

Public Document Pack



SOUTH (INNER) AREA COMMITTEE

Meeting to be held in on
Wednesday, 19th June, 2013 at 6.00 pm

MEMBERSHIP

Councillors

D Congreve	-	Beeston and Holbeck;
A Gabriel	-	Beeston and Holbeck;
A Ogilvie	-	Beeston and Holbeck;
P Davey	-	City and Hunslet;
M Iqbal	-	City and Hunslet;
E Nash	-	City and Hunslet;
J Blake	-	Middleton Park;
K Groves	-	Middleton Park;
P Truswell	-	Middleton Park;

Agenda compiled by:
Phil Garnett
Governance Services Unit
Civic Hall
LEEDS LS1 1UR
Tel: 39 51632

South East Area Leader:
Shaid Mahmood
Tel: 22 43973

A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting.)</p>	

Item No	Ward	Item Not Open		Page No
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <ol style="list-style-type: none"> 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. 2 To consider whether or not to accept the officers recommendation in respect of the above information. 3 If the recommendation is accepted, to formally pass the following resolution:- <p>RESOLVED – 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>	
3			<p>LATE ITEMS</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>	

Item No	Ward	Item Not Open		Page No
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS'</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>MINUTES - 15TH MAY 2013</p> <p>To confirm as a correct record the minutes of the meeting held on 15th May 2013.</p>	1 - 6
7			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p> <p>(10 mins discussion)</p>	
8			<p>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES</p> <p>To receive a report of the Chief Officer (Democratic and Central Services) outlining 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.</p>	7 - 20

Item No	Ward	Item Not Open		Page No
9			<p>APPOINTMENT OF AREA LEAD MEMBERS, CLUSTER REPRESENTATIVES AND CORPORATE CARERS</p> <p>To receive a report of the Assistant Chief Executive (Customers and Communities) the report invites Area Committees to make appointments to Area Lead Member roles, Clusters and Corporate Carers Group for the next municipal year 2013-14.</p>	21 - 28
10			<p>SOUTH AND OUTER EAST LOCALITY TEAM SERVICE LEVEL AGREEMENT AND PERFORMANCE UPDATE</p> <p>To receive a report of the Locality Manager (South and Outer East Leeds). The report provides an update on performance against the SLA between Inner South Area Committee and the South South-East Environmental Locality Team. This report covers the period from June 2012 to May 2013.</p>	29 - 58
11			<p>INVESTING IN YOUNG PEOPLE: UPDATE OF THE FUTURE DIRECTION OF YOUTH SERVICES AND DELEGATED FUNCTIONS FOR AREA COMMITTEES</p> <p>To receive a report of the Director of Children's Services providing the Area Committee with an update on the recommendations agreed at the Executive Board on 13th March 2013; Investing in Young People: Future Direction for Youth Services in Leeds.</p>	59 - 66
12			<p>UPDATE REPORT FROM CHILDREN'S SERVICES</p> <p>To receive a report of the Director of Children's Services providing a summary of information in relation to the three Children's Services obsessions for both clusters in the Committee's area.</p>	67 - 76

Item No	Ward	Item Not Open		Page No
13			<p>2011 CENSUS RESULTS</p> <p>To receive a report of the Assistant Chief Executive Customers and Communities, providing the Inner South Area Committee with a summary of the results from the 2011 Census and highlighting some of the issues emerging from the 2011 Census.</p>	77 - 84
14			<p>PRIORITY NEIGHBOURHOOD WORKER PROJECT- INNER SOUTH</p> <p>To receive a report of the Priority Neighbourhood Worker providing the Committee with an update on the Priority Neighbourhood Worker (PNW) project from September 2012 to May 2013.</p>	85 - 98
15			<p>A SUMMARY OF KEY WORK</p> <p>To receive a report of Area Leader – South East Leeds which brings to Members’ attention in a succinct fashion, brief details of the range of activities with which the Area Support Team are engaged based on the Area Committee Business Plan priorities, that are not addressed in greater detail elsewhere on this agenda. It provides opportunities for further questioning or the opportunity to request a more detailed report on a particular issue.</p>	99 - 136
16			<p>WELLBEING REPORT</p> <p>To receive a report of the Assistant Chief Executive (Customers and Communities) providing confirmation of the 2012/13 and 2013/14 revenue allocation and carry forward figure, an update on both the revenue and capital elements of the Wellbeing budget, a summary of the proposed ring-fencing for Area Committee Wellbeing funding for 2013/14 and details of revenue projects agreed to date. Members are also asked to note the current position of the Small Grants Budget.</p>	137 - 144

Item No	Ward	Item Not Open		Page No
17			DATES, TIMES AND VENUES OF FUTURE MEETINGS 6pm Wednesday 4th September Tenants Hall Enterprise Centre Acre Close Middleton Leeds LS10 4HX	

Agenda Item 6

SOUTH (INNER) AREA COMMITTEE

WEDNESDAY, 15TH MAY, 2013

PRESENT: Councillor A Gabriel in the Chair

Councillors J Blake, D Congreve, P Davey,
K Groves, M Iqbal, E Nash, A Ogilvie and
P Truswell

72 Appeals Against Refusal of Inspection of Documents

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

73 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

74 Late Items

There were no late items submitted to the agenda.

75 Declaration of Disclosable Pecuniary and Other Interests'

There were no declarations made.

76 Apologies for Absence

There were no apologies for absence.

77 Minutes - 20th March 2013

RESOLVED – That the minutes of the meeting held on 20th March 2013 be approved as a correct record.

78 Open Forum

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

A member of the public asked about progress in saving Middleton Park Golf Course from closure. Members confirmed that work was on going to develop a business plan to keep the course open which included the introduction of refreshment facilities. It was confirmed that there will be a meeting in the next week to discuss the business plan. Members stressed the importance that more people use the course in order for it to become viable. Furthermore it was considered that other councillors should be included in discussions as although this is in Middleton Park it is a facility for all of South Leeds.

A member of the public enquired about progress on the housing PFI scheme within South Inner Leeds. Members confirmed there was no further news with regards to this.

79 Election of Area Committee Chair for the 2013/2014 Municipal Year

The Chief Officer (Democratic and Central Services) submitted a report on the election of Area Committee Chair for the 2013/14 municipal year.

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).

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

RESOLVED-

- (a) That the contents of the report and appendices be noted; and
- (b) That Councillor Angela Gabriel be elected as Chair for the 2013/2014 Municipal Year.

80 South Leeds Green Infrastructure Update

The Parks and Countryside service submitted a report providing an update to the Committee on the important green spaces in Inner South Leeds.

Glen Gorner - Natural Environment Manager (City Development) was in attendance to answer Members' questions and present the submitted report.

Members commented on the need for priority to be given to the South Inner area specifically in relation to estates with little or no trees.

Also considered was the funding streams to help continue the work on the green infrastructure and the partnerships that contribute to improvements made. It was viewed important by Members that deprived areas be targeted first.

Members discussed the career opportunities which exist in horticulture and asked that work be continued to get children interested in this field of work.

At this point Members were informed about the management of the woodland and how income is generated from companies wishing to collect firewood. In exchange these companies also undertake improvement to woodland under the direction of the Parks and Countryside Service.

Discussion moved to the need for the right trees to be planted in the right places and that often this is not achieved with cheaper inappropriate species planted. Members considered that improved co-operation between Parks and Countryside and Planning Services was required to get this aspect of tree planting correct.

RESOLVED –

- (a) That the Committee note the contents of the report; and
- (b) That the Area Support Team contact Martin Farrington (Director of City Development) to highlight the Committee's concern that the appropriate trees are planted in the right places when developments are proposed in Leeds.

81 A Summary Of Key Work

The Area Leader submitted a report which provided brief details of the range of activities with which the Area Support Team are engaged based on the Area Committee Business Plan priorities, that are not addressed in greater detail elsewhere on this agenda. It provided opportunities for further questioning or the opportunity to request a more detailed report on a particular issue.

The Committee were provided with updates from the following Sub Group Chairs:

Children's and Young People Sub Group

The Committee were informed that the Sub Group would be meeting on the 10th June 2013.

Inner South Environmental Sub Group

The Committee were informed that the green corridor had been discussed as had street cleaning and the local environment. Members were informed that the timetable and the development of the SLA3 had been fully discussed. Further, it was highlighted that the re-configuration of services should also result in extra resources.

Crime and Grime Partnership

The Group has begun looking at child exploitation. In terms of burglary, an action plan is being constructed which will be available in time for the next meeting of the Area Committee.

South East Health and Wellbeing Partnership

It was highlighted that there are high levels of smokers in Belle Isle and that in response, a new smoking cessation clinic was opened on May 3rd at Belle Isle Family Centre. The work on understanding and tackling obesity was mentioned to the Committee as an important area. The Committee were informed that the partnership is aiming to become more focused in its work by targeting specific issues.

Members discussed the International Day for Older Persons and the possibility of the Committee supporting this event. Members also considered funding an event to coincide with the 2013 celebrations.

The Committee received an update on the use of Public Health funding to support communities around Welfare Reform. Specifically, a Financial Fitness scheme and an IT Hub at Cottingley Towers were planned. The Committee heard from two officers representing West Yorkshire Trading Standards who highlighted the range of issues covered by the Financial Fitness scheme and the type of frauds which are prevalent at the moment and the workshops they provide to help people understand types of frauds and the rights they have as consumers. The programme also seeks to address wider money management issues. A detailed programme of workshops would be shared with Councillors before implementation. The Committee's support for the work undertaken was requested.

RESOLVED –

- (a) That the contents of the submitted report be noted;
- (b) That in principal the Committee support the ring fencing of £1,500 for an event to coincide with the International Day for Older Persons; and
- (c) That the Committee support the programme to be delivered by West Yorkshire Trading Standards in South Inner area and looks forward to receiving details of proposed workshops.

82 Wellbeing Report May 2013

The Area Officer presented a report of the Assistant Chief Executive (Customer Access and Performance). The report sought to provide:

1. Confirmation of the 2012/13 carry forward figure and 2013/14 revenue allocation.
2. An update on both the revenue and capital elements of the Wellbeing budget.
3. Details of revenue funding for consideration and approval
4. Details of revenue projects agreed to date (as shown at Table 1)
5. Members are also asked to note the current position of the Small Grants Budget.

Member requested that the money granted for Children's Services be brought back to the Committee for review on a regular basis. Further that the activities funding to be delegated to the Area Committee for young people should be should be considered by the Committee at its next meeting on 19th June 2013.

Members also commented that a greater focus should be made to target the sections of the community not receiving any money at all.

RESOLVED –

Draft minutes to be approved at the meeting
to be held on Wednesday, 19th June, 2013

- (a) That the contents of the submitted report be noted;
- (b) That the position of the Wellbeing Budget, as set out at paragraph 3.0 of the submitted report, be noted;
- (c) That the ring fencing arrangements, as proposed within paragraph 3.1.5 of the submitted report, be approved;
- (d) That the Wellbeing revenue projects already agreed as listed in Table 1 attached to the report be noted;

- (e) That the Small Grants Position detailed in paragraph 6.0 of the report be noted; and
- (f) That the money delegated for Children's Services be brought to the Committee for consideration at its meeting on 19th June 2013.

83 Date, Time and Venue of the Next Meeting

6pm Wednesday 19th June 2013. St Mathews Community Centre , St Mathews Street, Leeds, LS11 9NR.

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Report of the Chief Officer (Democratic and Central Services)

Report to South Inner Area Committee

Date: 19th June 2013

Subject: Local Authority Appointments to Outside Bodies

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

Summary of main issues

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 holder¹ 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.

¹ 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 Members² 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 **8** appointments to be made in relation to the following organisations:-

Belle Isle Elderly Winter Aid

Belle Isle Elderly Winter Aid is a registered charity (701895), founded in 1986. Their aim is to assist older people to remain living in their homes for as long as possible. This is done by providing activities and services to address the issues and problems, which older people say affect their quality of life and their ability to manage to maintain independence and continue to live at home.

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

Belle Isle Tenant Management Organisation (BITMO)

In 1991, Leeds City Council established the Belle Isle North Estate Management Board (EMB) in partnership with local tenants. The EMB only managed the north of Belle Isle - which benefited with investment via the Estate Action programme in the late 1980s and early 1990s. The southern half of the estate remained largely unimproved and required major improvements. The consultation and the

² 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

subsequent creation of the six ALMOs in Leeds began a debate about the future of the EMB, and of the future of the whole of the Belle Isle area.

From the time that the estate was built until the 1980s Belle Isle had been one area. In 1984 the Council decentralised the housing service, and created a larger number of smaller community based housing management areas. This led to the creation of the Belle Isle North and Belle Isle South housing areas. It had always been the hope of the EMB to bring together the north and south parts of Belle Isle back into one housing area.

Over a period of five years, a group of tenants on the Belle Isle Estate worked towards tenant management for the whole area. The formation of the Belle Isle Group (B.I.G.) led to the eventual serving of a 'Notice to Manage' and the establishment of the Belle Isle Tenant Management Organisation (BITMO).

In order to achieve full TMO status the organisation had to consult with local residents, and make sure that the local community was in support of the idea. The result of the ballot that took place showed that 94% of the people who voted were in favour of local Tenant Management. Consequently, the unification of the estate and the creation of the new organisation took place in October 2004.

Belle Isle Tenant Management Organisation is the biggest Tenant Management Organisation outside London, and is responsible for more than 2000 homes and employs 32 members of staff.

These are annual appointments and the Council's current representatives are Councillors Blake and Truswell.

Holbeck Elderly Aid

Holbeck Elderly Aid is a registered charity (1075934) working with older people (60+) in the community. Its aims are to promote independent living, improved quality of life and prevention of social isolation. The charity is one of the Neighbourhood Network schemes for older people.

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

Middleton Elderly Aid

Middleton Elderly Aid is a registered charity (1100601) which supports the older adult residents of Middleton, to enable them to live safely and independently in their own homes. The charity provides social activities, such as luncheon clubs, trips and outings and home services, including handyperson jobs, gardening, etc.

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

ALMO Inner South Area Panel

Although the appointments to the ALMO Board of Directors are now made by the Member Management Committee (see Paragraph 2.6), the Area Committee appoints to the ALMO Area Panels.

This is an annual appointment and the Council's current representatives are Councillor Iqbal, Councillor Ogilvie and Councillor Truswell.

Area Lead Member Roles

In recent years, Area Committees have appointed to Leeds Initiative Area Based Partnership Groups. Specifically, Area Committees have appointed Members acting as local 'champions' in respect of each theme based Leeds Initiative Partnership Group. However, appointments to these Groups have now been superseded by Area Committee appointments to the newly established Area Lead Member Roles.

The establishment of Area Lead Member Roles followed an extensive consultation exercise which included all Area Committees. The matter was subsequently considered by Executive Board on 9th May 2013, with the details presented to the Annual Meeting of Council on 20th May 2013. A dedicated report providing further details on the Area Lead Member Roles and inviting the Area Committee to appoint to those roles can be found elsewhere on the agenda.

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 documents³

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

³ 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 nominee¹) 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.

¹ 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 holder² 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.

² 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 Members³ 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 holder⁴ 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 Members⁵ 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.

³ 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

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

⁵ 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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Outside Body	Charity /Trust	No of Places	Review Date	No of places to review	Current appointees	Cllr Y/N	Review Period	Group
Belle Isle Elderly Winter Aid	Yes	1	Jul-13	1	Judith Blake	Y	Annual	Lab
Belle Isle Tenant Management Organisation (BITMO)	No	2	Jul-13	2	Judith Blake	Y	Annual	Lab
Holbeck Elderly Aid	Yes	1	Jul-13	1	Paul Truswell	Y	Annual	Lab
Middleton Elderly Aid	No	1	Jul-13	1	Adam Ogilvie	Y	Annual	Lab
Inner South ALMO Area Panel Aire Valley Homes Leeds	No	3	Jul-13	3	Mohammed Iqbal	Y	Annual	Lab
					Paul Truswell	Y	Annual	Lab
					Adam Ogilvie	Y	Annual	Lab
				8				

Number of places 8
 Places held pending review 8
 Places currently filled beyond June 1 0
 Number of places to fill 8

Number of Members in the Committee Area 9

Labour	9	100	12.00
Liberal Democrat	0	0	0.00
Conservative	0	0	0.00
Other to list			
Total	9		12

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Report of Assistant Chief Executive (Customers and Communities)

Report to South Leeds (Inner) Area Committee

Date: Wednesday 19th 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

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. On 9th 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 20th 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 4th 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

2. 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 9th 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 4th June 2013 Member Management Committee delegated the nomination of Elected Members representatives to local Children's Services Cluster partnerships to Areas Committees with effective 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:

Cluster	Number of Elected Members suggested	Suggested Ward link
Beeston and Cottingley and Middleton	2	1 Beeston and Holbeck 1 Middleton Park
JESS (Joint extended schools and services: Beeston Hill, Holbeck, Belle Isle and Hunslet)	3	1 Beeston and Holbeck 1 City and Hunslet 1 Middleton Park

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 9th 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.

Background documents¹

There are no background papers associated with this report

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



Report author: Tom Smith

Tel: 3951395

Report of Locality Manager (South and Outer East Leeds)

Report to South Leeds (Inner) Area Committee

Date: Wednesday 19th June 2013

Subject: South and Outer East Locality Team Service Level Agreement and Performance Update

Are specific electoral Wards affected? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If relevant, name(s) of Ward(s): Beeston and Holbeck City and Hunslet Middleton Park
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 South Leeds (Inner) Area Committee and the South South-East Environmental Locality Team. This report covers the period from June 2012 to May 2013.

Recommendations

2. That South Inner Area Committee:
 - note and comment on the performance of the South and Outer East Locality Team over the past year; and
 - approve the attached Service Level Agreement 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 South Area Committee and the South South-East 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)
 - 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 South Area Committee was agreed on 20th 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 Performance against the 2012/13 SLA

- 4 The following section describes progress and achievements against the principles and priorities described in section 6.0 of the Service Level Agreement.

Service Principles and Priorities – SLA Section 6

- 4.1.1 The Locality Team has reviewed and revised mechanical cleaning schedules in consultation with Elected Members and frontline cleansing staff. These changes include a move back to fixed days (rather than the previous eight day rolling schedule), scheduling to be on the day following bin collections where possible and, the movement of schedules to be coterminous with community events, e.g. Thursdays in Beeston Hill. Changes have also been made to manual cleaning routes in several areas following Elected Member feedback including the Parnabys and area around the Holmewell Road HWSS in Middleton Park ward, Allenby Road ginnel and Cross Flatts in Beeston and Holbeck and the Tempest Road area with City and Hunslet ward.

