730	
Vehicle insurance	4,870	
Staff travel	32,650	
	<b>592,580</b>	
<b>Legal Costs</b>	<b>17,840</b>	Cost of prosecutions and advice
<b>Support Costs - HRA</b>	<b>7,660</b>	
<b>Prudential Borrowing costs</b>	<b>10,000</b>	Financing costs of Bin replacement
<b>TOTAL EXPENDITURE</b>	<b>2,867,910</b>	
<b>INCOME</b>	<b>- 11,000</b>	Ad hoc cleansing, Court Costs and recovery of 'Works in Default'
<b>SUB TOTAL</b>	<b>2,856,910</b>	
<b>Targeted efficiency</b>	<b>- 48,800</b>	Transfer of Estate Caretakers (33k) and ELI target /line by line (16k)
<b>NET BUDGET</b>	<b>2,808,110</b>	

## Appendix C

What is NOT included:
<p>There are a number of elements of the overall delegation that will continue to be managed and budgeted for at a city level. These are:</p> <p>Dog Warden Service Graffiti team Weedspraying</p> <p>Disposal cost of street waste Past pension costs</p>

Planned to be delegation
<p>Master Key Fuel (further work) £44k FPN income (£84k) (change in current system / ICT)</p> <p>Managers vans £12k Water (Standpipe charges) £30k</p>

Risks
<p>Fuel - ongoing inflation pressures Attendance management TOIL Agency usage Fleet - replacement costs</p>

It is important to stress that the service will always firstly attempt to meet any additional requests through its existing resource and use of capacity days etc. However, the first call on capacity days and core budget will be to ensure existing SLA commitments are being met – particularly through recovering lost days due to leave, sickness, mechanical failure or weather conditions.

### Cost of services to tackle localised, additional needs that the main SLA and associated delegated resource can not deliver:

#### 1. Ad-hoc requests (per hour):

Litter picker	£15
Enforcement Patrols (inc litter patrol, dog patrols)	£23 *
Mechanical Path or Road Sweeper	£18 (assumes use of existing vehicle)

#### 2. Additional posts (per annum):

		Without cover	Cost of cover (based on 30 days/year)
Litter picker (Street Attendant) – doing 35hrs per week	1 day/wk	£3,800	£630
	2 days/wk	£7,600	£1,260
	3 days/wk	£11,400	£1,890
	4 days/wk	£15,200	£2,520
	5 days/wk	£19,000	£3,150
Enforcement Officer	1 day/wk	£5,800 *	
	2 days/wk	£11,600 *	
	3 days/wk	£17,400 *	
	4 days/wk	£23,200 *	
	5 days/wk	£29,000 *	

#### 3. We can also provide quotes for one-off pieces of work that are “off highway” as such – e.g. clean ups of bits of land. These quotes would be bespoke to the job required and would either be through our own staff being brought in on overtime or through an approved contractor.

A further option is Continental Landscapes for cleaning up and cutting back etc bits of land not in the contract. Such request would be best made through ourselves initially, and we would get P&C to negotiate a quote from CL if it's something we could not do.

(\* note – there are additional costs that the service may incur in relation to FPNs. legal recharges and case management. Therefore the income received from any FPNs/prosecutions would be retained by the locality team and used to offset these costs)

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Report author: Dennis Holmes  
Tel: 2474959

## Report of the Director of Adult Social Services

### Report to North West Inner Area Committee

Date: 27 June 2013

**Subject: Better Lives for People of Leeds: Care Homes and Day Services for Older People**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Hyde Park & Woodhouse Kirkstall		
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 outlines the Better Lives vision in which context a review of the council owned care homes and day centres has been completed and proposals developed that revise the current service model and, if implemented would lead to the decommission of three facilities within this area.
2. This report follows the decision of the Executive Board in February 2013 to begin a period of statutory consultation on these proposals. It outlines the proposed options for the following care home and day centres in the North West Inner area that have been subject to consultation.
  - Burley Willows care home and day centre, Hyde Park & Woodhouse Ward
  - Queenswood Drive day centre, Kirkstall Ward
3. This report describes the consultation process devised to seek the views of those older people currently living in the care homes, those receiving respite, day centre users, carers, relatives and staff who provide care and support.
4. In preparation for the submission of recommendations to Executive Board in September 2013, Members of the North West Inner Area Committee are invited to

highlight any specific local issues that will help plan for the future needs of older people and contribute to the proposals as part of the consultation process.

5. Building on the September 2011 Executive Board report and through a number of projects sitting within the Better Lives Programme, Adult Social Care is working towards a five - ten year vision for housing and care for older people. This report outlines the Better Lives vision which involves taking a holistic look at what services are currently provided and how the needs and demands of future generations of older people can be best provided within the locality of Leeds, particularly in the context of significant financial constraints and reductions in public expenditure.

## **Recommendations**

1. Members of the North West Inner Area Committee are requested to:
  - a) Note and consider the consultation process to implement the recommendations of the Executive Board on 15 February 2013.
  - b) Suggest any specific local issues that will help plan for the future needs of older people and make a response as part of the consultation process agreed by Executive Board



## **1. Purpose of this report**

- 1.1. This report outlines the Better Lives vision in which context a review of the remaining care homes and day centres has been completed and proposals developed that revise the current service model and, if implemented would lead to the decommission of three facilities within this area.
- 1.2. At its meeting on Friday 15th February 2013, the Council's Executive Board approved the commencement of formal statutory consultation on these proposals. This report outlines the proposed options for the following care home and day centres located within the North West Inner area.
  - Burley Willows care home and day centre, Hyde Park & Woodhouse Ward
  - Queenswood Drive day centre, Kirkstall Ward
- 1.3. Consultation with residents and respite users of these homes, their relatives and carers ended on 3 June 2013. In preparation for the submission of recommendations to Executive Board in September 2013, this report seeks the insight and observations of the North West Inner Area Committee and invites them to consider and comment on the issues addressed in the report.

## **2. Background Information**

- 2.1. Previous reports to the Executive Board in November 2010 and Area Committees in February 2011 provide the context for the review of in-house care homes and day centres for older people. In relation to the future of older people's care home provision; these matters were the subject of an inquiry conducted by Adult Social Care Scrutiny Board in October and November 2010. The inquiry accepted that people's expectations around the choice, quality and control over their residential accommodation had increased significantly and that a position of 'no change' in the provision of Council-run care was not an option. On this basis, the following criteria were developed and agreed by the Board as a sound framework for considering the most appropriate alternative option in relation to each of the 19 Council owned and operated care homes and day centres:
  - the current profile of residents living in the home/using the centre, their needs, levels of dependency and risks associated with their care and those of their carers
  - the current profile of the staff team, skill mix and length of service;
  - the wishes of staff in relation to the recent offer of early leaver initiatives;
  - the strategic 'fit' of the unit in the future vision for adult social care in the city;
  - the current profile of bed use: specialist, generic, permanent, transitional;
  - the current use of the facility under agreement with partners;
  - the availability of appropriate alternative facilities nearby;
  - the trend in levels of unoccupied places;
  - the unit cost of placements in the facility;
  - the material condition of the building;

- the capital and revenue requirements over the next five years to maintain the facility to basic standards;
  - the capital and revenue requirements to upgrade the facility to approach compliance with the 2002 minimum standards;
  - the impact of other Council initiatives in the local community.
- 2.2. These options were subject to a comprehensive consultation process which included residents, day centre users, carers, families, staff, community organisations, elected representatives, partners in the NHS, the voluntary and independent sectors, and members of the general public. In addition, to ensure that future services reflect local needs and opportunities officers in ASC made presentations to all ten area committees in January and February 2011 and three Area Committee Chairs meetings in December, April and June 2011.
- 2.3. The review concluded that to maintain and operate much of the Council's care home and day facilities is unrealistic both in terms of changing future demand and expectations and unaffordable in terms of the level of investment needed to make them viable for the future. Although the quality of care is high and most of the buildings are performing as intended, they will become "unfit for purpose" as the needs of future generations change.
- 2.4. In September 2011, following extensive and comprehensive consultation, the Council's Executive Board agreed the implementation of proposals for its in-house care home and day centre provision which included:
- 2.5. **Care Homes** - the decommissioning of three care homes, the decommissioning (at a future date) of three further care homes, the retention of three specialist dementia units, the development of Harry Booth House as an Intermediate care unit and the development of Richmond House as a specialist respite centre.
- Day Centres** - the decommissioning of four centres and to maintain eight centres as specialist resource units.
- 2.6. Approval was also given to an on-going review of eight care homes and six day centres where no recommendations were made as part of the first phase of the review and where appropriate to bring forward further options with City Development and Environment and Neighbourhoods.
- 2.7. This report outlines the Better Lives vision in which context a review of the remaining care homes and day centres has been completed and proposals developed that revise the current service model and, if implemented would lead to the decommission of three facilities within this area.
- 2.8. An assessment of the individual care homes and day centres which were kept under review as part of the first phase of this programme has been completed and measured against the criteria agreed by Executive Board in December 2010 outlined in paragraph 2.1 above. It has been supplemented with further data on the over 75 population (current and projected), planned independent sector developments and health and income statistics to give a clearer picture

of where demand for development of older peoples housing and care is most needed and also where adequate levels of provision of services are evident.

