

# Public Document Pack



## SOUTH (OUTER) AREA COMMITTEE

---

Meeting to be held in The Panels Boardroom, 4th Floor East, Civic Hall  
On Wednesday, 4th June, 2014 at 4.30 pm

---

### MEMBERSHIP

#### Councillors

J Dunn	Ardsley and Robin Hood;
L Mulherin	Ardsley and Robin Hood;
K Renshaw	Ardsley and Robin Hood;
R Finnigan	Morley North;
B Gettings	Morley North;
T Leadley	Morley North;
N Dawson	Morley South;
J Elliott	Morley South;
S Varley	Morley South;
K Bruce	Rothwell;
S Golton	Rothwell;
D Nagle	Rothwell;

---

Agenda compiled by:  
Andy Booth  
Governance Services Unit  
Civic Hall  
LEEDS LS1 1UR  
Tel: 24 74325

South East Area Leader:  
Martin Dean  
Tel: 24 78989

## **A BRIEF EXPLANATION OF COUNCIL FUNCTIONS AND EXECUTIVE FUNCTIONS**

There are certain functions that are defined by regulations which can only be carried out at a meeting of the Full Council or under a Scheme of Delegation approved by the Full Council. Everything else is an Executive Function and, therefore, is carried out by the Council's Executive Board or under a Scheme of Delegation agreed by the Executive Board.

The Area Committee has some functions which are delegated from full Council and some Functions which are delegated from the Executive Board. Both functions are kept separately in order to make it clear where the authority has come from so that if there are decisions that the Area Committee decides not to make they know which body the decision should be referred back to.

# A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 15.2 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 15.2, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting.)</p>	
2			<p><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p style="padding-left: 40px;"><b>RESOLVED</b> – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p>	

Item No	Ward	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p><b>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</b></p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct</p>	
5			<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>	
6			<p><b>MINUTES - 31 MARCH 2014</b></p> <p>To confirm as a correct record the minutes of the meeting held on 31 March 2014</p>	1 - 10
7			<p><b>OPEN FORUM</b></p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p> <p><b>(10 mins discussion)</b></p>	

Item No	Ward	Item Not Open		Page No
8			<p><b>WELLBEING REPORT</b></p> <p>To receive and consider the attached report of the Assistant Director (Citizens and Communities)</p> <p><b>Presentation 5 Minutes/Discussion 5 Minutes Presenting Officer – Aretha Hanson</b></p>	11 - 24
9			<p><b>SUMMARY OF KEY WORK</b></p> <p>To receive and consider the attached report of the Assistant Director (Citizens and Communities)</p> <p><b>Presentation 5 Minutes/Discussion 10 Minutes Presenting Officer: Aretha Hanson</b></p>	25 - 60
10			<p><b>LEEDS LET'S GET ACTIVE</b></p> <p>To receive and consider the attached report of the Director of City Development.</p> <p><b>Presentation 5 Minutes/Discussion 10 Minutes Presenting Officer: Rachel Brighton</b></p>	61 - 76
11			<p><b>ELECTION OF CHAIR</b></p> <p>To receive and consider the attached report of the City Solicitor</p>	77 - 82
12			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Monday, 7 July 2014 at 4.30 p.m.</p>	

Item No	Ward	Item Not Open		Page No
			<p><b><u>Third Party Recording</u></b></p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties– code of practice</p> <ul style="list-style-type: none"> <li>a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.</li> <li>b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.</li> </ul>	
2				
a)				
b)				

## **SOUTH (OUTER) AREA COMMITTEE**

**MONDAY, 31ST MARCH, 2014**

**PRESENT:** Councillor K Bruce in the Chair

Councillors N Dawson, J Dunn, J Elliott,  
R Finnigan, B Gettings, S Golton,  
T Leadley, L Mulherin, D Nagle,  
K Renshaw and S Varley

### **57 Late Items**

There were no late items as such, however there was an additional project proposal for Wellbeing funding which had been circulated to Members.

### **58 Declaration of Disclosable Pecuniary Interests**

There were no declarations of disclosable pecuniary interest. Councillors T Leadley, S Varley and J Elliott informed the meeting of their involvement with Morley Elderly Action in relation to the Garden Maintenance Service Evaluation report.

### **59 Apologies for Absence**

Apologies for absence were submitted on behalf of Councillor B Gettings.

### **60 Minutes - 27 January 2014**

**RESOLVED** – That the minutes of the meeting held on 27 January be confirmed as a correct record and the recommendations made at the meeting be formally ratified.