- 4.1.2 The Locality Team continues to improve the responsiveness of our staff and their ability to record and report issues which they cannot deal with directly. All frontline cleansing staff have been provided with camera phones and are reporting issues that they cannot deal with and evidence to enable prosecutions.
- 4.1.3 All identified ward priority areas and land have been surveyed and area based actions have been identified and are being delivered. Examples of this include enhanced and intensive enforcement patrols and action, increased cleansing frequencies and partnership work with ALMOs and others.
- 4.1.4 The Team continue to work with Waste Management to develop solutions in areas where refuse collection can be challenging, for example we are working closely with Waste Management to support the implementation of pilot arrangements on Cottingley Hall estate and to develop the business case for a full roll-out of the scheme in future.
- 4.1.5 The Locality Manager has chaired the South Leeds Crime and Grime meetings jointly with the Chief Inspector which has resulted in partner priorities and a forward work programme for the partnership. The Locality Team is engaged with Neighbourhood Improvement Projects and Boards and has supported these across the year.
- 4.1.6 The Team has supported community activities in several areas including work with the South Leeds Community Alliance around community engagement activities in Beeston Hill. A proposal is being developed with Parks and Countryside Services for further community engagement around the Cross Flatts Park area. Further work is required to develop similar arrangements within other ward areas, e.g. Middleton Park.
- 4.1.7 Reciprocal working arrangements are in place with Parks and Countryside Service. Locality Teams have been successful in obtaining additional funding from the Housing Revenue Account (HRA) to improve the environment in ALMO housing areas. Proposals have been agreed with Aire Valley Homes and Belle Isle Tenant Management Organisation and staff resources should be in place in June. More integrated working on these estates. In addition a temporary team is in place using HRA until development begins to improve environmental quality in the PFI area until the project begins.
- 4.1.8 The zero tolerance approach to waste in bin yards, focussed on putting the responsibility on the owners and occupiers rather than the council, is beginning to deliver improvements. Several bin yards have been cleared after notices being served and landlords in the area are now also being pursued using Section 80 (statutory nuisance) powers. For example bin yards in shared ownership on Marley Place in Beeston were cleared and secured by the landlords following a notice being served. The service is also having positive conversations with landlords about them taking responsibility for bin-yards and securing them. The Locality Team are also in discussion with Leeds Federated Housing to support them in taking responsibility for the bin-yards that they have shared ownership of. Work will continue on this priority area of work.
- 4.1.9 The partnership with Leeds United Football Club (LUFC), brokered through the Chair of Inner South Area Committee, has improved the local area significantly. A

request has been lodged with LUFC to hopefully continue and expand on this in future.

- 4.1.10 Work with businesses has developed across the year with several being held to account for their impact on the local environment. Work on the Parnabys and Belle Isle Ring Road in Middleton Park have delivered real improvements without additional cleansing resources.
- 4.1.11 The Team has supported In Bloom at judging times and community clean-ups across the year. Leaf-fall clearance was successfully delivered with no extra resources. A winter programme to clean arterial routes across the area took place in December and January in partnership with Continental Landscapes Ltd, which ensured areas were litter free across the winter period.

Service Activity – SLA Section 7

- 4.1.12 Between 1st June 2012 and 10th May 2013 there were 4,598 requests for service emanating from the Inner South Area Committee area. Of these 1368 were for Beeston and Holbeck ward, 1,990 for City and Hunslet ward, and 1,240 for Middleton Park ward. 45% of the jobs across all three wards were for fly-tipping (either removal or enforcement), followed by 9% for litter, 8% waste in gardens and 4% dog fouling and other dog control issues.
- 4.1.13 In the same period the Locality Team served 367 legal notices. 108 notices were served in Beeston and Holbeck ward predominately for domestic waste issues, bins on the street and waste in gardens and bin yards. 220 were served in City and Hunslet ward, predominately for domestic waste issues, waste in gardens and bin yards, and fly-tipping. 39 notices were served in Middleton Park ward predominately for commercial waste issues, fly-tipping and waste in gardens and yards.
- 4.1.14 90 Fixed Penalty Notices (FPNs) were issued across the wards with the majority (45) being issued in City and Hunslet ward. 29 were issued in Beeston and Holbeck and 8 were issued in Middleton Park. FPNs were mainly issued for dog control issues, littering and commercial and domestic waste issues. 19 prosecutions were undertaken in the period mainly focussed on flytipping, domestic waste issues and dog fouling and control issues. Whilst enforcement activity has increased in the last year there is still the need for further improvement in some areas, e.g. Middleton Park ward. Ward Member directed patrol work is now in place with regular (minimum 11 weekly) patrols taking place in each ward. Patrol work has also been undertaken on Saturdays utilising additional Area Committee funding. Covert CCTV funded by Area Committees is also in place and being used across the wedge area.
- 4.1.15 A restructure of the regulatory part of the Team has taken place and been delivered with minimal impact on the service. This restructure has also allowed the rebalancing of the Team's budget to increase frontline cleansing resources. As a result of this a further bulky/hot-spot team will be in place in June. 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.
- 4.1.16 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 from 88% to 91% 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.

- 4.1.17 A programme for maintaining and cleaning the priority ginnels identified by Elected Members is now in place. This includes partnership commitments from Aire Valley Homes and Parks and Countryside.
- 4.1.18 59 additional litter bins have been installed using Area Committee funding. These are being emptied using existing resources through an increase in productivity. We have also replaced an additional 30 damaged or missing litter bins across the wedge area.
- 4.1.19 The Locality Team has explored innovative approaches to creating capacity to undertake environmental improvement work across the area. The Team piloted a work placement scheme with HMP Leeds with trainees, released on a temporary licence from HMP Leeds worked for a five week period undertaking work across the wedge area and creating additional capacity. We are now working with HMP Leeds to develop proposals for more permanent arrangements.

Service Outcomes – SLA Section 8

- 4.1.20 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.
- 4.1.21 South and Outer East Locality Team had a budget of £2.3million in 2012/13. At year end the service was £53,000 overspent (2%). This overspend included a £50,000 identified saving from integration with Parks and Countryside which did not have any identified actions to deliver. When this is removed the budget was broadly balanced (£3,000 overspent).
- 4.1.22 Sickness levels within the service are a continued focus. During 2012/13 South South-East Locality Team staff were on average absent for 15 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.

4.2 SLA for 2013/14

- 4.2.1 The SLA for 2013/14 can be found at appendix A. Changes and additions for the year ahead include:
- Work with waste management to look at solutions to refuse collection arrangements in areas that won't move to fortnightly collections;
 - Fixed days for mechanical cleaning to coincide (where possible) with refuse collection arrangements;
 - Additional flytipping/hotspot resources;
 - Priority ginnel programme;
 - Ward based enforcement patrols;
 - Schedule of additional chargeable services.

4.3 Equality and Diversity / Cohesion and Integration

- 4.3.1 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.

4.4 Council Policies and City Priorities

- 4.4.1 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.

4.5 Resources and Value for Money

- 4.5.1 The SLA is transparent about the level of resources available to deliver services within the SSE Locality area over the period. The level of resources within SSE Locality remain 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.

4.6 Legal Implications, Access to Information and Call In

- 4.6.1 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.
- 4.6.2 There are no further legal implications.
- 4.6.3 The report contains no information that is deemed exempt or confidential.
- 4.6.4 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are not eligible for Call In.

4.7 Risk Management

- 4.7.1 The Area Committee is being asked to approve the attached Service Level Agreement, which will formalise the partnership arrangements between the South South East 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.

5 Conclusions

- 5.1 A significant amount of progress has been made over the period of the first 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.

5.2 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.

6 Recommendations

6.1 The Area Committee is asked to:

- a) Note the contents of the report;
- b) Approve the attached Service Level Agreement (appendix 1).

Background documents

There are no background documents associated with this report.

¹ 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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Appendix A - Environmental Services – South and Outer East Locality Team Structure

**Public Contact:
0113 2224406**



Tom Smith
Locality Manager
tel: 39 51395/ mobile: (07891) 272747



Paul Spandler
Service Manager
tel: 24 75666 / mobile: (07891) 277013



Steve Wetherill
Team Manager
tel: 39 50646 / mobile: (07891) 275596



Michelle McGill
Supervisor
mobile: (07891) 277577

Chris Pierpoint
Supervisor
mobile: (07891) 273794



Resource and Casework Supervisor
Vacant

Enforcement
2 x Senior Environmental Action Officers

Mechanical Cleaning
4 Drivers of Road Sweepers
8 Drivers of Path Sweepers

Litter Picking
16 Streetscene Attendants

Litter Bin emptying
4 Drivers
4 Streetscene Attendants

Bulk / Fly tipping
4 Drivers
4 Streetscene Attendants

Gulley Cleansing
2 Drivers
2 Streetscene Attendants

Dog Wardens
2 Dog Wardens

Enforcement
12 x Environmental Action Officers

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Appendix B - SOUTH Locality Team - Draft Budget for 2013/14

Budget Heading	£	
Staff Functions		What this pays for
Management & Support	166,105	Locality Manager, Service and Team Managers and NO Admin
Supervisors	102,155	2 Supervisors working shifts to cover the 7 day/wk service plus a supervisor to cover 5 days a week
Bulk/Fly tipping team	160,710	4 drivers and 4 street attendants working shifts to deliver a 7 day/wk service
Pathsweepers	177,110	8 drivers working shifts to deliver a 7 day/wk service
Roadsweepers	88,230	4 drivers working shifts to deliver a 7 day/wk service
Litter bins emptying	171,050	4 drivers and 4 street attendants working shifts to deliver a 7 day/wk service
Street Litter	303,950	16.0 street attendants working shifts to deliver a 7 day/wk service
Environmental Health & Technical	70,574	2 Senior Environmental Action Officer
Community Enforcement Staff	319,656	11.07 Environmental Action Officer
Funded Post	24,000	1 Community Environmental Officer
Overtime	110,420	}operational cover
Supply (Agency)	-	
Insurance, training & travel	5,170	
	1,699,130	
Premises Costs	5,000	Incl. £5k Works in default (recovered by income)
Supplies and Services	59,940	Operational materials/equipment
Fleet & Transport Costs		
Fleet Hire	209,710	} Contract hire of 4 x pathsweepers, 1x supervisors car, 2 x mechanical road sweepers Running costs for 4 x pathsweepers, 1x supervisors car, 2 x mechanical road sweepers, 2x Caged tipper, 2x Tipper, 2x operational vans
Leasing costs	28,040	
Maintenance/repairs	53,390	
Fuel	131,800	
Vehicle insurance	4,670	
Staff travel	29,920	
	457,530	
Legal Costs	28,740	Cost of prosecutions and advice
Internall Support Charge HRA	7,610	
Prudential Borrowing costs	6,000	Financing costs of Bin replacement
TOTAL EXPENDITURE	2,263,950	
INCOME	- 45,550	Ad hoc cleansing, Court Costs and recovery of 'Works in Default'
SUB TOTAL	2,218,400	
Targeted efficiency	- 48,830	Transfer of Estate Caretakers (33k) and ELI target /line by line (16k)

What is NOT included:
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:
Dog Warden Service
Graffiti team
Weedspraying
Disposal cost of street waste
Past pension costs

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

Risks
Fuel - ongoing inflation pressures
Attendance management
TOIL
Agency usage
Fleet - replacement costs

NET BUDGET

2,169,570

Beeston and Holbeck Ward

1. Priority Areas:
 - Cottingley Hall estate
 - Cardinal Avenue, Crescent and Grove
 - Elland Road north of M621, Crosby Road and Receptions
 - Area north of Malvern Road: Normanton Grove, Place and St Luke's Road and Gardens
2. Priority Land/Open Spaces:
 - Woods at Dewsbury Road/ A6110 junction
 - Land at end of shops on Ring Road Beeston Park/Tommy Wass junction
 - Embankment at M621 Junction 2 Elland Road
 - Embankment at Elland Road/ Cemetary Road under M621
 - Embankment at Holbeck Moor/ M621
 - Derelict site at Brown Lane East
3. Priority Ginnels
 - Crow Nest Lane to Ring Road Beeston
 - Moorhouse Avenue, Old Lane, Cardinal Road
 - St Anthony's Drive to St Anthony's Road
 - Town Street to Sunnyview Gardens
 - Allenby Road to Dewsbury Road
4. Other Priority Actions
 - Work with businesses in Elland Road area to minimise impact of food takeaways on match days and at other times. Increase use of enforcement process with takeaways.
 - Increased patrol work in relation to dog fouling issues around Cross Flatts Park

City and Hunslet Ward

1. Priority Areas
 - Tempest Road and areas adjacent to Cross Flatts Park including Stratfords and Woodviews
 - Whitfield Way and Avenue around Hunslet library area
 - Telford estate
 - Disraelis and Bismarcks
2. Priority Land/Open Spaces
 - Land adjacent to Hunslet Hall Road/ Dewsbury Road junction
 - Land at Junction 3 M621/Dewsbury Road
3. Priority Ginnels
 - Royal Estate off Moor Road
 - Telford Estate off Church Street
 - The Belindas

- End of Playfair rd running along back of the Arthingtons
- Whole estate off Greenmount st (including Greenmounts, Flactons and Fulfords)
- Disraeli Gardens
- Folly Lane/ Waverley Garth
- Grove Road behind Midlands estate
- Moor Crescent Chase under Dewsbury Road
- Bismarck Street to Lady Pit Lane

4. Other Priority Actions

- Deal with bin-yard issues

Middleton Park Ward

1. Priority Areas

- Bodmin Road, Helston Crescent and estate
- Sissons Terrace, Laurel Place and the Throstles
- Manor Farms estate
- West Grange Drive, Walk, Road, Gardens, Old Run Road and estate

2. Priority Land/Open Spaces

- Land at Newhall Road, Gate
- Triangle between Belle Isle Road, Middleton Road, Windmill Road
- Land at Newhall Crescent, Manor Farm Road
- Empty property at Winrose Grove
- Land at South View Road, East Grange Drive
- Junction 6 of M621 at Belle Isle Road

3. Priority Ginnels

- Sturton Grange
- Bodmins and around Westwoods Primary School
- Footpath from ring road Middleton to Throstle Terrace
- Ginnel from Newhall Gate to Newhall Chase
- Path at rear of Orion Walk to M1
- Path from Middleton Road to Highlands
- Brooms and Mallard Crescent
- Blakeney's

4. Other Priority Actions

- Commitment to quarterly walkabouts with Aire Valley Homes (AVH) and Belle Isle Tenant management Organisation (BITMO) on estates.
- Work in partnership with Waste Management to review refuse collection on Westwoods estate.

Appendix D - Inner South Area Committee - Priority Ginnel Programme

ID	Description	Ward	Area Committee	Adopted Highway	PROW	Agency Lead	Locality Team Inspection Frequency	Locality Team Cleansing Frequency
BH1	Crow Nest Lane to Ring Road, Beeston	Beeston and Holbeck	Inner South	Yes	No	Locality Team	Bi-monthly	Monday
BH2	"Back Lane" (Moorhouse Avenue, Old Lane, Cardinal Road)	Beeston and Holbeck	Inner South	No	No	Locality Team	Monthly	Wednesday
BH3	St Anthony's Drive to St Anthony's Road	Beeston and Holbeck	Inner South	No	No	Locality Team	Bi-monthly	Tuesday/Wednesday
BH4	Town Street to Sunnyview Gardens	Beeston and Holbeck	Inner South	Yes (part)	No	Aire Valley Homes	Bi-monthly	Tuesday
BH5	Allenby Road to Dewsbury Road	Beeston and Holbeck	Inner South	Yes	No	Locality Team	Bi-monthly	Every Day
CH1	Royal Estate off Moor Road	City and Hunslet	Inner South	Yes	No	Aire Valley Homes	Monthly	Reactive
CH2	Telford Estate off Church Street	City and Hunslet	Inner South	Yes	No	Aire Valley Homes	Monthly	Reactive
CH3	The Belindas	City and Hunslet	Inner South	Yes	No	Aire Valley Homes	Monthly	Reactive
CH4	End of Playfair rd running along back of the Arthingtons	City and Hunslet	Inner South	Yes	No	Aire Valley Homes	Monthly	Wednesday
CH5	Whole estate off Greenmount st (including Greenmounts, Flaxton and Fulham)	City and Hunslet	Inner South	Yes	No	Aire Valley Homes	Monthly	Reactive
CH6	Disraeli Gardens	City and Hunslet	Inner South	Yes	No	Aire Valley Homes	Bi-monthly	Monday
CH7	Folly Lane/ Waverley Garth	City and Hunslet	Inner South	Yes	No	Aire Valley Homes	Bi-monthly	Monday
CH8	Grove Road behind Midlands estate	City and Hunslet	Inner South	No	No	Aire Valley Homes	Monthly	Reactive
CH9	Moor Crescent Chase under Dewsbury Road	City and Hunslet	Inner South	Yes	No	Aire Valley Homes	Monthly	Reactive
CH10	Bismarck Street to Lady Pit Lane	City and Hunslet	Inner South	Yes	No	Aire Valley Homes	Bi-monthly	Monday/Friday
MP1	Stourton Grange - Hopes Farm Rd - Mandarin Way - Lea Park Drive - South Hill Way	Middleton Park	Inner South	Yes	No	Locality Team	Monthly	Friday
MP2	Bodmins and around Westwoods Primary School	Middleton Park	Inner South	Yes	No	Aire Valley Homes	Bi-monthly	HRA Funded Additional Resources (Currently Saturday)
MP3	Footpath from ring road Middleton to Throstle Terrace	Middleton Park	Inner South	No	Leeds FP 216	Aire Valley Homes	Bi-monthly	Tuesday/Wednesday
MP4	Ginnel from Newhall Gate to Newhall Chase	Middleton Park	Inner South	Yes	No	Locality Team	Bi-monthly	Sunday
MP5	Path at rear of Orion Walk to M1	Middleton Park	Inner South	Yes	No	Locality Team	Monthly	Reactive
MP6	Path from Middleton Road to Highlands	Middleton Park	Inner South	No	No	Locality Team	Monthly	Reactive
MP7	Belle Isle Road to Blakeney Road, Leeds LS10	Middleton Park	Inner South	Yes	No	Locality Team	Bi-monthly	Wednesday/Saturday
MP8	Sharp Lane - back HWSS	Middleton Park	Inner South	No	No	Locality Team	Bi-monthly	Saturday

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It is important to stress that the service will always firstly attempt to meet any additional requests through it's 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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Services Level Agreement Delegation of Environmental Services

1 Parties

- 1.1 This Service Level Agreement is made between the *Inner South Area Committee* and the *South South-East 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 South South-East Locality Team is provided in appendix A. The budget currently available to the Locality Manager to deliver service commitments made in the SLAs for the three Area Committees in SSE area is provided in appendix B.

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 Gabriel): 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 Ogilvie): 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 South 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 (Tom Smith)

- 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 South South-East area:

(a) Outcome focused:

The SSE Locality Team will focus on delivering the best outcome for residents across the Inner South 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. Appendix C sets out the initial ward based priority areas for the year ahead.

We will jointly chair Crime and Grime meetings with the Police in Inner South 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 Middleton Circus, Dewsbury Road, and Elland Road 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 Aire Valley Homes Leeds (AVHL), Registered Social Landlords (RSLs), Parks and Countryside and other partners to deliver more effectively:

We will work in partnership with AVHL, 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 Inner South Environmental Sub-Board.

7 Service activity

- 7.1 The SSE Locality Team, via this SLA, undertakes to provide the following services to the Inner South wards of Beeston and Holbeck, City and Hunslet (excluding city centre provision) and Middleton Park, 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 two caged vehicles seven days per week, utilising four 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 SSE 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 two caged vehicles seven days per week utilising four 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 by Aire Valley Homes 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). This can be found in Appendix D.

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.

7.3 Environmental Regulation

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 60% of the time available within the team. On this basis the Area Committee is currently able to direct approximately 40% 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. Each ward will receive a minimum of one day of patrol resources every 11 weeks.

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 E.

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 SSE 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 South South-East Area Leadership Team to develop our approaches to engaging with residents in Inner South 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 South 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:

Report of the Director of Children’s Services

Report to: Inner South Area Committee

Date: Wednesday 19th 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 2014/14, 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 South Inner Area Committee budget ring-fenced for youth activities is £24864 in 2013/14 and £49728 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

Members are asked to:

- Task the Inner South Children and Young People Sub Group to consider the process for allocating the activity fund, how children and young people are involved and how it will link with other possible funding streams.
- Agree to receive an update at the next Area Committee meeting.