- 2.9. In addition to the option appraisal, a coordinated programme of activity has been taking place across the directorates of City Development, Adult Social Care and Environments and Neighbourhoods. This has aimed to analyse the demand and supply for older people's housing and identify solutions in the challenging context of the aging population, diverse needs and aspirations of older people.

### **3. Main issues**

- 3.1. The country is faced with an increase in the proportion of older people in its population and a decrease in the amount of local government funding to support them. Older people tell us that they want to stay living in their own homes for as long as possible. The Leeds Housing Strategy for Older People supports this view, with one of the key aims to ensure 'greater numbers of older people are assisted to maintain independent living in safe and affordable housing'
- 3.2. Social care policy in recent years has also aimed to reduce the need for residential and nursing care through the stimulation of preventive services, the use of direct payments and personal budgets and other forms of community based support. A recent example of which is the success of the Leeds community based reablement service which forms part of the intermediate tier pathway. The reablement service incorporates Homecare Reablement (SkILs Team), an Outreach Service and Assistive Technology to provide older people with the opportunity to regain skills and confidence that may have been lost after a spell of ill health to remain independent in their own home.
- 3.3. Leeds is already amongst the highest investors in preventative direct access social care services in the country. Its Neighbourhood Networks have received national attention for their innovative support for older people. Neighbourhood Network schemes are community based, locally led organisations that enable older people to live independently and pro-actively participate within their own communities by providing services that reduce social isolation; provide opportunities for volunteering; act as a "gateway" to advice, information, and services; and promote health and wellbeing to improve the quality of life for the individual. Neighbourhood Networks are working to develop new services that will help to prevent older people going into hospital unnecessarily, and supporting them by providing a greater range of activities using new funding available through direct payments.
- 3.4. The Department of Health National Framework aims to ensure fair, high quality, integrated health and social care services for older people by linking similar services supporting independence and promoting good health.
- 3.5. Against a backdrop of reducing government funding and increasing demand, Leeds Adult Social Care is faced with the challenge of how to facilitate greater choice for older people, improve standards, achieve better outcomes and meet the increasing aspirations of the citizens of Leeds. This requires a shift in

current investment away from what might be regarded as “tired” or outmoded facilities with limited popularity coupled with services that limit choice towards reinvestment in new approaches, including personal budgets and integrated services.

- 3.6. For the past seven years Leeds has now seen year on year reductions in the numbers of weeks of care used by publicly funded individuals in long term residential and nursing care settings, almost certainly due to the success of community based interventions.
- 3.7. Although the demand for long term care homes may be decreasing there is continuing demand and a potential continuing role for the local authority in the provision of specialist care, provided in partnership with the NHS.
- 3.8. **Holt Park Active**
- 3.9. Holt Park Active is a joint project between Sport and Active Lifestyles and Adult Social Care, and is the result of a successful bid made by the council for £28.894m of Government Private Finance Initiative credits (PFI) from the Department of Health.
- 3.10. The plan for Holt Park Active is fundamental to the Council’s objectives for the integration of social care, health, learning, sport and active recreation in modern, accessible and flexible buildings. The plan also supports the implementation of the Council’s on-going social care agenda in accordance with the transition to personalised services, focusing on helping people to live at home and maintaining independence.
- 3.11. As a partnership project with Adult Social Care (Older People and Learning Disabilities); Holt Park Active will provide fully integrated services combining accessible social care, well-being and leisure services. It is recognised that getting fit and keeping active helps to prevent ill health throughout life. It is also recognised that older people often stop participating in social activities and become less active after life changing events or ill health. This increases the risk of social isolation and depression. Supporting people to be engaged in community and social activities has proven to reduce the need for formal high level social care and admission to residential care and hospital

#### **4. Better Lives for Older People: The Vision**

- 4.1. The Better Lives Programme sets out an emerging care strategy based on empowering people to give them choice and control over the type of accommodation they live in, the type of support they receive and who provides the support. This will be done through a mixture of enterprise, integration and through new developments in housing, care and support options for older people. Given this, and in the context of significant financial constraints and reductions in public expenditure, steps are being taken to design innovative, efficient and integrated models of care and support alongside increased partnership working with statutory and voluntary sector partners. The Better Lives programme has been designed to help address these challenges and at

the same time continue to improve health, social care and housing outcomes for older people in Leeds.

- 4.2. Although the Better Lives for People in Leeds programme has its origins in the transformation of adult social care it has implications for the whole of the council. It invites Leeds City Council to take a corporate approach to the future development of care and support services in the city. This will ensure the development of a sustainable social care sector that offers a range of accessible, affordable and quality services. It will involve a process that supports closer working of some of the different functions of the council relating to adult social care, housing, development, planning and regeneration to ensure that the choice of local housing, care and support options for older people is expanded.
- 4.3. Finally, in response to comments and concerns raised by Scrutiny Board members and the public as part of the consultation undertaken in 2011, a Residential Quality Governance Framework and associated fee structure for residential and nursing home care has been adopted by the Council and is being put into place for the next five years. This will provide the Council with far greater contractual influence over the quality of independent sector care within a long term, affordable structure.

## **5. Proposed Options**

- 5.1 An option appraisal has been undertaken to bring forward the following proposed options for Burley Willows care home and day centre and Queenswood Drive Day Centre. These proposals have been the subject of consultation. The appraisal has been undertaken by officers in Adult Social Care according to the criteria and requirements agreed by Executive Board on 15 December 2010.

### **5.2 Burley Willows Care Home**

- 5.2.1 At its meeting on 15 February the Executive Board gave approval to begin formal statutory consultation on the proposal to close Burley Willows and transfer residents to other services of their choice already available in the area.

### **5.3 Burley Willows Day Centre**

- 5.3.1 At its meeting on 15 February the Executive Board gave approval to begin formal statutory consultation on the proposal to close Burley Willows Day Centre and support service users to find alternative services within the community. This is in line with the recommendation to close the attached residential home.

### **5.4 Queenswood Drive Day Centre**

- 5.4.1 At its meeting on 15 February the Executive Board gave approval to begin formal statutory consultation on the proposal to close Queenswood Drive

Day Centre and support service users to find alternative services within the community.

## **6. Consultation & Engagement**

- 6.1. Detailed consultation on the proposals took place between 11 March and 3 June 2013 with those directly affected.
- 6.2. The whole consultation and engagement process, endorsed by the Executive Board, was aimed at seeking the views of those people currently living in residential care homes, respite users, day centre users, their carers, relatives and the staff who provide care and support. A consultation plan has been developed that incorporates the need to be mindful of engaging with older people who may be inevitably anxious about the proposals, particularly those with complex needs, such as those with dementia.
- 6.3. The consultation, undertaken in a 'person centred' way, involved talking directly to residents, day centre users, their families and carers about why the changes are being proposed and to ensure that the rationale behind the proposals is clearly understood.
- 6.4. A questionnaire, available in a range of formats was used to ensure consistency. The aim was to capture people's responses to the proposed changes and determine the impact on individuals. For people who are not able to make decisions for themselves, or have no relatives or friends to be present, steps were taken to ensure an independent advocate was present to ensure they are appropriately consulted and their views recorded.
- 6.5. **Staff**
  - 6.5.1. Formal consultation with staff has also taken place. A questionnaire was approved by the Trade Unions and made available to all staff for completion. As part of the programme communications planned for staff, meetings took place throughout the consultation period to address employee matters, complete questionnaires and update staff on progress of the programme.
- 6.6. **Elected Members, Parish and Town Councils**
  - 6.6.1. A Cross Party Member Advisory Board under the chair of the Executive Lead member for ASC has been established to provide an opportunity for councillors of all parties to discuss a shared interest in further improving services for older people.
  - 6.6.2. Steps have been taken to ensure that all elected members are kept fully informed on the proposed options. As a likely first point of contact for people directly affected a briefing note outlining the proposals was circulated to all 99 members in February 2013. In addition, Members in wards with facilities affected by the changes have been invited to attend individual briefings with senior managers in Adult Social Care.