### **61 Open Forum**

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

### **62 Summary of Key Work**

The report of the Assistant Director (Citizens and Communities) presented an update on the key work taking place within the Outer South Leeds area not covered elsewhere on the report.

Aretha Hanson, Area Officer presented the report.

Draft minutes to be approved at the meeting  
to be held on 4 June 2014

The following issues were highlighted and discussed:

- Children & Families Sub Group – Members were asked to comment on the proposal to establish a Children & Families Sub Group. The Terms of Reference outlined the purpose to develop programmes of work and set priorities based on local data that support the five outcomes of the C&YPP and the wider ambition of being a Child Friendly City. The group would also manage and monitor the Youth Activities Fund and the Area Committee Wellbeing Funding of £20,000 allocated to Clusters.
- Welfare Reform – Members were invited to attend the United Leeds Debt Forum Event, Friday 13th June 12.30 – 3.30 at Leeds University
- Environment and Community Safety
- Community Committees – Members were asked to consider and agree a new place-based name for the new community committee.
- Community Centres – Members were asked to approve the relocation of Morley North Children’s Centre to Morley Town Hall. Concerns were raised that there had been more confusion and double booking of rooms.
- Potential establishment of an Older People’s Sub-Group.
- The Area Committee Business Plan.

#### **RESOLVED –**

- (1) That the report be noted
- (2) That the Children & Families Sub Group and its Terms of Reference be approved
- (3) That the Business Plan Priorities & Actions for 2013/14 be signed off and new priorities for 2014/15 be included for further consideration at the first meeting of the new municipal year.
- (4) That the Community Committee be named the Ardsley, Morley and Rothwell Community Committee.
- (5) That Members approved the relocation of Morley North Children’s Centre to Morley Town Hall
- (6) In response to the concerns raised about bookings of facilities, Members requested a report on the management and operation of community centres

#### **63 Outer South Area Committee Wellbeing Budget Report**

The report of the Assistant Chief Executive (Citizens and Communities) provided Members with the following:

- Details of the Wellbeing Budget position.
- An update on both the revenue, capital and activities fund elements of the Wellbeing budget.
- Details of revenue funding for consideration and approval.
- Details of revenue projects agreed to date which link to the priorities and actions in the Area Committee Business Plan.



- The current position of the Small Grants Budget.

Aretha Hanson, Area Officer presented the report.

Members' attention was brought to revenue projects to be considered for approval including an additional proposal for a litter bin on Elland Road (Churwell) and ring-fenced spending for 2014/15.

## **RESOLVED –**

- (1) That the report be noted.
- (2) That the position of the Wellbeing, Capital and Activities Fund elements of the wellbeing budgets be noted.
- (3) That the revenue projects already agreed be noted.
- (4) That the following project proposals be approved:
  - Blue Plaque for Beryl Burton - £250.00
  - A Frames – Footpath No 105 - £1,521.75
  - Site Based Gardener – Outer South - £35,654.01
  - Outer South Garden maintenance Scheme - £33,000
  - Rothwell & District 2014/15 Events - £4,398
  - Litter bin on Elland Road (Churwell) - £300
- (5) That the current position of the Small Grants Budget be noted.
- (6) That the ringfence proposals for 2014/15 Rothwell events be approved subject to a review of events taking place in Rothwell
- (7) That the ringfence proposal for Winter Warmth Packs be approved subject to match funding from Housing Leeds
- (8) That the final instalment of £2,424.72 to the Oulton & Woodlesford Design Group be approved subject to receipt of a final evaluation report stating work achieved to date and how the remaining funds will be spent

## **64 Area Public Health Update Report**

The report of the Director of Public Health outlined the action being taken to discharge the statutory responsibilities of Leeds City Council, to lead and deliver the public health agenda, raise awareness of the Area Lead member for Health and Wellbeing, inform the Area committee of the current position regarding public health work in the outer south area and set the scene for future progress.

Bash Uppal, Health and Wellbeing Improvement Manager and Victoria Eaton, Public Health were in attendance for this item.

Issues highlighted from the report included the following:

- Responsibilities of Leeds City Council to provide leadership for local health.
- The Joint Health and Wellbeing Strategy (JHWS) for Leeds.
- Tackling health inequalities in the area.
- Local activity work carried out.

- Consultation and engagement.
- Local issues including obesity and alcohol related illness.