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 coordinated 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.
- 3.8 Consideration need to be given 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.

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 Members are asked to:

- Task the Inner South Children and Young People Sub Group to consider the process for allocating the activity fund, how children and young people are involved and how it will link with other possible funding streams.
- Agree to receive an update at the next Area Committee meeting.

Background documents¹

There are no background papers associated with this report

¹ 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: Martyn Stenton
Tel: 395 0933

Report of Director of Children's Services

Report to Inner South Area Committee

Date: Wednesday 19 June 2013

Subject: Update Report from Children's Services



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

Summary of main issues

1. Children's Services directorate provide six monthly area committee reports in March and September. At the Area Committee meeting in March members discussed a range of issues resulting from the report including on-going high levels of demand on the Children's Social Work Service particularly in the JESS cluster (Beeston Hill, Holbeck, Hunslet and Belle Isle area) and the relatively high levels of young people not in education, employment and training (NEET).
2. Members asked for an update report for the June committee with the latest available data. This report provides a summary of information in relation to the three Children's Services obsessions for both clusters in the Committee's area to support the committees' understanding and involvement in work to improve outcomes for children and young people in the area.

Recommendation

The Area Committee is requested to note the contents of the report and consider how it can further support work in the area to improve outcomes for children and young people.

1 Background information

- 1.1 This is an update report as requested at the meeting of the Committee on 20th March. It complements information in the report to Members at that meeting.

2 Main issues

2.1 Context

- 2.2 This report provides a summary of information in relation to the three Children's Services obsessions for both clusters in the Committee's area. It includes information about key indicators covering the latest available information at the time of preparing the report. An update will be provided at the committee meeting of any key additional pieces of information which become available.

- 2.3 The JESS (Joint Extended Schools and Services) Cluster includes 4 children's centres, 14 primary schools and South Leeds Academy. The current population of 0-18 year olds is 11,132 (Jan 2013 data) and this represents a 17% growth due to population change and the movement of Sharp Lane Primary into this cluster from April 2012.

- 2.4 At the last March 2013 inner South Area Committee, Members raised concerns about the performance statistics for the JESS Cluster and member engagement in cluster arrangements. The Area Leader convened a meeting with interested parties from the Jess Cluster to discuss the role of elected members in relation to the JESS Cluster and to explore how colleagues with roles focused on the development of integrated services around the Jess Cluster and the Council's SE Area Support Team can support our local elected members in their roles on local clusters. Additionally, the meeting also explored the progress being made on the three obsessions and the challenges facing colleagues in addressing the issues for children, young people and families. The meeting agreed that:

- The channelling of elected member engagement through the Local Authority Partner's role is important and that we should employ our best endeavours to support this role as they key interface with elected members (Cllrs Blake, Gabriel, and Iqbal.) The Local Authority Partner would meet with these councillors to develop a tailored response.
- In addition to the communication role of the local authority partner and the interface with the Area Support Team. Key messages from the cluster Joint Collaborative Committee meetings will also be passed on to members through the Area Committee Summary of Key Work report and local ward briefings. The ward meetings could be attended by a representative of the cluster.

- 2.5 Beeston Cottingley and Middleton Cluster has 3 children's centres, 8 primary schools and Cockburn High School. The current population is 8,362 (Jan 2013 data) and this represents a 3 % population increase on the previous year.

3.0 Update on information and local work to impact on the three children's services obsessions

3.1 Safely reduce the number of children looked after

3.1.1 This area of work continues to be a key priority for both cluster partnerships and both have undertaken local Outcome Based Accountability workshops and produced local action plans with a range of agencies involved. For example, the session in Beeston, Cottingley and Middleton cluster in December 2012 involved 45 professionals from the area and actions arising from this are being progressed through a task group including the Local Authority Partner, Cluster Chair, Targeted Services Leader and managers from children's social work service, children's centres, health visiting and Health for All. A particular area of focus in both these clusters is the ongoing high levels of need in families with children 0-5 years old – typically between 40% and 50% of all requests for service to the Children's Social Work Service.

3.1.2 The latest data will be highlighted at the meeting. From information available covering the period to the end of March 2013 some key points are:

- The number of children looked after in the Area Committee's area has reduced slightly since the last report. There were 214 children looked after from JESS at 31/3/13 and 88 from Beeston, Cottingley and Middleton.
- The number of children on child protection plans has increased in the JESS area in recent months, with 149 on a plan at 31/3/13 (93 at 31/3/12). The number has decreased in Beeston, Cottingley and Middleton with 52 on a plan at 31/3/13 (59 at 31/3/12).
- The number of CAFs initiated in JESS decreased in 2012/13 with 70 initiated and a total of 123 open at 31/3/13 (84 were initiated in 2011/12).
- The number of CAFs initiated in Beeston, Cottingley and Middleton increased in 2012/13 with 79 initiated and a total of 111 open at 31/3/13 (60 initiated in 2011/12).
- The number of requests for service to the social work duty and advice team over 2012/13 was 3,532 for JESS (3,164 previous year) and 2,182 for Beeston Cottingley and Middleton (2,210 previous year).
- The number of requests for service leading to a referral over 2012/13 was 1,266 for JESS (1,522 previous year) and 869 for Beeston Cottingley and Middleton (1,016 previous year).

3.2 Children's Social Work Service

3.2.1 This is the professional service that carries out the Local Authority's duties under the Children Act 1989 and related legislation in relation to making enquiries about children who may be suffering significant harm; acting as key worker for those who need a child protection plan and those who are Looked After in care; and

representing the Local Authority in care proceedings. There is a legislative requirement that it is qualified social workers who carry out these functions. In addition there is a requirement to assess and provide services to children in need and in Leeds this is most often undertaken by qualified social workers but this is not a statutory requirement.

- 3.2.2 At the restructure of children's social work service in Spring 2012 almost all cluster teams across the city had seven qualified social workers; one social work assistant; an administrator; two advanced practitioners and a team manager. The data for Beeston, Cottingley and Middleton cluster indicated two cluster teams of this make up. The data for JESS cluster indicated that there should be two cluster teams but that they should each have eight social workers.
- 3.2.3 All CSWS team managers and service delivery managers in the south of the city are engaging positively with cluster arrangements. Working relationships are strong, a clear benefit of the new structure.
- 3.2.4 It is anticipated that, as new working arrangements embed in the clusters, the quality and quantity of early intervention work (such as common assessments) will increase. This is expected to lead to a reduction in requests for service made of the social work service and a consequential reduction in referrals to the service; assessments undertaken and social work caseloads. There are signs of this starting to occur in some clusters but the ongoing high levels of need and population increases have not lead to significant changes to date in workloads in the Area Committee's area.
- 3.2.5 From previous reports and discussions, members are aware that the demand on the JESS cluster social work teams in particular has remained very high. Ongoing work is taking place to more fully understand the reasons for this and how different services across the cluster can best support work with children young people and families in need in the area. In order to assist the social work teams to better manage the sustained high workload, the service has allocated an additional social worker and a half time manager to the cluster. There are therefore currently three managers (2.5 fte) managing these teams. This is helping to sustain close engagement with cluster activity as the service very much values the working relationships with colleagues.

3.3 Early Start

- 3.3.1 As indicated in the previous report to the committee, early start teams are now being embedded in each area and work is taking place to improve links in each cluster between early start teams, social work teams, cluster staff and access to targeted services such as intensive family support.
- 3.3.2 The development of the early start team in this area was a priority with early roll out of four 'preparation birth and beyond' training courses for families. Infant mortality is decreasing in the area because of the intervention programme. Social work and early start teams have set up a pre-birth referral process with 9 families referred over the last few months, offering additional support to families.

- 3.3.3 The new early start dashboard offers a city wide and cluster view of work from the universal pathway for 0-5 year olds through to targeted services. Quarter four report suggests that the number of contacts and level of support for all families has increased in the area over the last few months, with an increasing number of families with complex needs receiving a service. Although the requests for service to social work teams have increased in the area, in line with local population growth and the trend elsewhere, the number of 0-5 year olds referred to social work teams has reduced in the area over the last year.
- 3.3.4 Two nursery providers in the area have recently been supported to improve their provision for two year olds from satisfactory to good, which has provided 30 additional places for two year olds in the area.

3.4 Targeted Support

- 3.4.1 In view of the high levels of demand in the JESS cluster (along with Inner East and Bramley) targeted services support in this cluster is increasing with a Targeted Services Officer post to support the work of the Targeted Services Leader. The post is currently being recruited to and, along with some additional administrative support, will provide extra capacity for early intervention and prevention work. This will include working closely with the children's social work teams, early start teams and other cluster partners to reduce the need for cases to be escalated to social work teams and support the safe de-escalation of cases. The officer will have some capacity to work directly with families in the area who have complex and multiple additional needs as well as supporting a range of staff in different settings to undertake CAFs and support their work with families.
- 3.4.2 JESS cluster has received funding over the last two years to support targeted mental health work in schools (TaMHS) and this has contributed to the development of the JESS cluster family support team with counselling staff commissioned through Leeds Counselling. The cluster is now planning to sustain this from cluster funding. In addition a number of schools in both clusters are part of the local partnership with Place 2 Be which provides in school counselling services and volunteers. Beeston Cottingley and Middleton cluster was recently successful in its application for TaMHS in the cluster and will shortly be commissioning a specialist mental health provider. With support from cluster funding this will provide additional support for children and young people in the cluster over a two year period initially.

3.5 Reduce the number of young people who are NEET

- 3.5.1 In previous reports the number of NEET in Inner South has been around 7.5%, compared with a city figure of 6.0%. Data for 31/3/13 shows 234 young people NEET in Inner South, representing an increase to 8.6%. In JESS there were 163 NEET young people (9.9%), with 71 in Beeston, Cottingley and Middleton (6.1%). These compare with a city level of 5.5% on 31/3/13.
- 3.5.2 A comprehensive report outlining the range of work being done to tackle levels of NEET across the city was recently presented to the Children's Trust Board and this is available to any members who would like a copy. The report highlighted that to successfully address NEET and achieve our ambition to become a child friendly NEET free city we must tackle a range of complex inter-related issues affecting the

most vulnerable. Our work with young people around the development of the Child Friendly City, our review of post-16 provision, the development of the Leeds Youth Offer and the major programmes that are now underway around the Youth Contract and Families First initiatives are coming together to support our collective ambition for all young people aged 16-19 to be productively engaged in education, employment or training.

- 3.5.3 The Raising of the Participation Age (RPA) means that young people will remain in education or training for an additional academic year after Year 11 from September 2013 and until age 18 from September 2015. In addition to efforts to increase participation in education or training we are also focusing on providing employment opportunities and ensuring that young people have the skills to succeed in the workplace. Ensuring there are jobs for all our young people will be the major challenge over the coming years, especially in the most deprived communities.
- 3.5.4 Both clusters are supporting a range of work to help prevent and reduce the number of young people who are NEET and this complements area based work on NEET across SE Leeds supported by a range of services (this includes a SE Leeds Outcomes Based Accountability session which recently took place).
- 3.5.5 In particular clusters contributed to the recent South East NEET OBA event held under the auspices of the South East Area Leadership Team. The draft South East NEET Reduction Plan was recently presented to the Area Leadership Team for information and comment. The plan identifies the need to develop work with partners to address a range of issues, such as:
- Awareness and information
 - Partnership working
 - Data Sharing
 - Sharing good practice and research
 - Provision

Area Support Team will use Ward Briefings to update Members on the development of the plan and will also provide an update at the September Area Committee.

3.5.6 Examples of other work include:

- JESS is completing its fourth year of the raising aspirations programme which begins with targeting children in primary school who are at risk of being NEET later on. In total 120 children from years 6, 7, 8 and 9 are engaged in local activities that aim to challenge their confidence and self belief while raising their aspirations.
- Working with the South Leeds Academy, Igen (Connexions) and Learning Partnerships, the Jess Cluster NEET Sub Group are planning to use some Youth Contract funding to work with 16 and 17 year olds who are NEET. The aim is to successfully engage young people aged 16 and 17 in order to provide them with work based experience as a stepping stone towards employment or further training. Two programmes each for 15 young people are being planned.

- IGEN are undertaking targeted work in high school and in the community.
- Beeston, Cottingley and Middleton cluster is funding an information advice and guidance worker 3 days per week to work with young people in Cockburn High School.

3.6 Reduce school absence in primary and secondary schools

- 3.6.1 Both clusters have a focus on maintaining and improving school attendance and reducing persistent absence. Attendance working groups are supporting this with the involvement of children's centres, primary and high schools and the attendance service.
- 3.6.2 At the time of preparing the report there was little updated published information available since the report to the Area Committee in Spring 2013. Members may wish to look at attendance data in more detail in the autumn report which should cover attendance information for the 2012/13 school year. This section therefore informs members about managing attendance responsibilities and some key pieces of work currently underway.

Managing Attendance responsibilities

- 3.6.3 All children of compulsory school age are entitled to an education that is appropriate to their age, ability and aptitude. This right is embedded in law – both in the Education Act 1996 and Human Rights legislation. In order to secure regular attendance at school (because outcomes for children and young people who do not attend school regularly are far worse than for those that do attend), parents are held responsible for their child's regular attendance at school or otherwise. Failure to secure their attendance can result in legal enforcement action being taken. In Leeds our Attendance Advisers are granted the power to discharge this statutory duty on behalf of the local authority.
- 3.6.4 All schools are responsible for their own attendance levels and although there is no longer a legal requirement for a school to set a target the Ofsted framework also sets out that when evaluating the behaviour and safety of pupils at the school, inspectors "*will consider pupil attendance and punctuality at school and in lessons*".
- 3.6.5 Every school should have a current, effective attendance policy detailing the procedures and systems for encouraging regular school attendance and investigating the underlying causes for poor school attendance. There should be a clear escalation of intervention within the school which is understood by all teaching and non-teaching staff.

Children's Services approach to managing attendance

- 3.6.6 Poor school attendance is often the symptom of much wider issues and in Children's Services we are working towards a model of delivery in which the lead family practitioner (from whichever discipline they may come) is the best person to

understand the needs within a family and how those needs can be supported. This means that attendance improvement officers are part of a wider workforce who can support families to overcome barriers to regular attendance.

- 3.6.6 There are 4 attendance improvement officers and one attendance advisor working in Inner South and these are closely linked in to each of the clusters. Attendance improvement officers bring expertise and specialist knowledge and have close working relationships with schools, they also have specialist skills to work with families, including individual family case work – taking a lead family practitioner role - and fast track to attendance initiatives providing a less intensive intervention where attendance issues are emerging or are not yet problematic.
- 3.6.7 The attendance improvement officer's strengths in the area of family support and expertise on attendance are complemented by Attendance Advisors who not only have a statutory enforcement function, but also support the clusters to be aware of national developments, changes to legislation and development of whole school/cluster policy; they support schools to prepare for Ofsted and to act as a critical friend to support the development of improvement action plans.
- 3.6.9 In Leeds we currently have a six stage process which sets out the roles and responsibilities of the school, local authority (non-statutory role) and local authority (statutory role). Each cluster has a guidance and support structure which is the main referral route for attendance cases from school requiring additional support.
- 3.6.10 The status of schools does have a bearing on services that can be provided by the local authority. Academies are funded directly for the provision of support services for attendance and therefore do not receive any non-statutory provision from the local authority. A service level agreement is in place for Academies which sets out the statutory provision and allows Academies the opportunity to buy in additional traded services.

Statutory Enforcement

- 3.6.11 Where efforts at working with families to improve a child or young person's attendance have not been successful, the local authority is obliged to make use of statutory enforcement tools to take legal action against parents. This represents a relatively small proportion of the total work with families and is only sought when all other avenues have failed to secure an improvement in attendance.
- 3.6.12 The range of such tools spans the use of Penalty Notices to Education Supervision Orders. The evidence base for their impact is a challenge as these families are those with the most deeply entrenched problems. The use of Fast Track to Attendance Initiatives is often successful as a very swift early intervention where a warning of the level of attendance is sufficient and they are widely used. Education Supervision Orders are an order that is placed on the child and the local authority is appointed by the court to supervise that child's education either at school or at home for a specified period of time. Education Supervision Orders are often successful when the parent is willing to engage with services but feels unable to bring about changes without significant support.

3.6.13 Although the evidence that the more punitive measures are not effective is hard to establish, their deterrent effect should not be discounted. When custodial sentences (which are extremely rare) have been publicised many schools reported increased attendance and that parents had an increased awareness about their responsibilities and the consequences of failing to meet those responsibilities. In a Child Friendly City with a focus on working restoratively with families we seek to avoid prosecution where possible and the Local Authority must consider applying for Education Supervision Orders before prosecuting parents.

3.6.14 Local authorities have the power to prosecute parents who fail to ensure their child's regular attendance at school, under section 444 of the Education Act 1996. Section 444 has two separate but linked offences; section 444(1) where a parent fails to secure the child's regular attendance; and section 444(1A) where a parent knows that the child is failing to attend school regularly and fails to ensure the child does so.

Examples of work taking place in the area to support high levels of school attendance are:

- Cluster attendance working groups meet regularly. The schools and children's centres share good practice and ideas to improve attendance as well as scrutinising attendance data.
- Development of cluster attendance policies to support a consistent approach to attendance and punctuality issues.
- Parenting support programmes and referrals to intensive family support services such as Signpost, Health for All and our in house Family Intervention Service.
- Schools, attendance staff and other partners delivering 'attendance blitzes' with visits to parents of pupils absent on the day of the blitz.
- Support for targeted cohorts of pupils or whole schools with attendance reviews. This involves discussions with pupils, parents, teaching and pastoral staff regarding attendance to inform practice improvements at school level.
- Fast track interventions – targeted interventions involving issuing of penalty notices – at primary and secondary level.
- Targeted transitions work and summer activities to help young people moving from primary to secondary school.
- At the time of preparing the report a good practice attendance event was being planned for mid June to help share good practice across both clusters.

4 Corporate Considerations

4.1 There are no corporate considerations in the report which provides information and updates to the Area Committee.

4.2 Consultation and Engagement

4.2.1 This report is for the Area Committee and refers to clusters which all have a wide range of partners and stakeholders.

4.3 Equality and Diversity / Cohesion and Integration

4.3.1 Equality issues are implicit in the information provided. The information shown reflects different levels of needs and outcomes in different localities. Additional equality analysis of the information provided is undertaken.

4.4 Council Policies and City Priorities

4.4.1 Information in the report relates to city priorities for children and young people and local priorities in the clusters.

4.5 Resources and value for money

4.5.1 There are no new resource implications in this report.

4.6 Legal Implications, Access to Information and Call In

4.6.1 This report is not eligible for call in due to it being a council function.

4.7 Risk Management

4.7.1 The information reflected in this report is monitored through Leeds City Council performance, and where appropriate, risk management processes.

5.0 Conclusion

5.1 This report provides a summary of information in relation to the three Children's Services obsessions for both clusters in the Committee's area to support the committees' understanding and involvement in work to improve outcomes for children and young people in the area.

6.0 Recommendation

6.1 The Area Committee is requested to note the contents of the report and consider how it can further support work in the area to improve outcomes for children and young people.

Background documents¹

There are no background documents associated with this report.