A range of formal and informal representations have been received from local elected members.

#### **6.6.3. Members of Parliament**

6.6.4. A briefing note outlining the proposals was issued in February to all Members of Parliament. A range of representations have been received.

#### **6.7. Consultation with Trade Unions**

6.7.1. The Trade Unions have been invited to comment on the proposals and meetings have been scheduled with senior managers from Adult Social Care throughout the consultation period.

### **7. Consultation Analysis and Evaluation**

7.1. All the responses collected during the consultation and the outcome of the Equality Impact Assessments will be used to draw up recommendations to be considered by the Executive Board in September 2013.

### **8. Corporate Considerations**

#### **8.1. Consultation and Engagement**

8.1.1. The options presented in this report endorsed by the Executive Board, are the subject of a formal and comprehensive programme of consultation and engagement.

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

8.2.1. An initial Equalities Impact Screening was prepared for the February 2013 Executive Board report against all the equality characteristics as laid down by legislation. Equality Impact Assessments will be developed from the information gathered from the consultation process and will be reviewed as plans develop. Individual equality impact assessments for each option are being prepared against all the equality characteristics as laid down by legislation. They will form part of the consultation process and will be reviewed as plans develop.

#### **8.3. Council Policies and City Priorities**

8.3.1. Over the last decade the Council has invested heavily in a range of services for older people that offer them choice in the support they need to remain in their own homes and communities. These services include personal budgets, assistive technology, reablement / intermediate care, neighbourhood networks, home care, sheltered and extra-care housing and accessible community facilities.

8.3.2. Leeds City Council's Top 25 priorities set out the delivery milestones of the Council for 2012-13 which support delivery of the key priorities in the city priority plan and Council business plan 2011-15. In relation

to Adult Social Care this includes supporting Better Lives through enterprise with the development of a wider range of care service providers. This will increase the range of choices open to service users.

- 8.3.3. The Council also has a duty of care to existing service users. This will be maintained throughout the change programme by ensuring that service users are kept fully informed of the planned changes and timescales, their needs are fully assessed, they are offered a choice in alternative provision, their quality of care is maintained and they have no additional costs to pay. The important role of family carers is also recognised and they will be kept fully informed and offered a carers assessment, where appropriate.

#### **8.4. Resources and Value for Money**

- 8.4.1. There are no direct financial implications for the area committee to consider at this stage.

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

- 8.5.1. There is no decision to be taken at this stage therefore this report is not subject to call-in.

#### **8.6. Risk Management**

- 8.6.1. Risk management processes are in place and the programme is included within the Council's corporate risk register.

### **9. Recommendations**

- 9.1. Members of the North West Inner Area Committee are requested to:
  - a) Note and consider the consultation process to implement the recommendations of the Executive Board on 15 February 2013.
  - b) Suggest specific local issues that will help plan for the future needs of older people and make a response as part of the consultation process agreed by Executive Board

### **10. Background Documents.**

- 10.1. None.



## Report of the Director of Children's Services

### Report to: Inner North West Area Committee Meeting

Date: 27<sup>th</sup> June 2013

### Subject: Investing in Young People: Update of the Future Direction of Youth Services and Delegated Functions for Area Committees



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

## Summary of main issues

1. Youth Services across the country have seen significant changes and challenges in recent year. In the context of major financial pressures facing local authorities and their partners, national youth services have been reducing and in some places removed altogether.
2. In Leeds there remains a strong collective will to continue to invest in young people, by drawing together the various strands of youth activity currently operating across the council and the city, into a strong co-ordinated model providing an enhanced offer for the children and young people of Leeds. The aim is to make services to young people integral to the ambition to make Leeds the best UK city to grow up in – a child friendly city.
3. Development of a new model for youth services across Leeds has been agreed by the Council's Executive Board in March 2013. The model is based on the investment in the key role of Area Committees to appropriately determine local youth provision that best helps address agreed priority outcomes for each particular area. Area Committees will have more resource and more say around how this is achieved locally.
4. In March 2013 the Council's Executive Board approved a new allocation to the overall Area Committee budget ring-fenced for youth activities of £250k in 2013/14 and £500k in 2014/15, with a clear expectation that young people help to shape the decision making around the spending of this resource, against an agreed set of outcomes.

5. The new allocation for the Inner North West Area Committee budget ring-fenced for youth activities is £17,884 in 2013/14 and £35,769 in 2014/15. The Area Committee function schedule for Youth Activity Breeze Funding is to commission, monitor and evaluate local play, arts, sports and cultural activity for young people age 8-17 with the involvement and participation of children and young people. This is supported with training opportunities for members and officers.
6. Executive Board also endorsed proposals for the Executive Member for Children's Services and Area Committees about how best to enable spend £2.54 million on targeted youth work across local areas in Leeds. The Executive Member intends to take a report to the July Executive Board to confirm how the targeted youth work budget will be allocated after further consultation with Area Committees.

## **Recommendations**

7. The Area Committee is asked to give consideration to:
  - how the activity funding will be delivered in each area building on the Breeze brand
  - how they can link to other possible funding streams in localities to maximise activity for children and young people
  - how children and young people will be involved throughout the planning, decision making and evaluation of the activity funding.
  - The Area Committee Chair and new Area Lead for Children's work with the Executive Member Children's about how to best enable spend of £2.54 million on targeted youth work across local areas in Leeds.

## **1 Purpose of this report**

- 1.1 The purpose of this report is to provide the Area Committee with an update on the recommendations agreed at the Executive Board 13th March 2013; Investing in Young People: Future Direction for Youth Services in Leeds
- 1.2 The report will predominantly inform and update area committees of their delegated responsibilities for Youth activity funding. It will include how they commission, monitor, evaluate local play, arts, sports and cultural activity for young people age 8-17 years with the involvement and participation of children and young people throughout the process.

## **2 Background information**

In March 2013 Executive Board agreed:

- 2.1 To note the comprehensive consultation and assessment work undertaken to develop a new vision for the 'youth offer' in Leeds, endorsing the continued commitment to youth services as a key strand of the child friendly Leeds ambitions.
- 2.2 To approve the new 'youth offer' outlined in this report bringing together a more co-ordinated approach to universal services, improved targeted and specialist provision, through an enhanced role for Area Committees and clusters and a stronger use of the Breeze brand.
- 2.3 To delegate responsibility to the Director of Children's Services and Director of City Development in consultation with the relevant Executive Board. Members to implement the remodelling of council run youth services and those provided by key partners in order to deliver the new approach. Full staff and Union engagement will also be ensured through this process.
- 2.4 Endorse the proposal for discussions between the Executive Member for Children's Services and Area Committees about how to best enable spend of £2.54 million on targeted youth work across local areas in Leeds.
- 2.5 Approve a new allocation to the overall Area Committee budget ring-fenced for youth activities of £250k in 2013/14 and £500k in 2014/15, with a clear expectation that young people help to shape decision making around the spending of this resource, against an agreed set of outcomes.

## **3 Main issues**

- 3.1 The Area Committee function schedule for Youth Activity Breeze Funding is to commission, monitor and evaluate local play, arts, sports and cultural activity for young people age 8-17 with the involvement and participation of children and young people.
- 3.2 In order to support Area Committees and enable the successful commissioning, monitoring, and evaluation of activity with children and young people, Children's

Services, City Development and partners will support the process with a support team for each of the 3 Council administrative areas.