In response to Members comments and questions, discussion included the following:

- Statistics were provided on a GP practice basis but could be done on a postcode basis to include those who attended GPs out of the area.
- Sale of alcohol – prevention of sale to young people and limiting sale of strong alcohol.
- Health problems linked to the mining industry.
- Provision of NHS Health Checks
- Identifying local health priorities
- Public health spending – this was determined by Executive Board
- Mental health and wellbeing.
- Data sharing between health partners.
- Patient consultation and engagement.

**RESOLVED** – That the changes in terms of Leeds city Council’s responsibility around public health be noted.

## **65 Community Safety in Outer South**

The report if the Director of Environment and Housing provided an annual update on progress made in Outer South Leeds to deliver the priorities of the Safer Leeds Executive during 2012/13 and 2013/14. It provided an overview of activity and performance information at a ward level to reduce crime and anti-social behaviour and in relation to the delegated function of CCTV. The report also provided an overview of wellbeing funded activity that had taken place during 2013.

Gerry Shevlin, Community Safety Co-ordinator, Chief Inspector Nick Adams and inspector Paul Sullivan were in attendance for this item.

Issues highlighted in relation to the report included the following:

- An overview of the policing review and restructure for the city.
- Opening of the new district HQ at Elland road.
- Focus on partnership working.

In response to Members’ comments and questions, discussion included the following:

- Distribution of Police Officers across the city particularly at peak times.
- Ward based managers – to improve local information and keep Members better informed.
- PACT meetings would continue.
- Support for Health and Wellbeing – work with mental health support staff.

- Work with clusters – domestic violence, Families First programme.
- Retention and distribution of PCSOs.

#### **RESOLVED –**

- (1) That the report be noted.
- (2) That the South (Outer) Area Committee support the retention of 5 PCSOs per ward.

### **66 Children's Services Area Committee Update Report**

The Director of Children's Services submitted a report providing members with a comprehensive set of children's information. Common feedback is to build on this with more local context.

Members noted that there are established city priorities in the Children and Young People's Plan (CYPP), especially the obsessions.

The purpose of this cycle of reports was to understand if there were any local priorities that should also be regularly highlighted in these reports, for example a focus on a particular aspect of one of the obsessions.

It was recommended for this Committee that the local lead member for Children's Services works with the area head of targeted services to identify local priorities for the committee's approval.

Martyn Stenton, Area Head of Targeted Services, South East Leeds and Sarah Sinclair, Chief Officer, Strategy Commissioning and Performance were in attendance for this item.

Issues highlighted in relation to the report included the following:

- Performance data in Outer South Leeds.
- Identifying priorities – developing localised priorities with the Lead Member.
- Increase in births and migration to the area.

In response to Members comments and questions, discussion included the following:

- Uptake of free school meals – there was a higher than average increase in Outer South. It was hoped to increase this further still.
- Concern regarding available school places – reference was made to the planning process, housing growth and overall demand for places.

#### **RESOLVED –**

- (1) That where local priorities may be required in addition to the Children's Services obsessions, these would be agreed between the local lead member for Children's Services and the area head of targeted services. These priorities may include a focus on a specific element of one of the obsessions.
- (2) That the basic need workshops be used to provide local intelligence for consideration in school place planning and to instruct officers on improved methods of member engagement in school place planning.
- (3) That the IGEN and the Leeds Pathways website to NEET young people and their families be promoted so that young people's routes to employment and training is enhanced.
- (4) Members requested a report on Families First be brought to a future to area committee.

## **67 Garden Maintenance Service Evaluation 2013/14**

The report of the Area Improvement Manager provided the Area Committee with an update and evaluation of the Garden Maintenance Scheme delivered by Morley Elderly Action in 2013/14.

The Area Committee had previously approved funding for the scheme for a further three years subject to Executive Board approval of finance budgets.

Aretha Hanson, Area Officer presented the report. Carole Law and Ann Minke of Morley Elderly Action were in attendance to answer Members' questions.

In response to Members comments and questions, discussion included the following:

- The waiting list for services was carried out on a first come first served basis.
- Management fees covered costs for letters, postage, phone calls, stationery, printing, photocopying, CRB checks and promotional information.
- Members discussed potential ways of reducing the waiting list and providing more services. It was reported that this may not be feasible due to increased administration costs and time. Area Support Team would be reviewing the scheme and would investigate ways of how to potentially expand the scheme for more service users.