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

Report of Assistant Chief Executive, Customer Access and Communities

Report to Inner South Area Committee

Date: Wednesday 19th June 2013

Subject: 2011 Census Results

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

Summary of main issues

1. The Census, which is undertaken every ten years, provides a count of the population in local areas and establishes the base from which subsequent mid-year population estimates are produced. It provides the basis for central and local government, health authorities and many other organisations to target their resources and to plan housing, education, employment, health, transport and other services for years to come.
2. The Census is a vital planning tool for both the public and private sectors and the data that is derived from it is an essential element in intelligence led decision making. The data helps to build a comprehensive picture of conditions in localities and helps identify the critical issues facing neighbourhoods. Indices based on Census data are widely used as indicators of deprivation which are then used extensively to target areas of greatest need.
3. The Census also establishes a new baseline for much of the city's equality and diversity data and will provide an opportunity to re-assess the extent inequalities across the city.
4. An analysis of the data has been published as "Leeds: The Big Picture". This provides a summary of the city-wide results from the 2011 Census and, where possible, includes comparisons to the 2001 Census. This document is available on the Leeds Observatory under the "Resources and Documents" section (<http://www.westyorkshireobservatory.org/Leeds>)

5. Individual profiles, in the same format as the Leeds: Big Picture, have been produced for Area Committees and for electoral wards. These documents are also available on the Leeds Observatory.
6. This report highlights some of the main findings from the 2011 Census for the Inner South area, most notably:
 - An increase in population
 - An increasing diversity within the population
 - A high number of single person households
 - An increase in the number of households renting from the private sector
 - Some significant differences between the constituent wards

Recommendations

7. The Area Committee is asked to discuss the emerging issues and to consider how it can use the data to inform its neighbourhood improvement strategies.

1 Purpose of this report

1.1 The purpose of this report is to:

- Provide the Inner South Area Committee with a summary of the results from the 2011 Census; and
- To highlight some of the issues emerging from the 2011 Census

2 Background information

2.1 The Census is completed every ten years and is the largest piece of social research undertaken in the country. It tells us how many people live where and provides valuable information on the make-up of local communities. It captures the defining characteristics of the population: who we are; how we live; and what we do. It is unique because it is the only information source that captures all these characteristics across the whole population.

2.2 The last Census took place on 27 March 2011. It was conducted on a resident basis, and the statistics relate to where people usually live, rather than where they were on Census night. Students who were studying away from home during the term were enumerated at their term-time address.

2.3 The Census asks questions about work, health, national identity, citizenship, ethnic background, education, second homes, language, religion, marital status and so on. These statistics are then used to build a picture of our society. The Census is important because it provides the basis for central and local government, health authorities and many other organisations to target their resources more effectively and to plan housing, education, employment, health, and transport services for years to come, e.g.

- Data about the age and make-up of the population, and on their health enables organisations to plan and fund health and social services;
- Housing information highlights where accommodation is inadequate and helps in planning new housing;
- Economic data helps both public and private sectors to plan employment and training policies and to decide where to locate or expand their businesses;
- Information about travel to and from work and car ownership highlights the pressures on transport systems and how road and public transport could respond to meet local needs;
- Information about ethnic groups helps central and local government to plan and fund initiatives to meet the needs of these minority groups and to address inequalities;
- Census statistics helps research organisations to decide how, when and where to capture representative samples.

3 Main issues

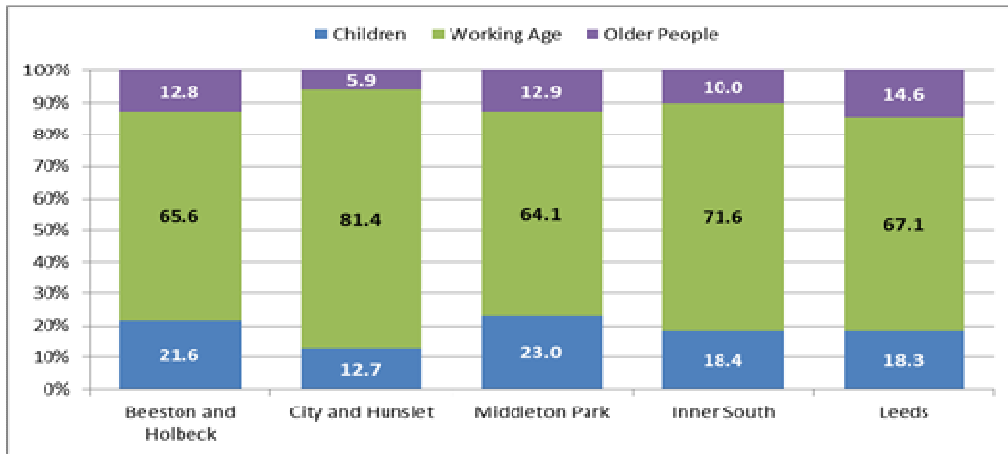
3.1 The Area Committee profile provides a factual analysis of the data produced from the 2011 Census. It compares the data for area to the averages for the city as a whole and, where possible, includes comparisons to information from the 2001 Census. The profile also provides a selection of graphs and charts comparing the

data for the three constituent wards in Inner South (some of which have been included in this report).

3.2 Key findings

3.2.1 Population

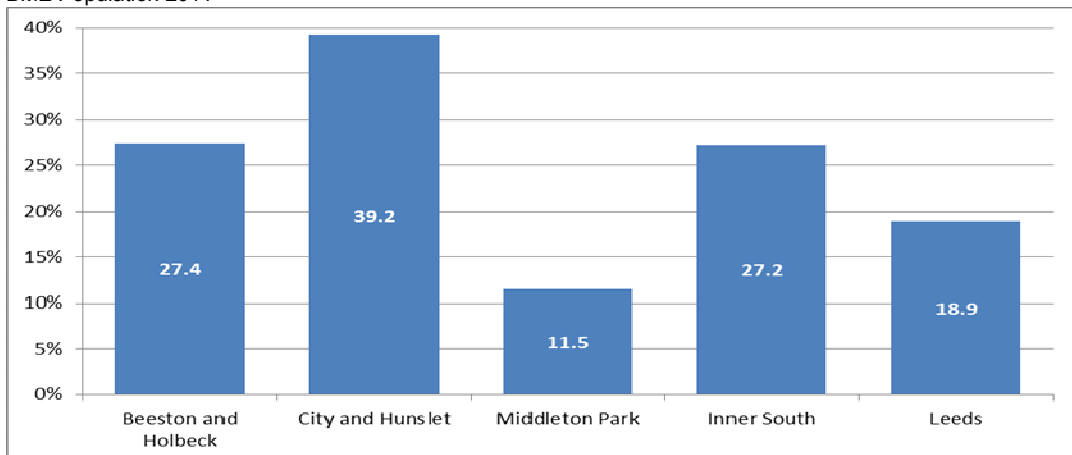
- There has been a 25% increase in population between 2001 and 2011, a significantly bigger increase than the city as a whole (5%), this will largely be due to the rise in city centre living and the student hall of residence that have been built in and around the city centre
- Almost a third of the population are aged 16-29 years, considerably higher than the city average of 23.3%, but reflecting the high number of students living in the area
- Children (aged 0-15) account for 18.3% of population (mirroring the city average)
- The proportions of people in all age bands from 45 years upwards are lower than the averages for the city



3.2.2 Diversity

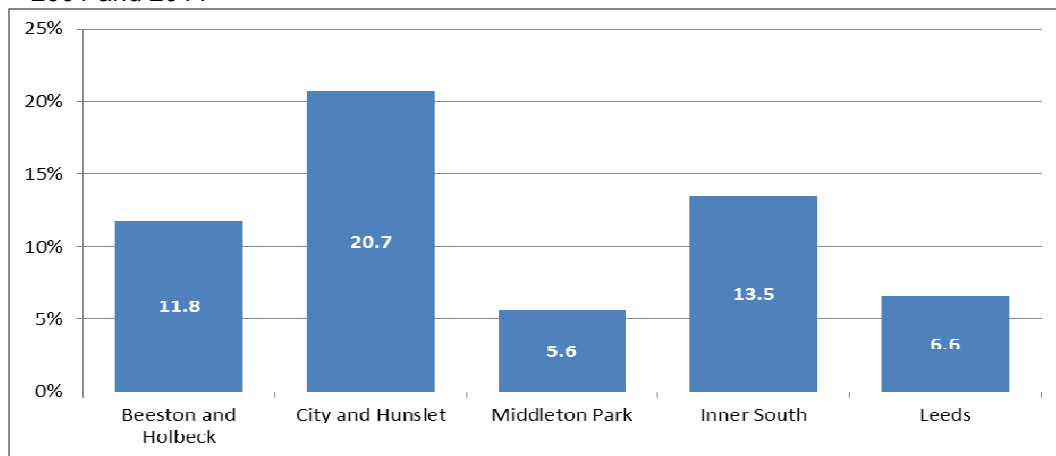
- 27.2% of the population in the area are from Black and Ethnic Minority (BME) communities (compared to a city BME rate of 18.9%) with the BME rate has more than doubling from 11.3% in 2001

BME Population 2011



- With 3,538 people (4.3% of the total population) the Pakistani community is the largest "single" BME community in the area, but there are 4,672 people (5.7%) in the category of "Other White"
- The number of residents born outside of the UK has more than trebled from 4,417 (6.8% of the population) in 2001 to 14,882 (18.1%) in 2011, with 5,068 people being born in the EU and 9,814 born elsewhere
- 74.4% of people born outside the UK arrived in the last 10 years (higher than the rate for Leeds as a whole)
- 74.1% of foreign born usual residents were between the ages of 16 and 44 when they arrived in the UK and 22.8% were aged 15 or younger

Percentage of resident population born outside the UK and arriving in this country between 2001 and 2011

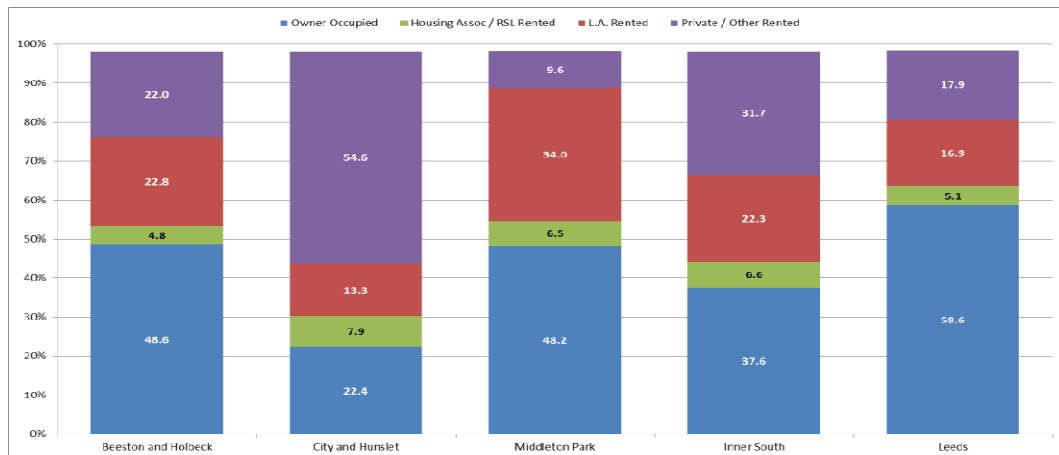


- In 3,391 households there were no residents who spoke English as a main language
- 49.6% of people in the area are Christian (lower than the city average of 55.9%)
- 8.7% of the resident population are Muslim (compared to a city rate of 5.4%) and 1.4% are Hindu (city average 0.9%)

3.2.3 Housing

There are 36,434 occupied households in the area, of which:

- 39.7% are living in flats, maisonettes or apartments (much higher than the city average of 21.8%) with the number more than doubling since 2001
- 37.6% are "owner occupied" (compared to a city rate of 58.6%), and the percentage of owner occupation has fallen from 44.7% in 2001
- The proportion of households living in rented accommodation has increased from 55.4% in 2001 to 60.7% in 2011
- The proportion of households that are renting from the local authority (through an ALMO) has fallen from 33.7% in 2001 to 22.3% in 2011
- The proportion renting from a housing association or other RSL has stayed broadly the same over the decade (currently 6.6%) but the proportion renting from the private sector has more than doubled (from 14.9% to 31.7%)



3.2.4 Household Composition

- The number of single person households in the area has increased from 37.9% in 2001 to 40.6% in 2011 (compared to a city rate of 33.3% in 2011)
- 12.9% of households consist of pensioners only (compared to 19.1% for the city), and of the 4,693 pensioner only households in the area 3,318 are occupied by a lone person (9.1% of all households in the area)
- At the Area Committee level Inner South has the highest rate of people living alone, but the lowest rate for older people living on their own
- 4,551 households in the area (12.5%) are headed by a lone parent, higher than the city average of 10.9%
- The proportion of lone parents has fallen from 13.6% in 2001 to 12.5% in 2011

3.2.5 Economic Activity and Qualifications

- 68.9% of people in the area aged 16-74 are economically active, broadly similar to the city rate of 69.5%, although the breakdown is different with the area having higher proportions of unemployed people and full time students
- At the time of the Census 4,272 people in the area were unemployed (6.8% of all people aged 16-74), compared to a city rate of 4.8%
- There are 8,992 full-time students aged 18 and over living in the area (13.4% of usual residents aged 16 or over (higher than the city rate of 9.7%))
- 27.5% of adults in the area have no qualifications, compared to 23.2% across the city as a whole

3.2.6 Transport

- 50.9% of households in the area have no car or van, compared to a city rate of 32.1%
- Driving a car or van is still the most popular method of travelling to work with 23.9% of people in the area (aged 16-74) choosing this method (compared to a city rate of 35.9%)
- At 14% the area has the highest proportion of people walking to work of any Area Committee

3.2.7 Health and Wellbeing

- There has been a slight fall in the number of people reporting limiting long-term illness in the area from 13,877 in 2001 (21.3%) to 13,294 in 2011 (16.2%)
- 6,163 people in the area (7.5% of the total population) are providers of unpaid care, with over 1,750 people providing care for 50 or more hours per week

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 This is an information report that provides commentary and analysis on data that has been published by the Office for National Statistics and is already in the public domain. Consultation evidence is therefore not required.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 The Census establishes a new baseline for much of the city's equality and diversity data. There is an acknowledged link between deprivation and many of the equality groups and the Census will provide an opportunity to assess progress over the last 10 years. The data will support the annual Equality and Diversity Position Statement that is produced alongside the State of the City report.

4.2.2 The Intelligence and Improvement Team will also be producing a detailed analysis of the 2011 Census data relating to both BME and faith communities across the city.

4.3 Council policies and City Priorities

4.3.1 The Census is important as it provides the basis for central and local government, health authorities and many other organisations to target their resources more effectively and to plan housing, education, employment, health, and transport services for years to come.

4.4 Resources and value for money

4.4.1 There are no resources or value for money issues.

4.5 Legal Implications, Access to Information and Call In

4.5.1 There are no legal implications.

4.6 Risk Management

4.6.1 There is a risk that failure to adequately consider the implications of the Census data will impact on our ability to bring about improved outcomes for communities.

5 Conclusions

5.1 This report highlights some of the key findings to emerge from the 2011 Census and begins to identify some of the possible implications for services. The quality and accessibility of intelligence about the city is now more important than ever in

the context of significant reductions in funding across the public sector. The way in which data, analytical and research resources might work more closely together in the future to understand issues affecting Leeds and to help inform the way in which these issues are addressed continues to be a topic for exploration and debate.

6 Recommendations

- 6.1 The Area Committee is asked to discuss the emerging issues and to consider how it can use the data to inform its neighbourhood improvement strategies.

Background documents¹

There are no background documents associated with this report.

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



Report author: Ellie Rogers
Tel: 395 1658

Report of Priority Neighbourhood Worker

Report to South Leeds Inner Area Committee

Date: Wednesday, 19th June 2013

Subject: Priority Neighbourhood Worker Project– Inner South

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):	Beeston & Holbeck	
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. To provide Members with an update on the Priority Neighbourhood Worker (PNW) project from September 2012 to May 2013.
2. To provide Members with an overview of work carried out through the Cottingley Neighbourhood Improvement Plan.
3. To provide Members with future plans for involvement in Cottingley.
4. To note the development of the PNW's work in Holbeck, working with the Holbeck Neighbourhood Plan.

Recommendations

5. Members of the Inner South Area Committee are requested to:
 - a) Note the contents of the report and make comment as appropriate
 - b) Consider and agree to future plans for involvement in Cottingley
 - c) To note the development of PNW's involvement in Holbeck Neighbourhood Plan

1 Purpose of this report

- 1.1 To provide Members with an update on the Priority Neighbourhood Worker (PNW) project from September 2012 to May 2013.
- 1.2 To provide an overview of work carried out in Cottingley, key successes and areas for continued development and work going forward.
- 1.3 The report outlines the development of the PNW's work in Holbeck, supporting the development of the Holbeck Neighbourhood Plan.

2 Background information

- 2.1 In September 2012 the PNW became a shared resource with the Inner South Area Committee. The PNW currently works 3 days in the Outer Area and 2 days in the Inner Area. The work in the Inner Area involves leading the Cottingley Neighbourhood Improvement Plan which commenced in May 2012 and providing support and guidance to the Tenants & Residents Association Cottingley (TRAC), developing capacity of residents to organise and represent their area, including supporting residents with training and developing their role in planning, organising and managing their community initiatives and projects.
- 2.2 This work was begun by Nicky Greening and facilitated by her until July 2012, when she left her post as PNW. At this point the project was managed by the Area Support Team from July to September. In September 2012, Ellie Rogers, started employment as PNW and took on the management of Cottingley Neighbourhood Improvement Plan and began to establish relationships with agencies and groups in Cottingley.
- 2.3 The role of the PNW had always involved developing community empowerment and the capacity of residents to organise and represent their area. It is recognised that this support is still required beyond the NIP to ensure continued representation. In Outer South areas this took the form of "Supported Areas" with the PNW continuing to offer support to Residents Associations in Priority Areas, offering them access to funding, training and support as well as supporting groups to take actions to improve their local communities and linking local community leaders, along with Councillors, and groups to local statutory services

3 Main issues

3.1 Cottingley Neighbourhood Improvement Plan Update Report

The attached monitoring report (**Appendix 1**) has been written by the Priority Neighbourhood Worker and outlines progress to date.

3.2 Cottingley as a Supported Area

- As outlined in **Appendix 1**, there are some outstanding actions from projects that the PNW is involved in to be completed.

- The PNW will convene, attend and administer further 3 monthly multi agency meetings in September and December, in order to continue effective monitoring of projects on going.
- The PNW will continue to support TRAC as a Supported Area, as outlined earlier, offering access to funding, support and training and supporting the group to maintain regular meetings, input into summer and winter fairs and progress children's work and café projects. This work will be reviewed on an on going basis.

3.3 Future Work – Holbeck Neighbourhood Plan

- It was agreed with Beeston & Holbeck Members at a Ward Based Briefing in January that on completion of the Cottingley Neighbourhood Improvement Plan, the PNW will offer support to the Holbeck Neighbourhood Plan.
- The PNW has begun to establish relationships with key community leaders in Holbeck and has been in attendance at Holbeck Neighbourhood Plan Publicity Group Meetings. The PNW has met with officers from the Area Support Team and Health Improvement Team to discuss previous work in Holbeck.
- The PNW will now be in attendance at both Publicity Group and Steering Group meetings.
- The PNW is working on the development of a role definition and action plan going forward in Holbeck but it is agreed that the PNW will be working with community members in Holbeck to build their capacity to be able to make effective contributions to the Neighbourhood Planning Process in order that it is a representative and successful project.
- Plans will be presented to Beeston & Holbeck Members at a Ward Member Briefing.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 This report is a product of consultation with members, residents and partners and presents a proposal for Members to consider.

4.2 Equality and Diversity / Cohesion and Integration

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

4.3 Council policies and City Priorities

- 4.3.1 The work outlined in this report contributes to targets and priorities set out in the following council policies.