- 3.3 Workshops will be offered for members and officers to support the engagement of children and young people in the process. Planning workshops will be offered to support Area Committees to evidence existing activity, identify gaps and to prioritise.
- 3.4 Applicants for the funding will need to be registered with the Breeze Culture network which will ensure all safeguarding measures are in place.
- 3.5 Monitoring data for 2013/14 will be gathered using the well-being model until the Breeze data management system is fully operational. In the future monitoring will be supported through the Breeze Team and the Breeze data management system which is being trialled currently in 2 areas and if successful will be rolled out. This will link to children and young people's Breeze cards and will provide a range of data which will be reported back to area committees through the Children's Services updates provided to area committees on a 6 monthly basis. Further monitoring will be required to ensure the qualitative data is collected in line with the Well Being model this will be facilitated by the support teams mentioned above.
- 3.6 The central Breeze team are managed within City Development and strong links remain to Children's Services supporting the diverse cultural offer of activities to children and young people in the city. Breeze has continued its success in the delivery of popular and successful activity for children, young people and families across the city. The delivery of the Breeze brand is supported by the Breeze Leeds website and the Breeze culture network enabling easy access for schools and young people to sport, arts and culture and will be utilised in supporting the youth activity funding process.
- 3.7 The youth activity funding creates further opportunities to link with area cluster partnerships, schools and other partners to maximise activity and opportunities for children and young people.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 Further discussions between the Executive Member for Children's Services and Area Committees will take place about how to best enable spend of £2.54 million on targeted youth work across local areas in Leeds.
- 4.1.2 Further engagement with young people and partners are fundamental to the delegation model
- 4.1.3 Young people have been involved in training to support the commissioning process in localities through a range of workshops supported by the Children's Services Voice and Influence team, youth service and voluntary sector partners.

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

- 4.2.1 Youth activity funding delegated to area committees can support cohesion and integration in localities where identified as a local need with children and young people. The process envisaged encourages participation and engagement of young people and partners.

### 4.3 Council policies and City Priorities

- 4.3.1 Council policies and city priorities supported are the obsessions and priorities contained within the Children and Young People's plan, the Leeds Education Challenge and the priorities of the sustainable Economy and Culture Partnership. They are also complementary to a number of Executive Board Papers; those in the March 2013 'Inspiring a Generation: A Sporting Legacy for Leeds, December 2012 'Review of Area Working: Findings and Recommendations, March 2013 Deputation To Council – Leeds Children's Mayor Regarding The Winning Manifesto – 'Leeds Offers Fun, Free, Fitness For The Family'

### 4.4 Resources and value for money

- 4.4.1 It is planned to take a paper to the Council's executive board in July to secure approve for the formula which will be used to distribute £2.53m of targeted youth work resource. This resource is currently largely spent on the staffing costs of the Council's Youth Service and on some contracts with voluntary sector organisations.
- 4.4.2 Allocated budget for Youth Activity Funding based on population data. The 8-17 populations by wards have been based on data received from NHS Leeds. The data is based on addresses of children and young people registered with GP's. This has been shown to be the most comprehensive, accurate and up to date source of data for the population of children and young people.
- 4.4.3 The budget allocation for each area committee is as follows:

Local Breeze Activity				
Area Committee	Area	8-17 population	2013 /14 allocation	2014/15 allocation
<i>Inner East</i>		11434	34162	68323
<i>Inner North East</i>		8647	25835	51670
<i>Outer North East</i>		6861	20499	40997
	East North East	26942	80495	160990
<i>Inner South</i>		8322	24864	49728
<i>Outer East</i>		9701	28984	57968
<i>Outer South</i>		10080	30116	60232
	South	28103	83964	167927
<i>Inner North West</i>		5986	17884	35769
<i>Inner West</i>		5423	16202	32405
<i>Outer North West</i>		9451	28237	56474
<i>Outer West</i>		7771	23218	46435
	West North West	28631	85541	171083
		83676	250000	500000

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

- 4.5.1 The remodelling of council run youth services and those provided by key partners will have implications for the council and this will be mitigated as far as possible ensuring the correct procedures are followed.

## **4.6 Risk Management**

- 4.6.1 High consideration must be given to the implications of the recommendations for staff in the LCC Youth Service.
- 4.6.2 There are a number of youth work contracts with voluntary sector bodies in Leeds currently funded who will need to be supported through new or revised commissioning arrangements.
- 4.6.3 The involvement and participation of children and young people is key to ensuring the right activities are available and suitable. It is essential that teams support this process to build success.

## **5 Conclusions**

- 5.1 In conclusion the youth activity funding creates an opportunity to build on activity provided locally meeting identified need. The process of involving children and young people in the decision making supports Leeds being a Child Friendly City and ensures children's needs are central to the process.
- 5.2 Locality budgets for activity will generate opportunity for creative ways to work across partnerships in localities.

## **6 Recommendations**

- 6.1 The Area Committee is asked to give consideration to:
- how the activity funding will be delivered in each area building on the Breeze brand;
  - how they can link to other possible funding streams in localities to maximise activity for children and young people;
  - how children and young people will be involved throughout the planning, decision making and evaluation of the activity funding.
  - The Area Committee Chair and new Area Lead for Children's work with the Executive Member Children's about how to best enable spend of £2.54 million on targeted youth work across local areas in Leeds.

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

- 7.1 Executive Board 13<sup>th</sup> March 2013; Investing in Young People: Future Direction for Youth Services in Leeds.

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

## Report of the Assistant Chief Executive (Customes and Communities)

### Report to North West (Inner) Area Committee

**Date: 27<sup>th</sup> June 2013**

### Subject: Wellbeing Fund Update and Monitoring Report

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Headingley; Hyde Park & Woodhouse; Kirkstall; Weetwood.		
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. This report provides the North West (Inner) Area Committee with an update on the budget position for the Wellbeing Fund for 2013/14 and provides Quarter 4 monitoring for projects funded in 2012/13.
2. The report also highlights the current position of the Small Grants and skips pots and those Small Grants and skips that have been approved since the last meeting.

### Recommendations

The North West (Inner) Area Committee is asked to:

- Note the current budget position for the Wellbeing Fund for 2013/14 (Appendix 1).
- Note the content of the monitoring returns for Quarter 4 projects funded in 2012/13 (Appendix 2).
- Note the current position of the Small Grants and skips pots and those Small Grants and skips that have been approved since the last meeting.

## **1 Purpose of this report**

- 1.1 This report provides members with an update on the budget position for the Wellbeing Fund for 2013/14 and provides Quarter 4 monitoring for projects funded in 2012/13. It also highlights the current position of the Small Grants and skips pots and those Small Grants and skips that have been approved since the last meeting.

## **2 Background information**

- 2.1 Area Committees have a delegated responsibility for the allocation of Area Wellbeing Funding. The amount of Wellbeing funding provided to each committee is calculated using a formula agreed by Council taking into consideration both population and deprivation of an area.
- 2.2 The North West (Inner) Area Committee seeks to ensure that Wellbeing funding is allocated in a fair and transparent way and that recipients are able to commence delivery of their projects as early as possible in the financial year. To facilitate this process, a commissioning round is held which requires organisations to submit proposals for projects. Once the annual Wellbeing budgets are set by Executive Board and ratified by Full Council, the Area Committee meets to agree which projects will be supported in the year ahead. These projects are then monitored and assessed by the Area Committee throughout the year to ensure they are fully meeting their objectives.
- 2.3 In 2013/14, the North West (Inner) Area Committee received a sum of £215,580 of Wellbeing revenue. After deducting any existing commitments and taking account of the 2012/13 carry forward position, the Area Committee had £219,286 of funding available for allocation. £218,721 of this funding was committed to 26 projects, as listed in **Appendix 1** (paragraph 1.2).
- 2.4 No additional Capital Wellbeing was allocated to the Area Committee in 2013/14.

## **3 Main issues**

- 3.1 Wellbeing Budget Statement 2013/14
- 3.2 The latest Wellbeing Budget Statement for 2013/14 is included as **Appendix 1** to this report. This sets out the current budget position for Wellbeing projects showing the amount approved by the Area Committee and the value of funds spent to date. The Wellbeing Budget statement also outlines the current budget position of those projects funded in previous years which still have funding left to spend.
- 3.3 Wellbeing Budget 2012/13 – Quarter 4 Monitoring
- 3.4 Details of monitoring returns provided by 2012/13 Wellbeing funded projects for Quarter 4 are set out in **Appendix 2**. It shows what progress has been made by projects to deliver the activity as agreed through the application process, which projects are now complete and which are still live. All projects are currently meeting the outputs as agreed in the project delivery statements. Members are asked to note the content of the Wellbeing monitoring returns.



### 3.5 Wellbeing Budget – Small Grants & Skips

- 3.6 **Table 1.** below outlines those Small Grant applications that have been approved since the last Area Committee meeting. **Table 2.** outlines those skips that have been approved since the last meeting. Taking these into account, there is **£10,585** still available for allocation for Small Grants and **£2,281** still available for Skip Hire in the 2013/14 budget. The Area Committee are asked to note the current position of the budget and those grants and skips that have recently been approved.