### **RESOLVED –**

- (1) That the report be noted.
- (2) That the scheme be continued in 2014/15.
- (3) That Area Support Team liaise with Morley Elderly Action to review the scheme and explore ways of expanding the scheme for more service users.

## **68 Annual Report for the Parks and Countryside Service**

Draft minutes to be approved at the meeting  
to be held on 4 June 2014

The report of the Chief Officer, Parks and Countryside sought to further develop the relationship between Parks and Countryside and the Area Committee. It provided an overview of the service and set out some of the challenges faced along with key performance management initiatives. It also set out, at an area level, progress made in attaining Leeds Quality Park standard and investment needed to attain and sustain LQP standards.

Bob Buckenham, Parks and Countryside presented the report.

In response to Members comments and questions, the following was discussed:

- Bowling green provision.
- Sponsorship for parks.
- Assessments of Lewisham and Dartmouth parks were requested.

**RESOLVED** – That the report be noted.

- (1) That the assessments of Lewisham and Dartmoth Park be provided to Members

## **69 New Environmental Locality Services and Development of the 2014/15 Service Level Agreement**

That The Locality Manager (South and Outer East Leeds) submitted a report which provided an update on proposed changes to the operating model and structure of Environmental Action Service Locality Teams to deliver zonally based services. It outlined the reasons for these proposals and the process for agreeing them. It also described the process for developing the Service Level Agreements (SLAs) with Area Committees for 2014/15.

Tom Smith, Locality Manager (South and Outer East Leeds) presented the report.

Further issues highlighted from the report included the following:

- The need to be more flexible to meet local demands.
- New responsibilities including those transferred in with Housing Leeds and bulky waste collections.
- The move to zonally based multi-tasking teams.

In response to Members comments and questions, discussion included using ward briefings to update Members, the development of new structures for working and working to meet demand.

**RESOLVED** –

- (1) That the report be noted.
- (2) That the approach to consulting on proposals for changes to the Locality Team operating model, the priorities within the SLA for

2014/15 and proposals for future waste management arrangement be agreed.

## **70 Neighbourhood Improvement Officer Update**

The report of the Area Leader, South East Leeds provided Members with an update on the work of the Neighbourhood Improvement Officer since the last report to Area Committee in July 2013.

It also provided a review of the Indices of Multiple Deprivation statistics for the Outer South Area, highlighting priority areas and themes that could form the basis of a proposed refocused Neighbourhood Improvement Officer programme.

Ellie Rogers, Neighbourhood Improvement Officer presented the report.

Further issues highlighted from the report included the following:

- Support to priority neighbourhoods.
- The South Leeds Foodbank
- Welfare reform

### **RESOLVED –**

- (1) That the report be noted.
- (2) That the findings of the data review be noted and the direction of travel with regard to future work be agreed.
- (3) That Members meet the Neighbourhood Improvement Officer in a series of Ward Based Briefings to confirm priorities.

## **71 Friends of Drighlington Community Library request for Community Subsidised Accommodation**

The report of the Area Leader, South East Leeds referred to a request from the Friends of Drighlington Library to waive the notional community rental agreement (CRA) cost of £5,000 for space within Drighlington Meeting Hall and to agree subsidised occupation to the value of £1,860 to cover the service charges.

### **RESOLVED –**

1. That it is recommended that the Assistant Chief Executive (Customer Access and Performance) approves a grant to the Friends of Drighlington Community Library to the value of £1,860 and waive the notional £5,000 rental income. This grant is to cover the service charges for a further 12 month period. It is recommended that this grant should be approved on the condition that the Friends of Drighlington Library sign the lease that has been drawn up.

2. That this support be reviewed in 12 months to determine whether the arrangement should continue and to agree future conditions of use.
3. That a copy of the lease be provided to Cllr Finnigan so that he had a better understanding of the lease stipulations for the Friends of Drighlington Library Group.

## **72 St. Gabriel's Community Centre: Review Report**

The report of the Area leader, South East Leeds provided a review of the operation of St Gabriel's Community Centre over the last 12 months. It highlighted the work of the Management Committee, Outer South Community Centre Sub Committee, South East Area Support Team and partners in supporting the operation of the centre.

**RESOLVED** – That the report be noted.

## **73 Dates, Times and Venues of Community Committee Meetings 2014/2015**

The City Solicitor submitted a report which sought the Area Committee's formal approval of a meeting schedule for the 2014/2015 municipal year and also to agree a date for the Election of Chair Committee meeting prior to the Annual Council Meeting in June 2014.