- Vision for Leeds

- Children & Young People Plan
- Health and Wellbeing City Priority Plan
- Safer and Stronger Communities Plan
- Regeneration Priority Plan

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

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

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

4.6 Risk Management

4.6.1 All proposals requested Well being Funding complete a section in the application process outlining the risks associated with the project and how they will be managed.

5 Conclusions

5.1 The Cottingley NIP action plan has resulted in some key successes and increased partnership working. Services have better relationships with residents and as such can be more responsive.

5.2 The related issues of refuse collection, littering and fly tipping remain a key problem on the estate and more work is needed to resolve these problems. As such the PNW will convene meetings of the NIP Steering Group in September and December to monitor progress.

5.3 It is recognised that support is required beyond the NIP to ensure continued capacity building among residents. The PNW will continue to offer support to TRAC as a Supported Area, offering them access to funding, training and support as well as supporting them to take actions to improve their local communities and linking local community leaders, along with Councillors, and groups to local statutory services.

5.4 Building on their work, the PNW will begin to offer support to Holbeck Neighbourhood Plan, aiming to build the capacity of Holbeck residents to be able to make effective contributions to the Neighbourhood Planning Process in order that it is a representative and successful project.

6 Recommendations

Members are asked to:

- 6.1 Note the contents of the report and make comment as appropriate
- 6.2 Consider and agree to the continued support of Cottingley TRAC as a Supported Area and to the convening of follow up meetings to Cottingley NIP
- 6.3 Note the development of work to support the Holbeck Neighbourhood Plan

7 Background documents¹

- 7.1 There are no background documents associated with this report.

¹ 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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Appendix 1

Priority Neighbourhood Worker (PNW)

Cottingley Neighbourhood Improvement Plan Report

This is an update report on the Priority Neighbourhood Worker project. The post is employed by Health for All on behalf of the Inner and Outer South Area Committee's but is directly line managed by South East Area Support Team and located in the South East Area Support Team Offices within the Dewsbury Road One Stop Centre in Leeds.

Subject: Cottingley Neighbourhood Improvement Plan: Progress to Date

Date: 14/05/13

1. Purpose of the Report

1.1 The purpose of this report is to update on the progress to date of the Cottingley Neighbourhood Improvement Plan. It will outline the role of the Priority Neighbourhood Worker in the process, plans going forward, key successes and areas for continued development.

2. Background

2.1 Cottingley has been highlighted as a priority area by Inner South Area Committee and in consultation with residents and partners. It is a large social housing estate, managed by Aire Valley Homes Leeds that is effectively an island due to being surrounded by railway lines and motorways. This puts pressure on residents due to the lack of access to services and suffers from recurring environmental issues.

2.2 Cottingley Neighbourhood Improvement Plan launched in May 2012, as a multi-agency working group chaired by Councillor Adan Ogilvie. It aims to improve service delivery in the area, address gaps in provision, work with local residents to gain a better understanding of the problems faced by the estate and so become more responsive to the locality.

2.3 The design of the estate means that bin collections and recycling are difficult and this results in unofficial waste collection areas where residents dump their rubbish. These areas lead to unsightly parts of the estate and further difficulties with rubbish collection. A refuse & recycling project is being rolled out in 4 phases, providing wheeled bins where possible and communal recycling bins in frames which should alleviate some of the issues associated with black bag collections.

2.4 Inner South Area Committee has funded other initiatives on the estate such as the Make a Difference Project, managed by the Cottingley Health & Wellbeing Group, Cottingley Youth Project and the demolition of the Sphynx Pub and landscaping of the area now known as Sphynx Square.

3 General Action Plan

3.1 Children & Young People

3.1.1 The PNW has worked with all youth providers convening quarterly meetings to look at how projects could work in partnership and understand the remit and delivery of each others work in order to target different young people. These meetings have been useful and it is hoped joint funding can be sought for holiday activities going forward.

3.1.2 The PNW has worked with Cottingley Youth Project and a Curriculum Development Officer to develop a resource pack around local democracy and community action to be used with the Youth Forum. It is hoped that through joint working with the Youth Service the Youth Forum can attract older members.

3.1.3 An approach was made by the PNW and Rachel Brighton, Health Improvement Practitioner, to two agencies who deliver play work across Leeds. With their assistance a bid was submitted for a play scheme in the last two weeks of the summer holidays, the grant would be held by TRAC but pay for agencies to deliver outdoor and adventure play, whilst consulting with residents about work going forward. Following this the agencies would develop a larger funding bid to deliver long term work on the estate this would include costs for volunteer training, development and capacity building.

3.2 Older People

3.2.1 South Leeds Live at Home Scheme recruited a worker 1 day a week for Cottingley who is responsible for running the newly established brunch club, followed by exercise classes at the community centre. South Leeds Live at Home Scheme have worked with residents at Dulverton Court Sheltered Housing to constitute the group and receive funding of £2500 for doing up communal garden spaces.

3.2.2 Following a referral to Business in the Community from the PNW, a volunteer day will take place at Dulverton Court to improve communal spaces.

3.3 Community Engagement

- 3.3.1 An approach was made to the board of trustees of the community centre from PNW, Cllr Angela Gabriel and TRAC members asking for the following to be considered:
- Reduced rates for community groups
 - Flat rates for children's parties
 - Better booking process
 - Creating self contained access to the community hall.
- 3.3.1 The Trustees committed to making these changes happen, the PNW has been in touch with the Vicar at Cottingley Church and the board of trustees to chase up results of this and to encourage an application to Community First for signage, website and a community notice board at the centre
- 3.3.2 The PNW is working to produce a timeline of the NIP process detailing key successes and money spent in the area, this will be distributed to all residents along with a what's on flyer and key contacts for local community groups and services.
- 3.3.3 The PNW is working with TRAC and AVH media interns to develop "welcome to your area" information to be distributed on Cottingley and available online.

3.4 Employment & Skills

- 3.4.1 The PNW worked with Learning Partnerships and Cottingley Primary Academy to put on a Learning Market at the Primary School on April 18th, the event was well attended by agencies and the public.
- 3.4.2 The PNW conducted a consultation about what people would like to see on the estate in relation to employment and skills, the majority response was around access to computers and support to use them, several people felt support from agencies such as Job Centre Plus and access to training courses would also be beneficial.
- 3.4.3 PNW supported AVH to bid for £3000 to the Welfare Reform Group to establish a computer "drop in" in Cottingley. This money can now be used to develop a project.
- 3.4.4 Relationships have been developed with a wide range of agencies who could potentially support an IT and Job Skills drop in on Cottingley. The PNW has convened a meeting about this on 22nd May. Agencies attending include Union Learn, South Leeds Community Radio, AVH, Credit Union, JCP, Learning Partnerships, Cottingley Children's Centre and Get IT Together. Any sessions delivered will work to promote and signpost to The Point resource at White Rose Centre.
- 3.4.5 A welfare reform changes drop in event is being developed with AVH.

3.5 Health

3.5.1 The Neighbourhood Improvement Plan incorporated a pre-existing Health and Wellbeing Action Plan. There are various initiatives being delivered around a health agenda:

- Monthly Men's Group – Health For All
- Exercise Class – Active Lifestyles
- Health Table — Health for All
- Smoking Norms Work — Space 2
- Health Champions – Leeds City Council
- Global Families - Health for All
- Various 0-5's exercise and wellbeing classes – Cottingley Children's Centre

4 Environmental Action Plan

4.3 AVH Property Improvements

4.3.1 Replacement of doors and lifts at Cottingley Towers & Heights is in progress. New entrance area at Dulverton Court is near completion.

4.4 Dropped Curbs

4.4.1 A successful consultation between residents and Highways managed through TRAC led to the implementation of dropped curbs where necessary for disabled access.

4.5 Parking on Match Days

4.5.1 Yellow lines installed and are enforceable.

4.6 Shops

4.6.1 Roof and floor of shopping precinct have been made good, problems persist due to design of shops, attracting low level ASB.

4.6.2 The Post Office is not yet re-opened, a letter writing campaign was instigated amongst residents. Officers continue to liaise with the Post Office, however due to the salary offered being considerably lowered there are concerns that nobody will take up this opportunity.

4.7 Litter Picking

4.7.1 Significant improvements have been made to this service:

- § Weekly manual litter pick on Tuesdays, following refuse collection, covering the vehicular routes on the estate.

- § Aire Valley Homes caretaking team attending site each Tuesday to support clean-up after refuse collection.
- § Weekly mechanical clean of the vehicular routes on the estate – increased from fortnightly from 1st May.
- § Reactive fly tipping removal team within Locality Team.
- § Extra funding secured. Looking to recruit a five day litter picker for the estate (Mon-Fri) with community direction of the resource and close links with AVH TMOs. Recruited during May and in place in June (all being well).
- § Additional enforcement post to be recruited to cover some housing estates, including Cottingley Hall. Again recruiting during May to be in place in June.

4.8 Refuse & Recycling Project

- 4.8.1 Slow progress is being made with this project after highways delayed works after discovering tree roots.
- 4.8.2 To date, offers of support from the PNW, AVH and TRAC to help disseminate advice and information to residents regarding this project, have not been taken up.
- 4.8.3 The project is set to be rolled out in 4 Phases, Phase 1 has already presented various challenges. To ensure future barriers are overcome it would be a good idea to continue to take a partnership approach to the delivery of this project. The Environmental Sub Group could be used as a channel to progress this further.

5 Support to Groups

5.1 TRAC

- 5.1.1 The PNW has supported the group to make contributions to the NIP process and to become involved in the organisation of the winter and summer fair.
- 5.1.2 £2500 has been granted for the development of a fortnightly Community Café, plans are to be progressed.
- 5.1.3 Unfortunately, due to personal circumstances the groups AGM has been postponed until they are in a place to properly advertise and recruit to posts so that this opportunity to further engage residents is not wasted.
- 5.1.4 The group continue to hold regular meetings with good attendance, have a very active Facebook page and run coffee mornings for elderly residents at Dulverton Court.

5.2 In Bloom

5.2.1 The PNW supported the In Bloom group to get AVH Panel funding and has drafted a Community First bid with them. The PNW has been in regular contact with the Back 2 Front Project, a growing project which Space 2 are running in the area, trying to keep this tied into the plans of the In Bloom group.

5.1.2 The PNW supported the group to run a gardening session in Sphynx Square.

5.2 Fairs

5.3.1 The PNW has assisted to organise both winter and summer fairs with residents and other agencies, encouraging residents to take ownership of the fairs as community events. After this, the first year of resident involvement it is hoped that fairs can become an important resident volunteering opportunity co-ordinated through TRAC.

6 Areas for Continued Development

6.1 At the time of writing there are two NIP meetings remaining. There are several projects on going that will require further input from the PNW:

6.2 **Children's Activities** – ensure positive relationships are established between Children's Work agencies and community members to ensure the effective development of a funding bid for on-going work.

6.3 **Community Centre** - continue to liaise with the board of directors regarding changes to centre and work to establish new relationships with two Methodist ministers who will be covering Cottingley following the current Vicar's departure.

6.4 **Employment & Skills** – get agreement from agencies to run computer access sessions.

6.5 **Recycling & Refuse** - Consistent complaints are made around rubbish and litter and until this problem is cracked it will remain a barrier to people having pride in the estate. Significant progress is being made around litter picking which needs to be coupled with significant progress around both refuse collection and the infrastructure for refuse collection. To ensure future barriers are overcome it would be a good idea to continue to take a partnership approach to the delivery of this project. The Environmental sub group could be used as a channel to progress this further.

7 Future Plans

7.1 NIP

7.1.1 It is proposed that the NIP meet again in 3 months time in September to review progress on remaining issues, a further meeting will be scheduled for December to again review progress, at this point a decision will be made as to steering group meetings going forward.

7.2 TRAC

7.2.1 The PNW will continue to offer support to TRAC. Following the pattern established in Outer Areas, where, following a NIP, relationships with community groups were maintained and the group offered a package of support as a Supported Area. TRAC will be supported to maintain regular meetings with good attendance from services and residents, develop their café project, run a winter and summer fair and to be a key conduit for the development of children's work on the estate.

7.3 Partnership Working

7.3.1 There have been some great examples of partnership working through both the Health & Wellbeing Group and the NIP (such as the winter wellbeing event), workers have found this empowering and it encourages innovation and lack of duplication in work. The Health and Wellbeing Group has decided to continue to meet as a networking opportunity for people working at service delivery level in Cottingley and it is hoped this will continue to facilitate partnership working.

8 Budget To Date

Project	Contact	Amount
Cottingley Brunch Club	Jayne Holland	£400
Cottingley Youth Forum	Ali Gilfillan	£500
Men and Boy's Activity Group	Rachel Brighton	£400
Dulverton Court Christmas Dinner	TRAC	£250
Winter Wonderland	TRAC	£250
DJ Lessons	Youth Service	£120
TRAC Running Costs	TRAC	£200
White board Dulverton Court	Dulverton Court	£50.22
Community Notice Board	TRAC	£59.99
Promoting NIP achievements and	PNW	£380.00

activities		
Bouncy castle, sumo suits, and face paints	Cottingley Youth Project	£200.00
Total		£2,810.21p
Remainder		£189.79p

Report of Area Leader – South East Leeds

Report to South Leeds (Inner) Area Committee

Date: Wednesday 19th June 2013

Subject: A Summary of Key Work

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Beeston & Holbeck City & Hunslet Middleton Park
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 and corporate governance considerations

1. This report details a range of activities taking place within the Inner South Leeds Area, some of which are dealt with in greater detail elsewhere on the agenda.

Recommendations

2. The Area Committee is asked to:
 - a) note the contents of the report and make comment as appropriate.
 - b) Agree nominations to Area Committee Sub Groups.

1.0 Purpose of Report

- 1.1 To bring to Members' attention in a succinct fashion, brief details of the range of activities with which the Area Support Team are engaged based on the Area Committee Business Plan priorities, that are not addressed in greater detail elsewhere on this agenda. It provides opportunities for further questioning or the opportunity to request a more detailed report on a particular issue.

2.0 Background Information

- 2.1 Members will recall at the June 2011 Area Committee, a revised title and format for this report was introduced based on proposed changes to the Leeds Initiative partnership and planning framework for the city and in an effort to be more focused on current priorities.

3.0 Area Chairs Forum

- 3.1 The last meeting of the group took place on the 3rd May with the minutes being approved at the next meeting of the group and reported to a future Area Committee.
- 3.2 The minutes of the meeting held on the 1st March 2013 are attached as **Appendix 1**.

4.0 Appointment to Area Committee sub groups and thematic champions

- 4.1 In recent years the Area Committee has appointed thematic champions, this process is now superseded by the Area Lead/Member role being discussed elsewhere on the agenda.
- 4.2 Members are asked to confirm representation on the following Area Committee Sub - Groups for the new municipal year:

Sub Group	Number of places	Current Appointees
Children and Young People Sub Group	3- one member per ward	Cllr Angela Gabriel, Cllr Judith Blake, Cllr Patrick Davey
Environmental Sub - Group	3 – one member per ward	Cllr Adam Ogilvie, Cllr Kim Groves , Cllr Mohammed Iqbal

- 4.3 Each of these groups forms a key part in the delivery of priorities set out as part of the Inner South Area Committee Business Plan.

5.0 Updates by theme: Children & Families – Cllr Angela Gabriel

5.1 Children & Young People’s Sub-group

- 5.1.1 The next meeting of the working group is scheduled to take place on 10th June, it is expected that discussions will focus on the development of an activities promotional brochure and a review of the terms of reference and membership.

6.0 Updates by Theme: Sustainable Economy and Culture

6.1 Employment and Skills Board – Cllr Kim Groves

- 6.1.1 The last meeting of the group took place on the 17th May and the draft minutes are attached as **Appendix 2**. Discussions took place on the following topics:

- Aire Valley Enterprise Zone Place Events with Learning Partnerships
- Jobs Club St George’s
- Cottingley proposals
- Engagement with Business
- Community Learning Programme

6.2 Community Facilities

6.2.1 Holbeck Day Centre

Holbeck Elderly Aid has advised that their funding application to ‘Big Lottery Fund’ was unsuccessful and they are withdrawing their interest in the property. The property has been vacant for three years pending the outcome of their funding decision and has suffered significant vandalism. The site has been occupied by travellers on at least two occasions. Options for the future of the site are under review. However, given the level of damage caused and the costs of bringing the building back into use, it is likely that the building will be demolished.

6.2.2 Holbeck Youth Centre (HYC)

Health for All developed a proposal to refurbish Holbeck Youth Centre and bring it back into use. On this basis a community asset transfer was agreed by Executive Board in July 2012. However, since then Health for All has re-evaluated their proposal and decided that due to the diminishing funding, both for the project and for their organisation as a whole and the overall condition of the building that it is not to proceed. In the short term they will continue to occupy the premises on the existing short term lease. Health for All has requested that they be given time to develop a proposal to take over The Vale in Hunslet. This building is in much better condition than HYC and offers a more realistic opportunity for Health for All. They intend to relocate the services currently delivered from HYC to The Vale, which would make HYC surplus to requirements. The request to submit a full proposal is currently being considered.

6.2.3 Tenants Hall Enterprise Centre – Completed asset transfer.

6.2.4 The Vale

Health for All has submitted an expression of interest to operate the Vale as a Community Asset Transfer basis once Mental Health Day Care centre run by Adult Social Care have vacated.

6.2.5 Beeston Community Centre (BVCC)

Negotiations continue with Health for All regarding their existing lease on BVCC. Officers are currently considering granting a new six year lease to the organisation with rent set at a level that would reflect the investment made by Health for All in the building over the past six years.

6.3 Town and District Centres Programme (T&DC)

6.3.1 The T&DC Regeneration Scheme was launched in May 2005 Project ideas were invited from Area Committees that would:

- deliver economic regeneration of town, village and district centres
- be linked to the achievement of Council priorities
- not create any additional revenue implications for the Council

6.3.2 Whilst small elements of the scheme are in the final stage of completion, the majority of projects were signed off in January 2013.

6.3.3 In May 2012, Asset Management Board considered a report with investment options for an extended T&DC scheme. In July 2012 the THI/T&DC Programme Board considered and agreed the following additional criteria for this extended programme:

- prioritise centres that did not get investment under T&DC 1
- prioritise centres with existing regeneration schemes that could be further enhanced by additional investment via T&DC2
- prioritise centres identified as being under threat by the Colliers review of commercial centres in Leeds
- That any additional revenue implications should be agreed with relevant service department
- The selected area should have an established Town Team or potential of setting up a Town Team with help from LCC, this would provide an exit strategy for the T&DC2 after the projects have been completed

6.3.4 Subsequent discussions with Planning Board also asked that support be targeted towards town and district centres identified by the emerging Local Development Framework.

6.3.5 In addition to the physical improvement of town and district centres, T&DC2 also has as an objective of delivering 3 pilot Town Teams. Town Teams have been promoted as a means for providing local leadership for the advancement of local retail areas by Portas' Review of High Streets.

6.3.6 A separate report on Town Team pilots will explain the need for engaging with local stakeholders and encouraging them to form into Town Teams. This will propose the level of support required for a Town Team to be set up and to become operational. In addition, it will identify resource required from Area Support Team (AST), Business Support, Regeneration and City Centre Management for successful launch of the pilot schemes.