**Table 1: Small Grant Approvals (1/4/13 – 14/6/13)**

Project Name	Organisation /Department	Amount Requested	Amount Approved
Covert Surveillance Cameras	LCC WNW Locality Team	<b>£245</b>	<b>£245</b>
Holt Park Outing	Holt Park Over 60s Club	<b>£195</b>	<b>£195</b>
Headingley Stadium Children's Day	Leeds Rugby Foundation	<b>£500</b>	<b>£500</b>
Kirkstall Valley Allotment & Growing Project	Leeds Youth Offending Service	<b>£500</b>	<b>£500</b>
Employment, Learning & Advice Community Contact Points	IGEN	<b>£300</b>	<b>£300</b>

**Table 2: Skip Approvals (1/4/13 – 14/6/13)**

Location	Ward	Number of Skips	Amount Approved
St Michaels Lane and Talbot View.	Kirkstall	<b>1</b>	<b>£124</b>
Kirkstall Festival - Abbey Grounds	Kirkstall	<b>3</b>	<b>£351</b>
Hyde Park Unity Day	HP&W	<b>3</b>	<b>£432</b>
Burley Model Allotments	Kirkstall	<b>1</b>	<b>£124</b>

## 4 **Corporate Considerations**

### 4.1 **Consultation and Engagement**

- 4.1.1 The Area Committee has previously been consulted on the projects detailed within the report. Local priorities are set through the Area Business Plan process and the commissioning round began with a communication to all Area Committee contacts.

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

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

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

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

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

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

4.4.1 Aligning the distribution of Area Committee Wellbeing funding to local priorities will help to ensure that the maximum benefit can be provided.

4.4.2 In order to meet the Area Committee's functions (see Council's Constitution Part 3, section 3C), funding is available via Well Being budgets.

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

4.5.1 There are no legal implications or access to information issues. This report is not subject to call in.

#### **4.6 Risk Management**

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

### **5 Conclusions**

5.1 The North West (Inner) Area Committee Wellbeing Fund provides an important opportunity to support local organisations and drive forward improvements to services. This report provides members with an update on the Wellbeing programme for 2012-13.

### **6 Recommendations**

6.1 The North West (Inner) Area Committee is asked to:

- Note the current budget position for the Wellbeing Fund for 2013/14 (Appendix 1).
- Note the content of the monitoring returns for Quarter 4 projects funded in 2012/13 (Appendix 2).
- Note the current position of the Small Grants and skips pots and those Small Grants and skips that have been approved since the last meeting.

### **7 Background documents<sup>1</sup> - None**

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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.

1.0 **Revenue**

1.1 **Revenue Budget Calculation**

The table below describes the revenue budget calculation for the 2013-14 financial year. It shows the amount allocated to the Inner North West Area Committee in 2013-14, details of any carry forward from 2012-13 and any existing commitments.

2012/13 INW Revenue Budget	
Balance Brought Forward from 2012/13	£ 44,706.72
INW Revenue Allocation for 2013/14	£ 215,580.00
<b>Total Budget</b>	<b>£260,286.72</b>
Projects approved from 2012/13 budget to be paid in 2013/14 (inc. Kirkstall Revenue Pot)	£ 41,000.25
Projects approved in 2013/14	£ 218,721.00
<b>Total Commitments</b>	<b>£ 259,721.25</b>
<b>Remaining to Allocate</b>	<b>£ 565.47</b>

1.2 **Revenue Project Statement**

The table below lists those projects supported in 2013-14 and provides a current revenue project statement for each. Most grants are paid retrospectively so grants shown as unpaid at this point in the year do not necessarily reflect any potential underspend.

Project Name	Lead Organisation	Wards Benefiting	Amount Earmarked	Amount Paid
Small Grants	WNW Area Support Team	All Wards	£ 12,325.00	£ 195
Skips	WNW Area Support Team	All Wards	£ 3,419.00	£ 150
Consultation and Engagement	Area Support Team	All Wards	£ 1,500.00	£ -
Festive lights	Leeds Lights	All Wards	£ 12,325.00	£ -
Kirkstall Festival	Kirkstall Festival Committee	K	£ 5,000.00	£ -
Hyde Park Unity Day	Hyde Park Unity Day	HP&W	£ 5,000.00	£ -
Community Planner	Planning Services, LCC	All Wards	£ 40,000.00	£ -
Dedicated Environmental Services Co-Ordinator – INW	WNW Locality Team	All Wards	£ 18,295.00	£ -
Additional refuse collection for student changeover	WNW locality	All Wards	£ 10,000.00	£ -
Additional Staff for Woodhouse	Community Safety	HP&W	£ 11,762.00	£ -
Leave Leeds Tidy	Leeds University Union	All Wards	£ 10,000.00	£ -
EnviroMET	Leeds Met Students' Union (CALM Volunteering)	HP&W, H	£ 5,000.00	£ -
Community Development Worker Post	Area Support Team	All Wards	£ 15,873.00	£ -
Aireborough Summer Activities	Aireborough Summer Activities Scheme	W	£ 1,781.00	£ -
Volunerring Options	Community Action Little London & Servias (CALLS).	HP&W	£ 4,353.00	£ -
Temp dedicated - Out of hours noise service	Community Safety OOH Noise Service	HP&W & H	£ 15,025.00	£ -
Far Headingley, Weetwood and West Park Neighbourhood Design Statement (SPD)	Far Headingley Village Society	H	£ 1,098.00	£ -
Headingley Litfest 2014	Headingley LitFest, sub-group of Headingley Network	H	£ 3,000.00	£ -
Diwali festival	Hindu Temple	All Wards	£ 2,000.00	£ -
Reach out and Touch	Hawksworth Older People Support Services - HOPS	K	£ 9,000.00	£ -
Community Engagement	Older People's Action in the Locality (OPAL)	W	£ 8,985.00	£ -
Expanded door-to-door supermarket shopping service	Older Wiser Local Seniors (OWLS)	All Wards	£ 2,500.00	£ -
Healthy Living Outdoors Action Days	Voice of Quarry Mount	HP&W	£ 2,500.00	£ -
Childrens Champion	St Mary's Church, Hawksworth Wood	K	£ 5,000.00	£ -
Woodsley Employability Project	Woodsley Road Multicultural Community Centre	HP&W, K	£ 7,550.00	£ -
Fit Kids	Young Minds	HP&W, K	£ 5,430.00	£ -

<b>Total</b>	<b>£ 218,721.00</b>	<b>£ 345</b>
<b>Budget for Year</b>	<b>£ 219,286.47</b>	
<b>Available to Allocate</b>	<b>£ 565.47</b>	

**INNER NORTH WEST AREA COMMITTEE**  
2013-14 Wellbeing Statement

**1.3 Kirkstall Revenue Pot**

This section provides a budget statement for the Kirkstall Revenue Pot. £10,000 was allocated to the Kirkstall Revenue Pot in 2010/11 of which £2,859.25 remains to allocate in 2013/14.

Kirkstall Revenue Projects	Lead Organisation	Earmarked	Paid

**Total Projects Agreed 2013      £0.00**  
**Remaining to Allocate      £2,859.25**

**1.4 Revenue Projects Live from Previous Years**

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

Project Name	Lead Organisation	Wards Benefiting	Amount Earmarked	Amount Paid
Hyde Park Neighbourhood Board	WNW Area Support Team	HP & W	£ 13,000.00	£ -
Environmental Servicers Co-ordinator	WNW Locality Team	All Wards	£ 18,295.00	£ -
NEET New Start	The City of Leeds YMCA	K	£ 3,761.00	£ -
Caring together.... Moving forward	Caring together	HP&W	£ 1,822.00	£ -
Bringing people together (SG)	Bhojan Sangam Group	0	£ 500.00	£ 500.00
Skip - Raynal Drive (Community Cohesion Day)	N/A	0	£ 124.00	£ 124.00
Skip - Hollin Lane	N/A	0	£ 139.00	£ 139.00
Irish Arts (SG)	Irish Arts	0	£ 500.00	£ -
<b>Total</b>			<b>£ 38,141.00</b>	<b>£ 763.00</b>

**2 Capital**

Table 2.1 shows the capital allocations that are still live from previous years. There is no capital funding remaining and no additional capital funding has been allocated to Area Committees for 2013-14.

**2.1 Capital Projects Live from Previous Years**

Project Name	Lead Organisation	Wards Benefiting	Amount Earmarked	Amount Paid
Headingley Bin Yards	AST	H	£ 17,528.00	£ 17,460.00
Sparrow Park	Sparrow Park Action Group	H	£ 10,814.00	£ -
Left Bank Leeds	Left Bank Leeds	All Wards	£ 9,389.00	£ 9,389.00
HOPS Church Hall Refurbishment	HOPS	K	£ 10,000.00	£ 6,384.40

**3 Small Grants**

At its March 2013 meeting the Inner North West Area Committee agreed to create a £12,011 fund for small grants. This amount was amended at the April 2013 Area Committee to £12,325 to include the unallocated balance of £314 from the Small Grant pot from 2012-13. The table below details the small grant approved in 2013-14 and shows the balance available to spend.