6.3.7 **Scope of Projects & Selection:**

- T&DC1 schemes supported a range of schemes from smallest £26k to largest £1.1m. The average size of a T&DC1 scheme has been £187k. Looking at the resources available for T&DC2, it is anticipated that 3 schemes in three wedges costing £200k each can be supported. Following consultation with members, it is expected that the Area Support Team (AST) will make 2 nominations. 1 centre as their priority and the other as their reserve scheme. The nomination process will require AST to justify why a particular centre has been chosen e.g. local support, quality, value for money, potential impact, contribution from other stakeholders etc. The selected schemes will receive £200k net to meet the project costs including fees. A city wide contingency fund of £100,000 will be retained.
- It is expected that each area will nominate 2 schemes for consideration. The choice of two centres will be made by local members supported by the AST. Currently AST have drafted nominations for Middleton Circus and part of Dewsbury Road. These proposals will be the subject of discussions with Ward Members, before submission.
- From the 6 nominations, 3 schemes will be selected by the T&DC Programme Board and then proceed to design stage. Members, Town Team members, local residents and other stakeholders will be consulted before a final design is agreed. A business plan will be drafted based on the final agreed design with budget costs, baseline position and outputs/outcomes expected. Budgets will be allocated following an appraisal of each business case by Asset Management Board.

7.0 **Updates by theme: Safer Stronger Communities Board – Cllr Adam Ogilvie**

7.1 Inner South Environmental Sub-Group

7.1.1 The last meeting of the group took place on the 2nd May and the draft minutes are attached as **Appendix 3**. The meeting discussed service performance, delivery of SLA2 priorities, and timetable for the development of SLA3, and the management of additional funding for the cleaning of housing estates. The detailed proposals for SLA3 are for discussion elsewhere on the agenda.

7.1.2 The next meeting is scheduled for 18th September 2013.

7.2 Community Safety – Cllr Kim Groves

7.2.1 Crime and Grime Partnership

As a result of significant changes to the deployment of resources within City and Holbeck Division, proposed changes to the Area Committee Champion role and new priorities agreed by the Safer Leeds Executive, the Crime and Grime meetings in South Leeds have been suspended. Senior officers from West Yorkshire Police, Leeds City Council and Aire Valley Homes are due to meet in order to agree priorities for South Leeds and appropriate delivery mechanisms. Consultation with Members on the local priorities and structures will be undertaken in the coming weeks subject to the appointment of the Area Lead Member for Community Safety being approved at this meeting. Further updates will be provided to the Area Committee as part of the Community Safety report in September 2013.

7.2.2 Burglary Reduction

Middleton Park ward has now been agreed as a strategic locality of concern by the Strategic Burglary Group for the city. A change in personnel at City and Holbeck Division has delayed the development of the action plan. However, the NPT and Aire Valley Homes Leeds (AVHL) are continuing to work together in identifying projects to be funded by AVHL that will improve security for residents. Both AVHL and BITMO continue to provide support to their tenants following burglaries. The issue was discussed at the June meeting of the Neighbourhood Improvement Board and partners have committed to promote crime reduction messages to their service users.

8.0 Updates by theme: Health and Wellbeing – Cllr Paul Truswell

8.1 The South East Health and Wellbeing partnership last met on the 23rd March 2013. The minutes were presented at a previous meeting. The role of the partnership is currently being reviewed. Area Committee will be kept informed of progress.

8.2 Reducing Smoking rates in Belle Isle

8.2.1 A new smoking cessation clinic has opened at Belle Isle Family Centre. 5 individuals attended the first session. Leeds Community Healthcare Smoking Cessation Advisors are to link with Youth Service to deliver smoking cessation information to a group of young people and deliver a briefing to Youth Service staff in relation to smoking cessation.

8.2.2 Discussions are taking place with Middleton Park Primary School and other the local Primary Schools in relation to developing smoke free zones around playground areas.

8.3 Health is Everyone's Business Training

8.3.1 19 staff from Middleton Children Centre have attended the Health is Everyone's Business staff training event.

8.4 Niche Tobacco Project Update

8.4.1 A project is currently underway in three Leeds neighbourhoods (Beeston, Hyde Park/Burley and Harehills) to raise awareness of the harmful effects of niche tobacco use. The focus of the project is on chewing tobacco products predominantly used by the Bangladeshi community and Shisha/Water pipes that initially were used by communities from the Middle East but have grown in popularity in the wider community over the last couple of years, in particular young people.

8.4.2 The five strands of work the project is focusing on are:

- Raising Community Awareness of high levels of nicotine content in niche tobacco products and their impact in relation to mouth cancers and lung cancer.
- A Promotional campaign with posters, fliers and radio/press releases. The promotional campaign will also include engaging with GPs, Dentists, Pharmacies and various community groups and organisations.
- Capacity building briefings with frontline workers from all agencies and with local voluntary sector organisations and community leaders. This will also include train the trainer sessions with key local health family staff groups.
- Cessation support to assist those wanting to quit/acknowledge addiction.
- Retailer education and enforcement – An initial meeting has taken place to look at a multi-agency approach to the education and enforcement strand of the project.

8.4.3 So far 8 awareness raising sessions have taken place within the Beeston Hill neighbourhood, 4 sessions have been for community members and 4 have been for frontline staff from the area. In total the sessions have been delivered to 77 individuals. A smoking cessation advisor is now working with 2 of the organisations in the area to offer advice and support to individuals who want to make a quit attempt.

8.5 A Healthy Early Start in Beeston Hill & Holbeck

8.5.1 Local actions are being developed by local agencies to provide support to local families in relation to financial inclusion and welfare reforms. The following actions will be followed up over the coming months:

- a) Map places where there is public access to IT provision in Beeston Hill & Holbeck and develop a plan of how local workers can utilise local IT provision to support local people in relation to Universal Credit applications; and
- b) New Bewerley Children Centre and City & Holbeck Children Centre to organise and an event to promote financial inclusion.

8.6 Belle Isle and Middleton Healthy Weight Pilot

8.6.1 An action plan is been developed in relation to taking this work programme forward in the locality. Proposed actions include:

- Change 4 Life locality pilot in JESS cluster, Including Clapgates Primary School and Sharp Lane Primary School in Middleton Park Ward
- Development of a family course to be run at Middleton Leisure Centre engaging families where a parent / parents and a child / children are overweight with the aim of result in changing the health behaviours of the all family leading to a reduced weight
- Development and start of community slimming club at Tenants Hall
- Developing take away free zones around schools work is proposed taking learning and best practice from other successful authorities

8.7 Alcohol and Community Safety

8.7.1 Local licensing framework developed for Inner South to be endorsed by Licensing Panel later this month. This will allow Licensing Panel to place restrictive measures on future applications for LS10 and 11.

8.8 Mental Health and Wellbeing Multi Agency Activity

8.8.1 A workshop was held in May with attendees from a number of agencies in the locality. The next step is to develop a South East Leeds mental health action plan taking account of feedback from the workshop. A number of training courses will be made available to support and equip frontline workers and communities to have confidence to access services and make referrals.

8.9 Welfare Reform

8.9.1 The South East Welfare Reform Group continues to meet. Interest in the work of the group has widened to include Leeds Law Centre and Womens Health matters. Recent discussions focused on:

- Foodbanks Middleton & Holbeck
- Public Health funding
- Potential impact on crime

8.9.2 The second series of front line staff briefings were held in April and brought the number of staff briefed in these sessions across South East to 150. Speakers on the day included Diane Gill (LCC Benefit Service), Wendy Allinson (Leeds Customer Services), David Rickus (Aire Valley Homes Leeds), Vic Berry (Citizens Online, Get IT Together) and Joanne Rogers (Leeds Credit Union).

8.9.3 The Financial Fitness programme commissioned using £20,000 public health funding is being put in place.

8.9.4 A south East Leeds Debt Forum event is planned for Wednesday 31st July. Partners include AVHL, Credit Union, Advice Leeds, East Leeds Debt Forum & West Leeds Debt Forum.

8.10 Public Health Funding

8.10.1 Following the update to the last Area Committee a South East Leeds draft work programme is being developed by West Yorkshire Standards in relation to the delivery of the Leeds Financial Fitness project. A scheme of 5 workshops will operate at a variety of community hubs over the coming months. Staff briefing sessions will also be offered to individuals working in the local area. The draft detailed programme will be available to Members for comment.

8.10.2 Financial Fitness Project Leeds – Inner South Leeds Proposed Work Programme
The following is proposed as a work programme in relation to the delivery of the Financial Fitness Project Leeds in Inner South Leeds:

8.10.3 Staff Briefing Sessions

It is proposed that one staff briefing session is carried out for frontline workers in each ward area in Inner South Leeds. It is proposed to hold the 3 staff briefing sessions as early as possible so that key community hubs can be identified and signed up to run Financial Fitness Leeds courses for local residents from September.

8.10.4 Financial Fitness Project Courses for Local Residents at Community Hubs

8.10.5 Proposed time line of activity:

- June, July, August 2013
 - West Yorkshire Trading Standards have discussions with key community hubs in Inner South Leeds to identify local venues for courses.
 - 3 staff briefing sessions also run to encourage local sign up to the Financial Fitness Project from local frontline workers and community champions
- August 2013
 - A list of proposed venue's, dates & times of community courses are going to be shared for comment with local councillors.
- September 2013
 - 12 Financial Fitness Courses in total to run across the inner South area (4 in each ward area).
 - It is hoped that Elected Members and Leeds City Council networks fully support the project and help to raise the profile of the initiative, increasing awareness and encouraging uptake of workshops by front line staff and community groups. We know from experience that full attendance is made possible through endorsement and referral from area coordinators, trusted support agencies, elected members and, in the case of community courses, front line staff. The project welcomes influence from Elected Members in terms of venues and community groups in their respective constituencies, who would benefit from courses and we would be happy to make early contact with those groups in the planning stage of the community group work.

- Project workers would be happy to meet with Elected Members, local groups and partners to discuss the project in more detail and to demonstrate examples of the resources and workshop material on offer.

9.0 Integrated Locality working

9.1 Beeston and Holbeck Neighbourhood Improvement Board (NIB)

9.1.1 The board met on Friday 24th May and minutes will be presented to a future Area Committee. Discussions included:

- Membership of Group
- Consultation with partners and agencies
- Development of an Action Plan

9.1.2 The next meeting is scheduled for the 6th September 2013.

9.2 City and Hunslet Neighbourhood Improvement Board (NIB)

9.2.1 The meeting of the 24th of May was postponed and a new date has yet to be confirmed.

9.3 Belle Isle & Middleton Neighbourhood Improvement Board

9.3.1 The last meeting of the board was held on the 4th of June. 2013. Minutes will be presented to a future Area Committee. Discussions took place on the following topics:

- Employment and Skills: discussion held about how we can work collectively to reduce NEETs in M&BI, promotion on the Job Club and training base at St Georges Centre
- Welfare Changes: responding to the changes in a co-ordinated manner to reduce impact of the major recent changes (Bedroom Tax, Council Tax Benefit, Crisis Loans etc) and future ones such as Universal Credit
- Burglary: discussion on localised initiatives proposed to tackle this trend
- Health inequalities
- Leeds Active Offer /Family Sports DayJobs and Skills: discussion about how we can work collectively to reduce NEETs in M&BI,
- Discussion on how we can promote the Job Club and training base at St Georges Centre.

9.4 Cottingley Neighbourhood Improvement Plan

9.4.1 The latest meeting of the NIP took place on the 19th April 2013; the minutes and action plan are attached as **Appendix 4**.

9.5 Priority Neighbourhood Worker

9.5.1 A report on the work of the Priority Neighbourhood Worker is included elsewhere on the agenda.

9.6 Neighbourhood Improvement Officer

9.6.1 Recruitment to this post was recently concluded. The post holder will work across City & Hunslet and Middleton Park Wards. It is expected that the successful applicant will take up their duties by 15th July.

10.0 Localism

10.1 Holbeck Neighbourhood Plan

10.1.1 Members will be aware that Holbeck was proposed by Leeds City Council as one of the front runner pilots under the Localism Act which gave local communities the right to prepare Neighbourhood Plans. Over the past year, the Area Support Team together with colleagues from City Development and support from Planning Aid England have been working to support the newly formed Holbeck Neighbourhood Forum and development of the Neighbourhood Plan through regular Support Group meetings which includes three residents.

10.1.2 The Forum has held four meetings to date, a drop-in public exhibition was held to start the process of drawing up a Plan, additionally there's been a walkabout in the area, workshop discussions, and a stall at last year's Holbeck Gala. As a result of these sessions, the area to be covered by the Plan has been agreed in principle by the Forum - this covers both the Holbeck residential and the industrial/businesses areas. Residents have identified a range of planning and non-planning issues to be covered by the Plan and these have been written up and developed into a possible outline for the emerging Plan.

10.1.3 A publicity task group has been set up with links to the Support Group. This task group will publicise meetings of the Forum with the aim of ensuring that more residents become involved and become members of the Forum. The task group will also seek more involvement from the business community which is vital if the Forum and Plan is to be truly representative of the area. The task group is also preparing material for a stall at Holbeck Gala.

10.1.4 The immediate issues that the Forum faces are: to agree its constitution, and to submit an application to LCC to designate the Forum and the area for the proposed Neighbourhood Plan. These issues will be tackled at the next meeting of the Forum which is currently being planned. The meeting will be held at St. Matthews Community Centre on Saturday 22nd June starting at 12.30. A visit to various sites in Chapeltown is being planned for the morning of Saturday 22nd of June starting from St. Matthews Community Centre at 10.00 a.m. In addition there will be an update on the proposed outline of the contents of the Plan.

10.2 Community First Grants

10.2.1 Community First Grants for all wards are summarised at **Appendix 5**.

11.0 Local Updates

11.1 Wellbeing Projects Evaluation

11.1.1 The Chair of the Area Committee has requested that a selection of completed wellbeing funded projects be presented to the committee.

11.2 South Leeds Life

11.2.3 The aim of this project was to keep individuals and communities in South Leeds well informed about events, news, services, groups, organisations and issues which affect their lives by promoting social blogs and a quarterly printed magazine. The project trains and supports local people and groups to be community reporters who contribute regularly to the blogs and the printed magazine. The Area Committee contributed £9,000 towards the printing and distribution costs the quarterly magazine. Other costs of the project were supported by Health For All and other grants.

11.2.4 The project has met its aims. Four editions of the magazine have been produced using Area Committee funding over the year, with the final edition being produced in April. The magazines have been produced to a high standard and have included a wide range of articles containing information useful to residents about e.g. welfare reform, news stories and reports about community activities, action and initiatives, events and summer festivals taking place in the area. There have been articles about the work and projects being carried out by the Area Committee and Elected Members and the debates at Area Committee e.g. action to tackle flytipping, improvements to Hunslet Library, action on domestic violence. The magazine has promoted the area and illustrated the huge amount of activity taking place in the area including a local focus on national stories e.g. publicity about the Olympic torch being carried through the area. The project has also recruited community reporters which has help to embed the magazine in the local community.

11.2.5 3,500 copies of each issue have been produced and distributed through pickup points across inner South Leeds including libraries, cafes, doctors, surgeries, churches, mosques and community centres together with copies distributed directly to community groups.

11.3 Rugby League World Cup 2013

11.3.1 To celebrate this event a Festival of Cups is planned to take place at the John Charles Centre in mid-July. The festival is part of the programme of events for the Rugby League World Cup taking place in November, for which Leeds is a host city. Consent is to be sought for advertising banners to be fixed to lampposts along Dewsbury Road, from Hunslet Hall Road to Barkly Road, and Middleton Grove. The proposal is to use alternate lampposts on each side of the road so that there is a banner location approximately every 20m, please see the attached indicative map at **Appendix 6**. Lamppost columns situated near to traffic signals, road signs, trees or immediately outside residential

properties these locations have been avoided. The exact locations will be subject to scrutiny by both Highways and planning officers prior to consent being granted. **Appendix 7** gives a detailed briefing note on the proposal.

12.0 Inner South Area Committee Business Plan

- 12.1 At the September 2012 Area Committee members supported the development of a Business Plan that outlined all delegations, ward profiles and an action setting out the main priorities of the Committee.
- 12.2 It was proposed that the business plan document be brought to the first meeting of the municipal year. Due to ongoing discussions around Area Lead roles the Business Plan will be brought to the September 2013 Area Committee for sign off.

13.0 Corporate Considerations

13.1 Consultation and Engagement

- 13.1.1 Projects are developed to address priorities in the Area Committee Business Plan. The production of this plan is informed by Local Councillors and local residents. All projects developed are in consultation with Elected Members and local communities. Approval for any contribution from the Well being budget is secured at Area Committee.

13.2 Equality and Diversity / Cohesion and Integration

- 13.2.1 Community groups submitting a project proposal requesting funding from the Well being budget have an equal opportunities policy and as part of the application process, complete a section outlining which equality groups the project will work with and how equality and cohesion issues have been considered.
- 13.2.2 Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.
- 13.2.3 A light touch Equality Impact Assessments is carried out for all projects.

13.3 Council Policies and City Priorities

- 13.3.1 The projects outlined in this report contribute to targets and priorities set out in the following council policies:
- Vision For Leeds
 - Children and Young Peoples Plan
 - Health and Well being City Priority Plan
 - Safer and Stronger Communities Plan
 - Regeneration City Priority Plan

13.4 Resources and Value for Money

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

13.5 Legal Implications, Access to Information and Call In

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

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

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

13.6 Risk Management

13.6.1 This report provides an update on work in the Inner South and therefore no risks are identifiable. Any projects funded through Well being budget complete a section identifying risks and solutions as part of the application process.

13.0 Conclusions

13.1 The report provides up to date information on key work areas of the Area Committee.

14.0 Recommendations

14.1 The Area Committee is asked to:

- a) note the contents of the report and make comment as appropriate.
- b) Agree nominations to Area Committee Sub Groups.

Background documents¹

There are no background papers associated with this report

¹ 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.

**Area Chairs Forum
Friday 1st 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
1.0	Apologies	
1.1	Cllr A McKenna	
2.0	Minutes and Matters Arising	
2.1	The minutes of the previous Area Chairs Forum meeting on 9 th 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 th 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.	
3.0	Approaches to Financial Inclusion	
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 its 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. Its 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.

**Sara
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

**Area
Leaders /
Kathy**

system, when they have clearly been assigned. It was agreed that Area Leaders **Kudelnitzky** 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 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 3rd May 2013, 10:00 – 12:00, Committee Room 4 - Civic Hall

Inner South Area Committee Employment & Skills Board

Friday 17th May 2013

Attendees: Cllr Groves, Cllr Ogilvie, Martin Hackett, Shaid Mahmood, Simon Betts, Peter Nuttall, Ann Marie Spry, Jane Hopkins, Amy Tolliday, Alice Winter, Ian Ingle, .

Apologies: Sarah Suess, Maggie Hartley, Julie Blaylock, Simon Lonsdale, Wayne Notemam

Action Notes

	ITEM	Items of Report	ACTIONS	OWNER	By when
1.0	Introduction & Apologies	Cllr Groves thanked everyone for attending. Apologies were noted.			
2.0	Minutes of Last Meeting & Matters Arising	Several issues raised from last meeting: <ul style="list-style-type: none"> Agreed to share data gained from learning markets for use at Job Shop Job Shop partners need to meet prior to opening to ensure procedure for sharing of data in place 	MH to liaise with Sarah Suess MH to arrange with Cllr Groves	MH MH	Prior to opening of job shop
3.0	Aire Valley Enterprise Zone Place Events with Learning Partnerships	AW distributed a report on progress with AVEZ. The 3 main employers they are working with are: <ul style="list-style-type: none"> Symingtons Watershed Packaging 	The following agreed: <ul style="list-style-type: none"> Meet the buyers event for businesses to be on supply chain – details to be sent out 	AW	Within 3

	ITEM	Items of Report	ACTIONS	OWNER	By when
		<ul style="list-style-type: none"> • Veolia <p>The benefits of being on the AVEZ are:</p> <ul style="list-style-type: none"> • Enhancements • Reduced rates • Capital investment 	<ul style="list-style-type: none"> • Maps of AVEZ to be distributed • Report to Inner South AC for nearest date after June on AVEZ 	<p>AW AW</p>	<p>weeks</p> <p>After June 2013</p>
4.0	Jobs Club St George's	<p>On schedule to open June 2013. Agreed that the core offer is more important than who is delivering but the 4 providers need to bring together the 4 different systems they use in order that things run smoothly.</p> <p>GMB Mobile Learning Centre moving into St George's – to ensure this links very closely to Job Shop</p>	<ul style="list-style-type: none"> • To set up a partner meeting to agree procedures • Incorporate this into early partner meeting 	<p>MH</p> <p>Cllr Groves</p>	<p>Within 2 weeks</p> <p>Within 2 weeks</p>
4.1	Cottingley proposals	<p>Funding from AVH will provide a computer drop in facility. Several agencies involved, including:</p> <ul style="list-style-type: none"> • Union Learn • South Leeds Community Radio • AVH • Credit Union • JCPlus • Learning Partnerships • Get IT Together 	<ul style="list-style-type: none"> • Need to link this facility to business • Promote this as a good case study for agencies working together and promote this across team • Need to choose venue for final learning market in City & Hunslet – try Hunslet Moor Primary School in first instance 	<p>Ellie Rogers(ER) ER</p> <p>MH and SS</p>	<p>Between now and next meeting</p> <p>Within next 3 months</p>
5.0	Engagement with Business	<p>AW provided a variety of statistics relating to apprenticeships and engagement with business including The Arena, Trinity, White Rose Centre, ALDI, PFI Beeston & Holbeck.</p> <p>Other information provided regarding 2</p>	<ul style="list-style-type: none"> • There needs to be better link up with what Ward Members are doing and E&S are doing in relation to engaging with business • E&S minutes to be reported to Area Committee 	<p>Cllr Groves/Cllr Ogilvie/ AW</p> <p>MH</p>	<p>Immediately</p> <p>From June 2013</p>

	ITEM	Items of Report	ACTIONS	OWNER	By when	
		likely hotel sites, 1 near arena and 1 on Gelderd Road. Hammersons – Victoria Gate Development (John Lewis) is a key project Issues raised – There is a general view that people do not think training is needed for retail and hospitality jobs. Training IS required and there are various areas within both industries.				
	6.0	Community Learning Programme	This covers a wide range of learning. Tender opportunity recently went out and 87 providers attended recent event. Bids to be in by 12 th June. Elected Members are being engaged to influence how the programme is delivered and raise profile of community learning and engage with local stakeholders. Query raised: should community learning funding be spent on health training when NHS already fund this in the community?	Action – agreed to include a paragraph on this in Key Work report i.e. priorities identified by Members. Action – from recent e mail send on CL any feedback to Ann Marie Spry.	MH to liaise with Light Addaquay Sarah Gill to liaise with AMS	For June/July meeting By 12th June
	7.0	AOB	Early learning needs 4,000 new child care places in next 2 years. Target in Middleton is 89 places; Laurel Bank rises from 32 to 50 places.	Eligibility criteria to be sent out	II	Within 2 weeks.

	ITEM	Items of Report	ACTIONS	OWNER	By when
8.0	Future Agenda items	<p>The following were agreed as future items:</p> <ul style="list-style-type: none"> • July 2013 – NEET update • July 2013 – Children’s services report on 18/19 year olds • July 2013 - Role of children’s centres and how this ties in • November 2013 – apprenticeships academy update • November 2013 – Outcomes of community learning 			
9.0	Dates & Times of Future Meetings	<p>19th July 2013 – 2.30pm – 4.00pm 29th November 2013 – 2.30pm – 4.00pm</p>	All to be held at Dewsbury Road One Stop Centre.		



Inner South Environmental Sub-Group
 Thursday 2nd May 2013
 4.30 p.m.
 Dewsbury Road One Stop Centre

ATTENDANCE	
Councillor Adam Ogilvie	Ward Member (Beeston & Holbeck)
Councillor Mohammed Iqbal	Ward Member (City & Hunslet)
Glen Gorner	Parks & Countryside
Tom Smith	Locality Team
Mark Gray	Aire Valley Homes Leeds
Steve Ross	Area Support Team

1.0	Welcome and Introductions	ACTION
1.1	Cllr. Adam Ogilvie welcomed everyone to the meeting.	
2.0	Apologies	
2.1	Cllr Kim Groves, Mike Holdsworth, Tom O'Donovan, Ben Singer.	
3.0	Minutes of the meeting held on 5th March	
3.1	The minutes of the last meeting were agreed as a true record.	
4.0	Matters arising not elsewhere on the agenda	
4.1	<ul style="list-style-type: none"> Once the third supervisor has been appointed, Tom Smith to inform the appropriate Ward Members if a service has not run. Dog fouling: problems at the pocket park on Trentham Street. Tom to check dog control status of the park. Noted also a problem of dog fouling on Lodge Lane. Role of PCSOs: protocol to be looked at again to see if PCSOs can take direct enforcement action. Cllr Iqbal to raise with Chief Superintendent Paul Money. Tom to provide briefing note Spotted Cow: Tom to get update from Paul Spandler/Mark Mills and inform Beeston & Holbeck Members. 	<p>Tom S</p> <p>Tom S</p> <p>Cllr Iqbal/ Tom S</p> <p>Tom S</p>
Standing items		
5.0	Locality Service Performance and delivery of SLA priorities	
5.1	The performance report had been circulated with the papers for the meeting. More than half of the service requests received by the team are in Inner South and in particular concern flytipping and waste in gardens. Some manual cleaning routes have not been run during the past quarter – leave is to be managed to avoid this.	Tom S
5.2	Binyards in the Woodviews near the new Mosque: Tom to check how many notices have been served.	Tom S
5.3	Difficult to serve FPNs for dog fouling – could other appropriate officers be authorised to serve these Notices?	Tom S
5.4	Tom said there was no particular reason for a reduction in the number of prosecutions (possibly change of staff might have had an	

	impact on this.)	
Meeting specific items		
6.0	Delivery of SLA 3 timetable	
6.1	<p>Tom highlighted some changes in SLA3 from SLA2 including:</p> <ul style="list-style-type: none"> • a commitment to work closely with the waste management service on waste solutions for areas not receiving increased recycling services through alternate week collections • mechanical cleansing will be carried out on fixed days. • Flytipping: a second team is to be recruited, this will have a wider remit for work on hotspot areas • Ginnels: an appendix sets out the inspection and cleaning frequency for priority ginnels. Where there is a Public Right of Way in place, Parks & Countryside will inspect and will cut back overgrown vegetation prior to the growing season. P&C will check all the ginnels on the list to see which can be added to the grounds maintenance contract. Where there is overgrown vegetation, the locality team will get it cut back by the appropriate service. • The SLA sets out the costs of a menu of additional services. 	
6.2	Ward priorities: Tom to circulate to Ward Members the ward priorities and offer ward meetings to explore these.	Tom S
7.0	AVHL update	
7.1	Mark said that AVHL was checking that ginnels were cut back and weed sprayed.	
7.2	<p>Tom is working on a project to manage an additional £85K from the HRA for Inner and Outer South Leeds for the additional cleaning of housing estates. In Inner South this included:</p> <ul style="list-style-type: none"> • Cottingley • Bodmins/Westwoods/Sissons/Throstles • Malverns/St Lukes <p>Once the programme of work has been agreed, it will be circulated to Ward Members.</p>	Tom S
7.3	Another project, part of the ALMO review, is being carried out about having environmental services in one place.	
8.0	Any Other Business	
8.1	Tom Smith has taken over responsibility for the city-wide bulky waste collection service.	
8.2	Steve to chase up a complaint about Dewsbury Road made at the Area Committee in March.	Steve
8.3	Glen raised issue of flytipping etc over the barrier in the woods near the Bodmins. This area links with the green infrastructure project. It was noted that the area had been cleaned several times.	
9.0	Date and time of next meeting. (all Dewsbury Road One Stop Centre – Conference Room)	
9.1	<p>Wednesday 18th September 2.00 p.m. Wednesday 27th November 2.00 p.m.</p>	All to note

Cottingley NIP Meeting

Attendance:

Cllr David Congreve	Ward Councillor (Acting Chair)
Brendan Mannion	Commercial Asset Management
Ellie Rogers	Priority Neighbourhood Worker
Liz Comer	Aire Valley Homes
Christine Robinson Perkins	TRAC
Inspector Paul Akerman	West Yorkshire Police
Greg Sallabank	Environmental Services
Toshal Bhatia	Health for All
Heather Hart	Cottingley Children's Centre
Rachel Brighton	Public Health
Tom Smith	Locality Team
Carla Yeomans	Aire Valley Homes
Apologies:	
	<p>Cllr Adam Ogilvie Cllr Angela Gabriel Jayne Holland, SLLAH Sam Coupland, Active Lifestyles Ali Gilfillan, Cottingley Youth Project Reverend Jude Smith, Cottingley Church Tom O'Donovan, South East Area Support Team St Clair Brown, Youth Service Rachel Brighton, Public health Robyn Holland, TRAC Adele Bosworth, TRAC</p>

1	Welcome and introduction	ACTION
1.1	Welcome and introductions were made.	
2	Minutes and matters arising from the meeting held on 07/12/2012	
2.1	Minutes were agreed as an accurate record.	
3	Environmental Action Plan	
3.1	<p>Refuse and Recycling Project Update</p> <ol style="list-style-type: none"> 1. Highways had discovered problems with tree roots and were unable to begin works on hard standing despite having originally surveyed the area. 2. Solutions had been found by changing from concrete to tarmac and painting hatchets on existing pathways. 3. Recycling Centre 1 would have to be moved to take up a parking space on Cottingley Chase. 4. Work had been rescheduled for 29th April and would take 10 days. 5. The number and location of sites must be finalised before ordering steel frames. 6. GS to ensure that collections are not altered before new bin 	GS

Cottingley NIP Meeting

	<p>systems are in place.</p> <p>7. The Waste Crew had come up with the suggestion to add 80 additional wheelie bins on Beechcrofts and Dulverton Green to improve reliability & service.</p>	
3.2	<p>Communicating with Residents</p> <ol style="list-style-type: none"> 1. Door knocking to take place in affected areas 2. A letter to be sent out regarding the delay 3. TRAC Facebook and Aire Valley Homes Facebook to be used to communicate key messages 	GS
3.3	<p>Shops</p> <ol style="list-style-type: none"> 1. BM meeting with PO w/c 22/04/13 2. ER to send BM campaign letter 3. If this isn't successful they may have to let to another tenant. 4. Repairs budget has been approved for painting the floor. 	BM ER
3.4	<p>Parking</p> <ol style="list-style-type: none"> 1. TS to check regarding enforcement on match days. 	TS
3.5	<p>In Bloom</p> <ol style="list-style-type: none"> 1. ER to forward minutes to LC 	ER
3.6	<p>Litter Picking</p> <ol style="list-style-type: none"> 1. 1 years funding granted for additional resource. 2. TS to facilitate a local recruitment process. 3. TS to work with community to direct this extra resource. 	TS
4	General Action Plan	
4.1	<p>ASB</p> <ol style="list-style-type: none"> 1. Problems persist with cannabis smoking outside of the shops. 2. All agencies to encourage people to report. 	
4.2	<p>Benefits Advice</p> <ol style="list-style-type: none"> 1. The sessions allocated for the primary school through Chapeltown CAB did not happen, the timeframe for this has now passed. 2. The children's centre would be happy to host any extra provision. 	
5	<p>AOB</p> <ol style="list-style-type: none"> 1. CRP suggested a workshop around benefit changes 2. The children's centre volunteered their family room 3. The workshops would take place as a drop in over a couple of days. 	ER/LC/CY/HH/ CRP to action
6	Date and time of next meeting	
6.1	31/05/13 2pm Cottingley Community Centre	All

Beeston & Holbeck Community Panel

From an allocation of £152,595 the following grant requests have been submitted.

Funded Group	Recommended Amount	Paid Amount	Disposition
Beeston Community Forum	641.00	641.00	Approved
Holbeck Health Group	2,500.00	2,500.00	Approved
Kidz 'n' Co	2,132.00	2,132.00	Approved
Beeston in Bloom	2,500.00	2,500.00	Approved
Beeston Action for Families	2,440.00	2,440.00	Approved
Beeston History Class	670.00	670.00	Approved
Cardinal Court Tenants Association	800.00	800.00	Approved
Church Together in Leeds 11	1,175.00	1,175.00	Approved
Clarksfield Allotments	1,350.00	1,350.00	Approved
Cottingham Youth project	1,996.00	1,996.00	Approved
Friends of Cross Flatts Park	2,500.00	2,500.00	Approved
Holbeck Christian Fellowship	2,500.00	2,500.00	Approved
Holbeck Gala	2,500.00	2,500.00	Approved
Holbeck in Bloom	2,500.00	2,500.00	Approved
Krok pro Ko (Step by step) Polish womens group	2,150.00	2,150.00	Approved
Leeds Music Trust	2,500.00	2,500.00	Approved
Mosaic Church, Leeds	250.00	250.00	Approved
Saheli Womens Group	2,500.00	2,500.00	Approved
Voice of Holbeck	1,000.00	1,000.00	Approved
Cardinal Youth CLub	2,000.00	2,000.00	Approved
Holbeck in Bloom	2,000.00	2,000.00	Approved
Kidz Klub Leeds	1,250.00	1,250.00	Approved
Church Together In Leeds 11	750.00	750.00	Approved
Holbeck Gala (Christmas Market)	1,000.00	1,000.00	Approved
Watsonia Management Committee	2,500.00	2,500.00	Approved
Friends Of South Leeds Music Centre	1,000.00	1,000.00	Approved
Voice Of Holbeck	1,500.00	1,500.00	Approved
Beeston Action For Families	1,245.00	1,245.00	Approved
Beeston St Anthonys	900.00	0.00	Pending

Community Football Club			
Cardinal Youth Club	1,000.00	1,000.00	Approved
Ekotah Together	1,250.00	0.00	Pending
Tenants And Residents Association Cottingley (TRAC)	2,500.00	0.00	Pending
South Leeds Park Run	2,500.00	2,500.00	Approved
Open Doors St Andrews Church	500.00	500.00	Approved
Mosaic Church	1,000.00	1,000.00	Approved
Friends of Holbeck Social Club	1,250.00	1,250.00	Approved
Friends of Holbeck Moor	1,250.00	1,250.00	Approved
St Andrews Pantomime Group	1,250.00	1,250.00	Approved
Lynbar Majorettes	1,250.00	1,250.00	Approved
Holbeck & Beeston Older Active Peoples Group	1,011.00	0.00	Pending
Grand Total	63,510.00	57,849.00	

Belle Isle and Middleton Community First Panel

From an allocation of £118,685 the following grant requests have been submitted.

Funded Group	Recommended Amount	Paid Amount	Disposition
Middleton Residents Group	2,473.00	0.00	Pending
Westwood Community Association	1,092.00	0.00	Pending
Active Belle isle	1,425.00	1,425.00	Approved
Middleton Community Bowling Club	2,385.00	2,385.00	Approved
Little Chefs	1,518.00	1,518.00	Approved
Leeds Corinthians RUFC Community Rugby Club	2,500.00	2,500.00	Approved
Wednesdays in the Woods	954.00	954.00	Approved
Middleton Park FC (Football Club)	2,434.00	2,434.00	Approved
Middleton Bosom Buddies	2,500.00	2,500.00	Approved
Friends of Middleton Park (FoMP)	1,640.00	1,640.00	Approved
Trinity Network	1,040.00	1,040.00	Approved
The Hunslet Initiative	1,440.00	1,440.00	Approved
St Philips Residents Group	417.17	0.00	Pending

South Leeds Life Group	2,270.00	2,270.00	Approved
Middleton Life	2,300.00	2,300.00	Approved
Middleton Community Bowling Club	1,534.00	1,534.00	Approved
The South Leeds Music Centre	1,000.00	1,000.00	Approved
Belle Isle and Middleton Dads Group	2,500.00	2,500.00	Approved
Middleton Park FC	2,500.00	2,500.00	Approved
Middleton Crossroads Project	2,038.00	2,038.00	Approved
Middleton Elderly Aid Luncheon Club	2,500.00	2,500.00	Approved
Middleton Community Centre	2,500.00	2,500.00	Approved
Mens Health Network	1,000.00	1,000.00	Approved
Friends With Food Group	2,260.00	2,260.00	Approved
Friends of Skelton Grange	1,925.00	1,925.00	Approved
Design and Print United	2,488.00	2,488.00	Approved
Belle Isle WOmens Group	1,580.00	1,580.00	Approved
Grand Total	50,213.17	46,231.00	

City & Hunslet Community First Panel

From an allocation of £237,370 the following grant requests have been submitted.