Project Name	Lead Organisation	Wards Benefiting	Amount Earmarked	Amount Paid
Covert Surveillance Cameras	LCC WNW Locality Team	All Wards	£ 245.00	£ -
Children's Day	Leeds Rugby Foundation	All Wards	£ 500.00	£ -
Kirkstall Valley Allotment & Growing Project	Leeds Youth Offending	All Wards	£ 500.00	£ -
Holt Park Outing	Holt Park Over 60s Club	Weetwood	£ 195.00	£ 195.00
Employment, Learning & Advice Community Contact Points	IGEN	All Wards	£ 300.00	£ -

**Total    £    1,740.00    £    195.00**  
**Budget    £    12,325.00**  
**Available to Allocate    £    10,585.00**

**INNER NORTH WEST AREA COMMITTEE**  
2013-14 Wellbeing Statement

**4 Skips**

At its March 2013 meeting the Inner North West Area Committee agreed to create a £3,000 fund for skips. This amount was amended at the April 2013 Area Committee to £3,419 to include the unallocated balance of £419 from the skips pot from 2012-13. The table below details the skips approved in 2013-14 and shows the balance available to spend.

Skips	Ward Benefiting	No of Skips	Amount Committed	Paid
St Michaels Lane and Talbot View.	Kirkstall	1	£ 149.64	£ 149.64
Kirkstall Abbey Grounds	Kirkstall	3	£ 432.00	£ -
Hyde Park Unity Day	HP & W	3	£ 432.00	£ -
Burley Model Allotments	Kirkstall	1	£ 124.00	£ -

<b>Total</b>	<b>£</b>	<b>1,137.64</b>	<b>£</b>	<b>149.64</b>
<b>Budget</b>	<b>£</b>	<b>3,419.00</b>		
<b>Available to Allocate</b>	<b>£</b>	<b>2,281.36</b>		

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### Inner North West

Wellbeing Monitoring: Quarter 4 2012-13

#### 1.1 REVENUE PROJECTS 2012/13

1.2 This section updates the Area Committee on progress against Wellbeing funded revenue projects approved in March 2012.

1.3 **Project Name:** Community Planning Officer  
**Lead Organisation:** LCC - Planning Services  
**Amount:** £40,000

**Project Description:** To employ a planning officer for the Inner North West Area to assist with the Localism Act. The role will emphasis on neighbourhood planning - assisting communities to understand the new legislation, implementing the neighbourhood planning regulations, developing neighbourhood plans and facilitating increased participation of the community in the planning process.

**Project Update:** A total of 34 significant planning applications/ pre-planning enquiries have been discussed at the monthly Planning Sub Groups meetings held during 2012-13. Major topics and ongoing themes which have been discussed include neighbourhood planning, the Leeds LDF Core Strategy, the Letting Board Code, and the DCLG 'Streamlining the Planning Application Process' consultation. Outside of the Planning Sub Group the Community Planner has advised ward members on 155 occasions in relation to planning applications and planning enforcement cases during the period. There have been almost 260 enquiries from resident associations and individual residents during the year which have included general planning related queries, those in relation to specific planning applications, enforcement enquiries, as well as queries which are indirectly relating to planning requiring consultation with council officers from other council teams. The Community Planner has also attended a number of meetings throughout the year with residents associations and community groups to discuss planning related issues.

1.4 **Project Name:** Dedicated Environmental Services Co-ordinator

**Lead Organisation:** LCC – WNW Locality Team

**Amount:** £36,591

**Project Description:** To employ a senior technical enforcement officer in order to further enhance the new service the Locality Team now offers. The multi skilled officer will direct the cleansing staff through local management and co-ordination, and carry out enforcement duties when required. The role will offer additionality to the current supervision and management arrangements.

**Project Update:** The post holder has been heavily involved in a intensive operation within Hyde Park & Woodhouse. The operation tackles a number of environmental issues in the area, including bins being left on the street. During the last quarter the Dedicated Environmental Services Co-ordinator has spent a lot of time working closely with the Area Support Team to plan and coordinate Student Change Over.

- 1.5 **Project Name:** Additional Resources for Student Changeover  
**Lead Organisation:** LCC – WNW Environmental Services  
**Amount:** £10,000  
**Project Description:** The Service is applying for funding to hire an additional vehicle (26 tonne), plus staff for a period of 3 weeks. The Service will stand the cost of the fuel and tipping charges for this vehicle.  
**Project Update:** This project is complete. The final report was presented in the September Wellbeing monitoring report.
- 1.6 **Project Name:** Leave Leeds Tidy  
**Lead Organisation:** Leeds University Union  
**Amount:** £10,000  
**Project Description:** To minimise waste and increase recycling over the student changeover period, the scheme employs Leave Leeds Tidy (LLT) wardens to deliver publicity about how to dispose of household waste, and LLT branded collection bags for clothes and re-useable items. Items collected will be given away at free shops at the universities and local neighbourhoods, or recycled through donations to homeless charities.  
**Project Update:** This project is complete. The final report was presented in the September Wellbeing monitoring report.
- 1.7 **Project Name:** Re-float doorstep glass recycling  
**Lead Organisation:** Leeds Metropolitan Student Union  
**Amount:** £2,280  
**Project Description:** The funding will pay for a battery for the electric milk float that will provide a doorstep glass collection and recycling service for glass waste from residential houses in the Hyde Park area of Leeds lead by student volunteers  
**Project Update:** The group have experienced numerous delays regarding the ordering and installation of the new battery which was only fitted on the 23<sup>rd</sup> January. Due to the bad weather in quarter 4 the group have been unable to carry out any glass collections but two collections are planned for Hyde Park and Headingley in May to coincide with the end of the academic term for Leeds Met Students. Residents on the designated streets will be notified about the collections and bags will be distributed. The group are also working with Leeds University Union to support the Green Street Project to offer glass collection along side the charity collection. Over the course of the year the group have recruited a team of student volunteers to help develop the project in the future.
- 1.8 **Project Name:** Off road bikes  
**Lead Organisation:** West Yorkshire Police  
**Amount:** £1,500  
**Project Description:** To enhance the safety and quality of life of residents living in the North West Police Division area by providing an effective response to illegal off road motor cycling and anti social behaviour, and to assist with high visibility patrols, particularly focusing on green spaces.  
**Project Update:** During the final quarter the service saw an increased to 8 calls in



January 2013 compared with 0 the same period last year. February saw a decrease to 2 calls compared with 4 in February 2012. There was also a reduction in March from 8 calls in 2012 to 4 March 2013. The majority of calls were for Woodhouse and the surrounding area. The service has issued 12 verbal warnings, 1 Sec 59 warnings and 17 FPT's. The team have been involved in ongoing patrols of the bus lanes through Headingley with numerous verbal warnings and Fixed Penalty Notices issued, as a result of continuing complaints from cyclists and bus drivers. The Service has now moved to Pudsey Police Station and have a new dedicated Nuisance Motorcycle / Quad hotline contact number - 0113 2414892.

- 1.9 **Project Name:** Community Payback  
**Lead Organisation:** West Yorkshire Police  
**Amount:** £4,000  
**Project Description:** To provide tools needed for the Community Payback team, such as fuel, refreshments, tipping charges or other costs, to carry out work in INW to deliver the project  
**Project Update:** The Area Committee agreed to decommissioned the funding at the October Area Committee and reallocate the funding for additional festive lights across the ward.
- 1.10 **Project Name:** Kirkstall Festival  
**Lead Organisation:** Kirkstall Festival  
**Amount:** £5,000  
**Project Description:** Kirkstall Festival is an annual event bringing together the local community at Kirkstall Abbey with entertainment, competitions, stalls and food. The event regularly attracts over 10,000 people and is organised and run by a group of dedicated volunteers. Area Committee funding was provided to pay for the hire the stage, marquee, dance floor, tables and chairs  
**Project Update:** Around 15,000 people attended Kirkstall Festival on 14<sup>th</sup> July. The main stage and youth stage hosted over 12 live acts whilst the dance floor saw hundreds of people throughout the day in the tea dance tent. The group hosted numerous local groups who were able to promote themselves to the local community. Local schools participated along with church groups, scouts, sports clubs and other locally based groups and societies.
- 1.11 **Project Name:** Hyde Park Unity Day  
**Lead Organisation:** Hyde Park Unity Day Committee  
**Amount:** £5,000  
**Project Description:** Hyde Park Unity Day is an annual festival held on Woodhouse Moor for the local community including live bands, stalls, children's entertainment and art workshops. It celebrates the cultural diversity of the area and has activities for all ages. The Area Committee funding will be used to security, fencing and the hire of the main stage.  
**Project Update:** Hyde Park Unity Day took place on 7<sup>th</sup> July 2012 and it was estimated roughly 4,000 people attended. The day after Unity Day 20 volunteers cleaned up the rubbish and returned the park back to its original state in 10 hours. Due to the groups commitment to reduce anti-social behaviour on the park the event

finished at 7pm. Feedback from the community was good. People enjoyed the diverse programme of music and entertainment across the festival site. Hyde Park Unity Day was covered in North Leeds Life, Hyde Park Heat and Yorkshire Post and through social media channels like Twitter and Facebook.

1.12 **Project Name:** Weetwood Festive Lights

**Lead Organisation:** LCC – AST

**Amount:** £2,480

**Project Description:** To hire and install festive light motifs from the Chapel Allerton (Inner North East Area Committee) boundary to Bentley Lane from November 2012 to January 2013.

**Project Update:** Two motifs were installed near to the boundary of Inner North West and Inner North East Area Committee on Meanwood Road. Twelve festive motifs were installed near the Three Horse Shoes pub in Headingley. All the lights were switched on 27<sup>th</sup> November and taken down in mid January.

1.13 **Project Name:** Woodsley Road Girls Group

**Lead Organisation:** Youth Service

**Amount:** £2,560

**Project Description:** To pay for the hire of Woodsley Road Community Centre over the financial year so Youth Service can continue running the Woodsley Road Girls Group. The group addresses issues around careers, health, experience opportunities, whilst giving young women the space to meet and socialise with other young women in a safe environment.

**Project Update:** **Waiting for monitoring to be returned**

1.14 **Project Name:** Additional Enforcement Staff at Woodhouse Moor

**Lead Organisation:** LCC – Parks & Countryside

**Amount:** £11,646.61

**Project Description:** To fund additional dedicated staff to curtail anti-social activities on Woodhouse Moor and educate visitors on issues of Parks Byelaws.

**Project Update:** This project is complete. The final report was presented in the September Wellbeing monitoring report.

1.15 **Project Name:** Friday Night Project (FNP)

**Lead Organisation:** FNP Steering Group

**Amount:** £5,000

**Project Description:** To fund the activities; currently staffing from ESNW Cluster and Leeds Youth Service are being provided as an “in kind” contribution from the project partners.

**Project Update:** In total 44 sessions ran over the year with 102 different young people attending. Numbers varied at each session – approx 14 – 17 in school holidays, 25 – 30 in term time. Attendance is approximately 50% Adel & Wharfedale, 50% Weetwood. 75% of the young people who attend come from the 60% most deprived areas. Generally feed back about the sessions / activities was positive and trips and residential were well received. The project has continued to provide a

social focus for local young people and somewhere to unwind on a Friday. Many discussions and interventions have taken place with individuals or groups of friends about issues that young people face, often around family or school. The Leisure Centre closed down in December and with it their purpose built youth centre and the swimming pool which affected attendance. The FNP arranged the use of a sports hall and social area in Ralph Thoresby School. This provision has proved to be unsuitable for a number of reasons, mainly as the building is closed one week in three.

- 1.16 **Project Name:** Open XS Work Well Drop in Session  
**Lead Organisation:** Open XS Employment Education and Training Action Group  
**Amount:** £4,000  
**Project Description:** The funding will be used to work with relevant partners to help raise awareness of the potential implications of the changes in welfare reform, offer advice and support to those individuals who express an interest/need to develop their range of job search skills.  
**Project Update:** Work Place Leeds were commissioned to facilitate a drop in for members of the community who are on Incapacity Benefit, have health issues and will be transferring to Job Seekers Allowance. The team struggled to get people to sign up to the drop in sessions and after several attempts to increase uptake the group decided to withdraw the provision. The group received funding to cover the costs incurred during quarter 1 and 2. At the February 2013 Area Committee, Members agreed to decommission the underspend and return the under spend back to the Well-being budget for reallocation.
- 1.17 **Project Name:** Leeds Gold Get Sporty  
**Lead Organisation:** LCC – Sports Development  
**Amount:** £2,690  
**Project Description:** To deliver an Olympic themed program that will raise the profile of City Of Leeds High School which also raises the profile of the up and coming London 2012 Olympic & Paralympics Games.  
**Project Update:** This project is complete. The final report was presented in the September Wellbeing monitoring report.
- 1.18 **Project Name:** Woodsley Employability Project  
**Lead Organisation:** Woodsley Road Multicultural Community Centre  
**Amount:** £4,764  
**Project Description:** To assist the BME communities of Hyde Park & Woodhouse, Burley and Kirkstall areas to improve their chances of employability and support them to get on to the career ladder.  
**Project Update:** The project has worked with 27 people to improve their CVs, write online applications, provide them with mock interviews and secure jobs. The group have also provided voluntary experience to some participants which has enabled them to put real work experience on their CVs. Over the course of the year 6 people have found work. The group held a Jobs and Training event held at Woodsley Centre on 16<sup>th</sup> May to promote the project to a wider audience.

- 1.19 **Project Name:** You Garden, We Garden Project  
**Lead Organisation:** HOPS  
**Amount:** £8,740  
**Project Description:** To deliver a volunteer project in Hawksworth Wood to tackling overgrown hedges and untidy gardens to help improve the other all look of the estate.  
**Project Update:** Whilst there have been some difficulties in the early stages the project has helped a number of resident resolve issues of overgrown and untidy gardens. In total 8 hedges and 5 lawns were managed. Over the course of the year the group banked volunteer hours from 8 residents, the equipment was loaned on 3 occasions and training was delivered to all residents using equipment
- 1.20 **Project Name:** NEET New start  
**Lead Organisation:** The City of Leeds YMCA  
**Amount:** £10,000  
**Project Description:** To engage with 14-16 year olds currently at risk of exclusion from school and those who are excluded and currently not in education. Simultaneously the project aims to engage with 16-25 year olds who are currently not in education, training or employment (NEET).  
**Project Update:** During this quarter the group have commenced with a further 10 week learning programme to 6 NEET young people predominantly from the Hawksworth Wood area. The programme focused on developing leadership skills in young people and is accredited through the ASDAN Short Course Leadership Award. The course includes development of effective communication skills, developing personal confidence in tackling challenging situations, heightening aspirations and developing trust. Participants have undertaken a team building challenge at Leeds Wall, taken part in experiential learning sessions around personal motivation and aspiration and are due to visit Leeds University as part of the programme's commitment to support participants into further training, education and employment. Course participants, both current and from the previous course, have taken part in an Emergency First Aid at Work course on 16<sup>th</sup> May. All participants from the previous 10 week programme continue to be supported by the Training and Development Officer. One participant was successful in obtaining an interview for employment, whilst two others are being supported with applications to further training. The group are currently investigating avenues for further funding beyond the life of this project, in order to expand the training available, hopefully to incorporate a sports leadership programme.
- 1.21 **Project Name:** Aireborough Summer Activities Scheme  
**Lead Organisation:** Aireborough Summer Activities Scheme  
**Amount:** £3,462  
**Project Description:** To deliver the Aireborough Summer Activities Scheme for young people aged between 4 and 19 years with learning and/or physical disabilities.  
**Project Update:** With the ever increasing demand for places, increase in the services the group provides and the high levels of monitoring and evaluation now required, the group have recruited an assistant coordinator to help with the

administrative duties for the play schemes to enable the Project Manager to concentrate more on the residential breaks. The group are using social media to regularly posting useful information for parent/carers who have children with disabilities. It is also used by parents to request help and support and by workers offering advice and support. One service user has had such a positive experience through the group with her daughter that she has now applied to volunteer on the play scheme. The group have strengthened their links with support groups/service providers to children with disabilities in Leeds – EPIC, Leeds ABC, Zigzag & SNAPS. The group have carried out two residential breaks for 36 children with disabilities to Low Mill in February and Lineham Farm in March.