Funded Group	Recommended Amount	Paid Amount	Disposition
Beeston In Bloom	2,500.00	2,500.00	Approved
Holbeck Gala	1,000.00	1,000.00	Approved
Hunslet Green Community Sports Club	2,500.00	2,500.00	Approved
Hunslet Tenants And Residents Association	300.00	300.00	Approved
South Leeds Community Network	2,500.00	2,500.00	Approved
Kashmiri Womens Group	2,500.00	2,500.00	Approved
Himmat Asian women carers group	2,500.00	2,500.00	Approved
Walk and Talk Group	2,380.00	0.00	Pending
The Hunslet Initiative	1,000.00	1,000.00	Approved
South Leeds Community Alliance	2,490.00	2,490.00	Approved
Leeds Youth Muslim Forum	2,450.00	2,450.00	Approved

Friends of Cross Flatts Park	2,500.00	2,500.00	Approved
the Hunslet Club	2,496.00	2,496.00	Approved
51st Leeds Hunslet parish Church Guides	2,500.00	2,500.00	Approved
Hooner kelah	1,150.00	1,150.00	Approved
Hunslet Festival	2,500.00	2,500.00	Approved
Hunslet Hawks Dance Academy	860.00	860.00	Approved
Hunslet Moor primary School	650.00	0.00	Pending
KMWA Kashmiri Muslim Welfare Association	2,500.00	0.00	Pending
Reetwirlers Majorettes	1,525.00	1,525.00	Approved
ST Lukes Cares	1,000.00	1,000.00	Approved
Hunslet Bosom Buddies	2,190.00	2,190.00	Approved
Kidz Klub Leeds	1,250.00	1,250.00	Approved
Unity In Poverty Action	500.00	500.00	Approved
South Leeds Elderly Luncheon Club	2,497.00	2,497.00	Approved
Church Together In Leeds 11	750.00	750.00	Approved
Mariners Involvement Group	800.00	800.00	Approved
SLATE Volunteers Development Group	2,300.00	2,300.00	Approved
Stratford Street Youth Club	2,475.00	2,475.00	Approved
Space Youth Programme	2,500.00	2,500.00	Approved
South Leeds Live at Home Scheme	2,300.00	2,300.00	Approved
Sporting Change	2,350.00	2,350.00	Approved
In Focus	2,000.00	2,000.00	Approved
FDM For Disability Mobility	2,500.00	2,500.00	Approved
Leeds Men Health Network	1,000.00	1,000.00	Approved
Yorkshire Adabee Arts Forum	2,425.00	2,425.00	Approved
Salvation Army	500.00	500.00	Approved
South Leeds Life Group	1,900.00	0.00	Pending
HUNSLET FESTIVAL	2,500.00	2,500.00	Approved
Hunslet Baptist Church	1,500.00	1,500.00	Approved
Beeston In Bloom	2,500.00	2,500.00	Approved
Greenhouse Residents Committee	2,000.00	2,000.00	Approved
South Leeds Community Radio Volunteer Group	1,000.00	1,000.00	Approved
Assisi Place Residents Group	2,032.00	2,032.00	Approved

Awazz Network	2,005.00	2,005.00	Approved
Lynbar Majorettes	1,500.00	1,500.00	Approved
Shardonnay Twirling Majorettes	1,500.00	1,500.00	Approved
St Peters Court Tenants Association	2,000.00	2,000.00	Approved
The Hunslet Initiative	1,045.00	1,045.00	Approved
Cloth Cat Studios	2,024.00	2,024.00	Approved
Ekotah Together	1,250.00	0.00	Pending
Kashmiri Womens Group	2,000.00	2,000.00	Approved
Open Door Mission	1,200.00	1,200.00	Approved
South Leeds Community Alliance	2,500.00	0.00	Pending
Grand Total	98,594.00	87,414.00	

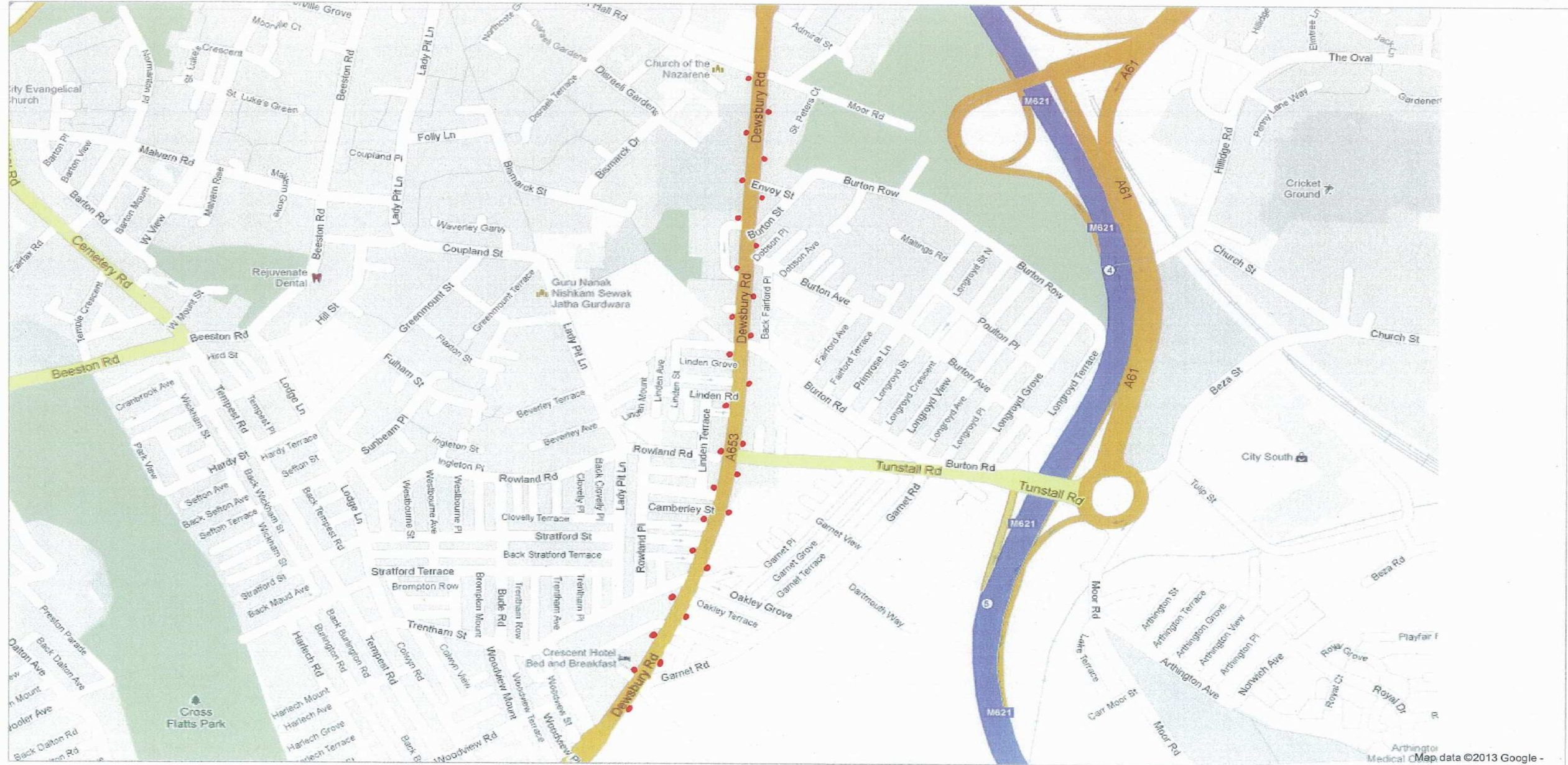
'Pending' means the project has only recently been submitted to CDF and needs to be processed, or that the group have not yet returned their grant acceptance form to CDF.

'Approved' means that the group have returned their grant acceptance, so if it is 'Approved' but without a payment it either means that it is scheduled for payment shortly, or that there is a query relating to the payment details.

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



Dewsbury Road Community Banners

Background notes

In 2007 the Council used lamppost banners to dress the city centre in celebration of the city's 800th anniversary. Following on from the success of this a trial was launched in 2008 to use banners in the promotion of arts and cultural events. The banners were sponsored by local businesses with a proportion of the banner being taken up with details of the sponsoring business.

Since 2008 city dressing coverage of the city centre has grown with a large number of streets having permission for the use of banners. At present there are 170 city centre lampposts with consent to affix banners.

Following on from the success of the city centre banner programme it was agreed that banners could be installed to promote community events and positive community messages in selected areas around Leeds. This has led to banners being approved in Morley, Rothwell, Middleton, Chapelton and most recently the Aire Valley.

It has been agreed with planning officers that community banners will be slightly smaller than those in the city centre at **2m x 0.8m**.

The existing estate of lampposts with planning consent has been approved for banner use by SSE Contracting, the Council's partner who manages and installs street lighting in Leeds. They have approved the current banner specification and method of affixing banners to lampposts.

Proposal

This proposal is being driven in the main by the impending Festival of Cups that is due to take place at the John Charles Centre in mid July. The festival is part of the programme of events for the Rugby League World Cup taking place in November, for which Leeds is a host city.

Advertisement consent is to be sought for banners to be fixed to lampposts along Dewsbury Road, from Hunslet Hall Road to Barkly Road, and Middleton Grove. Consent is being sought for alternative lampposts on each side of the roads, off set so that there is a banner location approximately every 20m, please see the attached indicative map.

Where lampposts columns are situated near to traffic signals, road signs, trees or immediately outside residential properties these locations have been avoided. The exact locations will be subject to scrutiny by both highways and planning officers prior to consent being granted.

Project Management

The project is managed under licence for the Council by a third party organisation who sell the banners, liaise over artwork, programme installation and removal and provide performance monitoring information. The licensed third party organisation also supplies all fixtures and fittings necessary for attaching the banners to lampposts.

The Council's Leeds' Lights team is responsible for the physical installation and removal of banners at a cost which is charged to the licensee.

Before any banner is installed artwork has to be approved by the Council, this is undertaken jointly by the Advertising Initiatives Manager and City Centre Management. As per the Council's own advertising content guidance banners will not carry messages or images of a religious, racial or political nature, nor will alcohol be promoted. Additionally, in the case of community settings local sensitivities will be taken into consideration before banners are approved.

Should lampposts be required for Christmas light displays then banners will be removed and not replaced until after the Christmas displays have been taken down.

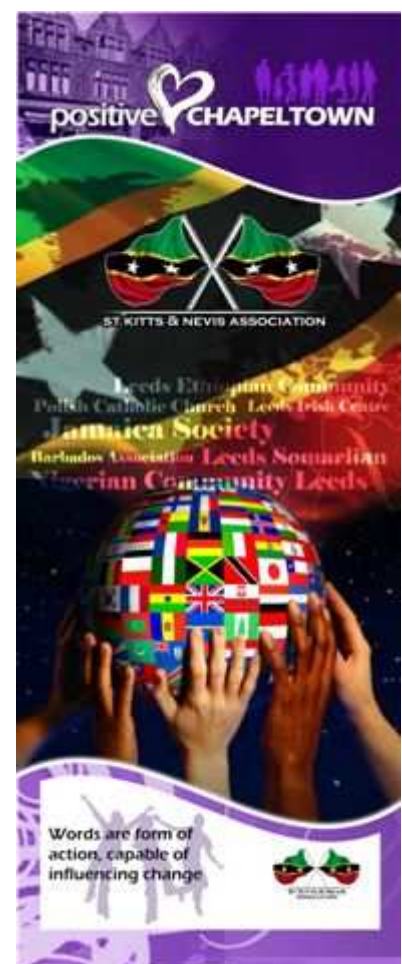
The banner project is currently based on a quid pro quo arrangement, so that for each 'commercial' banner sold, the Council receives one 'celebration' banner (free of charge) on which to promote city events and messages. In the case of community banners this type of arrangement could still exist, or community groups could buy banners at a discounted rate.

Banners should promote both the local area and city as a whole, presenting a positive image of Leeds. Any business, service or product being advertised should have clear links with the community and/or Leeds, promoting cultural events, locally beneficial campaigns and Leeds based activities.

Consultation

Ward Councillors for both Beeston & Holbeck and Middleton Park have been informed of the proposed banners.

Examples of community campaigns



Report of Assistant Chief Executive (Customers and Communities)

Report to South Leeds (Inner) Area Committee

Date: Wednesday 19th June 2013

Subject: Wellbeing Report

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Beeston & Holbeck City & Hunslet Middleton Park	
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

This report provides Members with:

1. Confirmation of the 2013/14 revenue allocation and the 2012/13 carry forward figure.
2. An update on both the revenue and capital elements of the Wellbeing budget.
3. Details of revenue projects agreed to date (Appendix 1).
4. A summary of the revenue proposals for 2013/14 which link to the priorities and actions in the Area Committee Business Plan.
5. Members are also asked to note the current position of the Small Grants Budget.

Recommendations

Members of the Inner South Area Committee are requested to:

- a) Note the contents of the report;
- b) Note the position of the Wellbeing Budget as set out at 3.0;
- c) Note the Wellbeing revenue projects already agreed as listed in 3.2.2;
- d) Note the Small Grants position in 6.0

1.0 Purpose of this report

- 1.1 Confirmation of the 2012/13 and 2013/14 revenue allocation and carry forward figure.
- 1.2 An update on both the revenue and capital elements of the Wellbeing budget.
- 1.3 A summary of the proposed ring-fencing for Area Committee Wellbeing funding for 2013/14.
- 1.4 Details of revenue projects agreed to date (Appendix 1).
- 1.5 Members are also asked to note the current position of the Small Grants Budget.

2.0 Background information

- 2.1 Each Area Committee has been allocated a Wellbeing Budget which it is responsible for administering. The aim of this budget is to support the social, economic and environmental wellbeing of the area by using the funding to support projects that contribute towards the delivery of local priorities.
- 2.2 Wellbeing funding cannot be paid retrospectively. An application form must be submitted and approved by the Area Committee before activities or items are purchased.
- 2.3 Members are reminded that due to the timescales required for submission to Area Committee the deadline for receipt of completed documentation is at least seven weeks before an Area Committee to allow for processing the necessary paperwork.

3.0 Wellbeing Budget Position

3.1 Wellbeing Revenue Budget Summary for 2012/13

- 3.1.1 At its May meeting, Area Committee considered a Wellbeing Report containing figures for 2012/13 based on allocation decisions made by the Area Committee before the financial year end. Members were informed at that meeting that the year-end position figures based on actual financial commitments/expenditure on the finance system would be available for its June meeting following account reconciliations of the wellbeing account. These reconciliations have now been completed and the following is confirmation of the figures going forward.
- 3.1.2 Members have received a summary of 2012/13 year end Area Committee revenue funding by Ward for comment prior to the Area Committee meeting. The schedule showed underspend figure by project and by ward. The residual sums have been allocated as actuals by Ward by way of recycled investment. Appendix 1 presented previously has not been included with this report and will not be included in the future. Copies are available on request. Members will be updated with the current position at their ward based briefings.

- 3.1.3 The revenue budget approved by Executive Board for 2012/13 was **£224,520.00**. The carry forward figure of **£219,337.41** gave a total amount of **£443,857.41** revenue funding available to the Area Committee for 2012/13.
- 3.1.4 **Table 1** summarises the totals of projects rolled forward from 2011/12 and funded by Area Committee up to and including the March 2013 meeting. It also shows an actual spend in 2012/13 of **£249,301.52** with a remaining balance of **£194,555.89**.
- 3.1.5 **Table 1** includes a number of projects approved in 2012/13 which either did not complete or did not submit an invoice by the 31st March 2013 deadline. Also included are projects approved in 2012/13 for implementation in 2013/14. To ensure the projects are delivered and paid for, funding of **£133,341.87** has been rolled forward to complete these projects. Members are asked to note that among the projects is the £106,020.00 Children & Young People allocation for 2013/14.
- 3.1.6 The closing balance contains the underspend figure of **£42,494.45**, which includes residual funding of ring-fenced amounts including small grants, community skips, communications budget, community safety and the children and young people project 2012 allocation.

TABLE 1 - Wellbeing Revenue Budget Summary for 2012/13

Wellbeing Revenue Budget Summary for 2012/13	Total	B&H	C&H	MP
	£	£	£	£
Budget Allocation for 2012/13	443,857.41	158,494.36	165,182.80	120,180.25
Projects Committed for 2012/13 including projects b/f from 2011/12	425,137.84	142,199.12	133,939.40	148,999.32
Actual Spend in 2012/13	249,301.52	84,476.62	87,816.25	77,008.65
Remaining balance after actual spend	194,555.89	74,017.74	77,366.55	43,171.60
Projects committed in 2012/13 and rolled forward to be delivered in 2013/14	133,341.87	41,265.73	35,126.83	56,949.31
Closing Balance to be rolled forward to 2013/14	61,214.02	32,752.01	42,239.72	-13,777.71

3.2 Revenue 2013/14

- 3.2.1 The revenue budget approved by Executive Board for 2013/14 is **£224,520** and is the same as 2012/13. The carry forward balance figure of **£61,214.02** gave a total of **£285,734.02** revenue funding available to the Area Committee for 2013/14.
- 3.2.2 Having considered the wellbeing revenue budget at its May meeting, the Area Committee approved the following schedule of 2013/14 allocations detailed below.

Projects	Total	B&H	C&H	MP
Revenue Wellbeing Budget 2013/14	224,520.00	74,840.00	74,840.00	74,840.00
Closing balance b/f from 12/13	61,214.02	32,752.01	42239.72	-13,777.71
Available budget	285,734.02	107,592.01	117,079.72	61,062.29
<u>2013/14 Allocations</u>				
Small grants	10,000.00	5,000.00	3,000.00	2,000.00
Skips	3,500.00	1,500.00	1,000.00	1,000.00
Communications budget	3,000.00	1,000.00	1,000.00	1,000.00
Celebration Event 2014	1,000.00	334.00	333.00	333.00
International Older Person 's Event	1,500.00	500.00	500.00	500.00
Festivals 2014	18,275.00	5,984.00	4,816.00	7,475.00
Community Safety Budget	24,791.00	8,263.67	8,263.67	8,263.66
Priority Neighbourhood worker -Beeston & Holbeck	13,601.58	13,601.58		
Neighbourhood Improvement Officer - C&H/MP	32,228.22		16,114.11	16,114.11
NIP Budget	3,000.00	3,000.00		
Belle Isle & Middleton Christmas Lights	4,826.15			4,826.15
Cross Flatts Park - Play Area	50,000.00	25,000.00	25,000.00	
Cross Flatts Park - Improvements/Watsonia	10,000.00	5,000.00	5,000.00	
Total Allocations as at May 2013	175,721.95	69,183.25	65,026.78	41,511.92
Balance Remaining for 2013/14	<u>110,012.07</u>	<u>38,408.76</u>	<u>52,052.94</u>	<u>19,550.37</u>

4.0 Capital

- 4.1 Members are asked to note that Beeston and Holbeck ward Members have agreed to move 45,000 capital funding previously allocated to the Recreations binyards project and instead allocate the funding to improvements to the play area for younger kids at Holbeck Moor. This is to follow a similar consultation process as carried out at Cross Flatts Park with Parks and Countryside who are responsible for delivery of the project.
- 4.2 Members are asked to note that as the capital expenditure report (Appendix 2 in previous reports) has not changed significantly of late and is therefore not included with this report or future reports. Copies of the document are available on request.

5.0 Wellbeing Projects for approval

- 5.1 It is possible that some of the projects in **Appendix 1** may not use their allocated spend. This could be for several reasons including the project no longer going ahead, the project not taking place within the dates specified in the funding agreement or failure to submit monitoring reports. Due to this the final revenue balance may be greater than the amount specified.
- 5.2 Members are asked to note that the deadline for receipt of completed application forms is seven weeks before an Area Committee to allow officers to appropriately scrutinise schemes and

confirm that they adequately meet the priorities as set out in the Area Committee Business plan. This scrutiny may involve discussion at appropriate working groups and with relevant partner agencies to make sure that the projects presented to Members have all of the necessary information to allow decisions to be made.

5.3 No projects have been received for consideration at this meeting.

6.0 Small Grants Approvals

6.1 The following small grants has been approved since the last meeting and are listed here for information.

Organisation	Project	Amount
Middleton Community Group	Running costs for Middleton Community Group	500.00
Holbeck Gala	Community Printer	900.00
Beeston in Bloom	Hanging Baskets	1000.00
Cottingley Summer Fayre	Cottingley Summer Fayre	495.00
Ciaran Bingham Foundation Trust	Ciaran Bingham Foundation Trust Summer Fayre	500.00
7 th Leeds Boys Brigade	7 th Leeds Boys Brigade Annual Camp	500.00

7.0 Corporate Considerations

7.1 Consultation and Engagement

7.1.1 Projects are developed to address priorities in the Area Committee Business Plan. The production of this plan is informed by Local Councillors and local residents. All projects developed are in consultation with Elected Members and local communities. Approval for any contribution from the Wellbeing budget is secured at Area Committee.

7.2 Equality and Diversity / Cohesion and Integration

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

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

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

7.3 Council Policies and City Priorities

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

- Vision for Leeds
- Children and Young Peoples Plan
- Health and Wellbeing City Priority Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

7.4 Resources and Value for Money

7.4.1 Resource implications will be that the remaining balance of the Wellbeing Budget for revenue will be reduced as a result of any projects funded.

7.5 Legal Implications, Access to Information and Call In

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

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

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

7.6 Risk Management

7.6.1 This report provides an update on work in the Inner South and therefore no risks are identifiable. Any projects funded through wellbeing budget complete a section identifying risks and solutions as part of the application process.

8.0 Conclusions

8.1 The report provides up to date information on the Area Committee's wellbeing Budget.

9.0 Recommendations

9.1 Members of the Inner South Area Committee are requested to:

- a) Note the contents of the report;
- b) Note the position of the Wellbeing Budget as set out at 3.0;
- c) Note the Wellbeing revenue projects already agreed as listed in 3.2.2;
- d) Note the Small Grants position in 6.0

Background Documents¹

There are no background documents associated with this report.

¹ 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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