- 1.22 **Project Name:** Caring together... Moving forward  
**Lead Organisation:** Caring Together  
**Amount:** £10,000  
**Project Description:** To allow the group to return to Woodhouse Community Centre, following an 'Asset transfer' from Leeds City Council to Oblong.  
**Project Update:** The group has been back in their office base at Woodhouse Community Centre since May 2012 and a number of their regular groups and activities are also back in the community centre.
- 1.23 **Project Name:** Community Arts Classes  
**Lead Organisation:** Little London Association  
**Amount:** £2,820  
**Project Description:** To run a weekly adult community arts classes but paying for the hall hire and advertising material.  
**Project Update:** Twenty one people attended the 50 sessions that ran. The participants gained new experiences, learned new skills, met new people and benefited from increased positive mental health, confidence and social interaction. The venue - Space@ Little London was limited and decreased in size even further during the project which made it hard for the group to accommodate the number of participants that the activity would have been able to cater for. The group worked with the Grand Theatre / City Varieties education team to organise additional activities and visits at no extra cost. They undertook work and put together a display on the theme of 'Found Objects' which can be seen at City Varieties for the next 5 months. There have also been links with the wider local community through projects: 'A Little Bit Of History' and 'TEN...and counting' and the wider heritage / education work of the Grand Theatre / City Varieties.
- 1.24 **Project Name:** Rosebank Green Summer Project  
**Lead Organisation:** Rosebank Green Summer Project  
**Amount:** £5,694.37  
**Project Description:** To engage 20 disadvantaged local young people aged 13 to 25 by carrying out improvement works to the orchard area of the Millennium green: turning a potentially dangerous "unofficial pathway" into safer steps, creating mosaic signage, building benches positioned to make the most of a beautiful view across the city and adding further fruit bushes to the orchard.  
**Project Update:** The orchard steps were installed with a mosaic sign on the path at

the bottom and two benches have been installed at the top and bottom of the path. Fruit bushes and trees have been planted. All the work was achieved with the young people who were managed by Hyde Park Source. Workshops were also held in the summer as part of the project to encourage local people to be involved as volunteers on the Rosebank. This project has been a successful cooperative venture between the Rosebank Millennium Green Trust and Hyde Park Source. One of the proposals following on from the project is for vegetables to be grown on site with the eventual aim of local people taking responsibility.

- 1.25 **Project Name:** Summer Music Camp  
**Lead Organisation:** Artsforms, Children's Services  
**Amount:** £3,260  
**Project Description:** To support a 3-day pilot holiday music camp for young people to take place. The camp will offer a broad range of activities accessible to young people of all ability and skill levels and aims to engage young people who have had no regular opportunity for music-making and encourage them to continue in September at one of the Music Centres.  
**Project Update:** This project is complete. The final report was presented in the September Wellbeing monitoring report.
- 1.26 **Project Name:** Healthy Living for Older People  
**Lead Organisation:** OPAL  
**Amount:** £2,820  
**Project Description:** To run an exercise class for older people consisting of 2 weekly chair exercise classes, 2 weekly Tai Chi classes, 1 weekly aerobic exercise classes, 1 weekly yoga classes.  
**Project Update:** This project is complete and the final report was presented in the September Wellbeing monitoring report.
- 1.27 **Project Name:** Word of Life  
**Lead Organisation:** Left Bank Leeds  
**Amount:** £5,500  
**Project Description:** To create more regular and better structured volunteer opportunities, which will allow Left Bank to involve more people and give them the chance to learn new skills and receive relevant training courses, such as health and safety and first aid.  
**Project Update:** Left Bank Leeds plan to host the Lion, the Witch and the Wardrobe, called the Narnia Experience, which will take place for a fortnight in November and December and will involve 500 volunteers. To date 250 prospective volunteers have signed up. The group now has a member of the Leeds University's volunteering hub working with us to help increase volunteering numbers. The group can provide on-the-job training with volunteers coming in to help with events, particularly serving refreshments and serving on the bar. In January the group held a strategic planning day with their volunteer trustees and steering group and volunteers who have been involved with Left Bank over the last 12 months. They have used this feedback from volunteers into their future planning.

1.28 **CAPITAL PROJECTS 2012**

1.29 No capital projects have been funded from the 2012/13 budget.

1.30 **REVENUE PROJECTS FROM PREVIOUS YEARS**

1.31 This section updates the Area Committee on the progress of on going Well-being projects from previous years.

1.32 **Project Name:** Kirkstall Ward Revenue Budget

**Lead Organisation:** LCC – Area Management

**Amount:** £10,000

**Project Description:** To support Member led projects in the Kirkstall Ward.

**Project Update:** Kirkstall Members had indicated that they would like to use the balance of the Kirkstall Revenue Budget to support the costs of establishing a community hub for Hawksworth Wood within the vacant rooms adjacent to Hawksworth Wood Children's Centre. However, Children's Services have now indicated that they will need the use of these rooms for core service delivery. Kirkstall Members will need to consider how else they may wish to use this funding.

1.33 **Project Name:** Hyde Park Neighbourhood Management

**Lead Organisation:** LCC – WNW Area Management

**Amount:** £19,568

**Project Description:** To deliver additional improvements/initiatives that tackles deprivation within Hyde Park, which fall outside the normal service delivery. Concentrating on crime and grime issues including fly tipping, litter, graffiti, refuse collection, burglary and anti-social behaviour.

**Project Update:** This work has been much more extensive than first envisaged and demand on Highways is high due to high profile schemes such as the Arena, Tour de France, Trinity and Eastgate Developments. After 21st June to discuss with members the findings of the survey and the options which could be considered to deal with the parking issues.

1.34 **Project Name:** Design Statement and Conservation Area Review Budget

**Lead Organisation:** Area Management

**Amount:** Multiple projects

**Project Description:** This budget has been set up to support the implementation of a Neighbourhood Design Statements and Conservation Area Reviews for specific areas of inner North West Leeds.

**Project Update:** The group distributed a leaflet advertising the revised document. The remaining under spend was returned to the Well-being pot. This project is now complete.

### 1.35 CAPITAL PROJECTS FROM PREVIOUS YEARS

1.36 This section updates the Area Committee on the progress of on going Well-being projects from previous years.

1.37 **Project Name:** HOPS Church hall refurbishment

**Lead Organisation:** HOPS - Hawksworth Older People Support

**Amount:** £10,000

**Project Description:** To refurbish and bring back into community use St Mary's Hawksworth Wood). The refurbishment will bring up to standard inline with disability law and building regulations and requires new toilet facilities including disability access, new kitchen and dining area, new heating system and electrical rewiring. HOPS will use the newly refurbished base all its administration, support work, events and activities within the building which will allow them to expend and improve delivery of their existing services.

**Project Update:** Work has started to refurbish the church hall. The project will be continued to be monitored.

1.38 **Project Name:** Word of Life

**Lead Organisation:** Left Bank Leeds

**Amount:** £8,861

**Project Description:** The project will improve the security of the building and employ a part time worker to bring the space up to the standard required for a permanent licence. Once granted, the permanent licence will create a unique performance venue for the local artistic community and organisations from further afield.

**Project Update:** After the removal of the asbestos and the other capital expenditure, it was agreed the remaining funding could be used to part fund tarmac-ing the front drive. The group could not secure additional other funding needed to complete the tarmac-ing so the remaining funding was spent on the installation of an outdoor porch light, two large space heaters, a glasswasher, a lockable fridge and an additional PA equipment. This project is now complete.

1.39 **Project Name:** Headingley Bin Yards

**Lead Organisation:** Area Management

**Amount:** Phase 3 - £17,528

**Project Description:** To provide physical improvements to bin yards in the Headingley area with the aim of reducing the accumulation of waste and the concealment of criminal activity.

**Project Update:** The bins and powder coated frames have been installed on Spring Grove View and Thornville Street. This completes the final stage of the bin yards project.

1.40 **Project Name:** Sparrow Park

**Lead Organisation:** Area Management

**Amount:** £10,000



**Project Description:** The project will turn an abandoned and neglected area of former green space known locally as 'Sparrow Park' and an adjacent little used public highway, into an accessible green space for the use of the local community. The existing landowners cannot be identified. The council intends to acquire a CPO of both sites in order to carry out an environmental improvement scheme. This will improve the over all look of the area and will help to create an area of publicly accessible green space for the community to use.

**Project Update:** Planning are putting together their recommendation for the making of the CPO which will go to the June Planning Board. The CPO is for a less complicated scheme which should take four months to deliver once approved. Once the work has been completed the group will be able to apply for external funding to further develop the scheme.

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