In addition, Members were requested to give consideration as to whether they wished to continue with the Committee's current meeting and venue arrangements or whether they would like to request any amendments to such arrangements.

**RESOLVED** – That the proposed meeting schedule for 2014/15 be agreed as follows:

- Wednesday, 4 June 2014 at 5.00 p.m. (Election of Chair meeting)
- Monday, 7 July 2014 at 4.00 p.m.
- Monday, 20 October 2014 at 4.00 p.m.
- Monday, 2 February 2015 at 4.00 p.m.
- Monday 23 March 2015 at 4.00 p.m.

## **74 Dates, Times and Venues of Future Meetings**

This page is intentionally left blank



**Report of the Assistant Director (Citizens & Communities)**

**Report to: South Leeds (Outer) Area Committee**

**Date: Wednesday 4<sup>th</sup> June 2014**

**Subject: Outer South Area Committee Well being Budget Report**

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

**Summary of main issues**

This report seeks to provide Members with:

1. Details of the Wellbeing Budget position.
2. An update on both the revenue, capital and activities fund elements of the Wellbeing budget.
3. Details of revenue funding for consideration and approval.
4. Details of revenue projects agreed to date which link to the priorities and actions in the Area Committee Business Plan (Appendix 1).
5. Members are also asked to note the current position of the Small Grants Budget.

**Recommendations**

Members of the Outer South Area Committee are requested to:

- a) note the contents of the report;
- b) note the position of the Wellbeing, capital and Activities fund elements of the wellbeing budgets as set out at 3.0.
- c) note the revenue projects already agreed as listed in Appendix 1;
- d) note the Small Grants situation in 5.0.

## 1. Purpose of this report

1.1 This report seeks to provide Members with:

- a) Details of the Wellbeing Budget position.
- b) An update on both the revenue, capital and activities fund elements of the Wellbeing budget.
- c) Details of revenue funding for consideration and approval.
- d) Details of revenue projects agreed to date which link to the priorities and actions in the Area Committee Business Plan (Appendix 1).
- e) Members are also asked to note the current position of the Small Grants Budget.

## 2 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 being purchased through Wellbeing funding are completed or purchased.

2.3 Members are reminded that due to the timescales required for the scrutiny and processing of documentation prior to submission to the Area Committee that the deadline for receipt of completed application forms is at least five weeks before an Area Committee.

### 3.0 Wellbeing Budget Position 2013/14

3.1 The revenue budget approved by Executive Board for 2013/14 is £183,790.00. Table 1 shows a carry forward figure of £63,779.29 and funding of £10,740.18 which is attached to on-going projects that was not spent in 2012/13. The total amount of revenue funding available to the Area Committee for 2013/14 is therefore £236,829.11.

3.1.1 **Appendix 1** shows the projects funded by the Area Committee up to and including the March 2014 meeting.

3.1.2 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 in 3.1.3.

3.1.3 The Area Committee is asked to note that £189,693.50 has been allocated from the 2013/14 Wellbeing Revenue Budget as listed in Appendix 1. **Table 1** shows a carry forward figure of **£47,135.61** and represents the final carry forward figure to 2014/15.

**TABLE 1: Revenue Wellbeing Budget 2013/14**

Table 1 : Revenue Well being Budget		2013/14			
<b>INCOME</b>	£183,790.00				
Roll Forward	£63,779.29				
Less projects carried forward from 2012/13	£-10,740.18				
<b>TOTAL</b>	<b>£236,829.11</b>				
<b>Area Wide Projects</b>					
<b>Sustainable Economy and Culture</b>	<b>£10,624.72</b>				
Small Grants Scheme	£5,000.00				
Communications Budget e.g. printing, meetings	£1,000.00				
Financial Fitness Programme	£2,200.00				
Oulton & Woodlesford Design Statement	£2,424.72				
<b>Safer And Stronger Communities</b>					
<b>Safer And Stronger Communities</b>	<b>£61,296.41</b>				
Support for Community Safety Off Road Bikes	£2,240.00				
Victims Support – Victims Fund	£1,000.00				
Neighbourhood Improvement Officer	£20,402.40				
Site Based Gardeners	£35,654.01				
Community Skips	£2,000.00				
<b>Health and Well Being</b>					
<b>Health and Well Being</b>	<b>£40,437.00</b>				
Garden Maintenance Scheme	£33,000.00				
Community Heroes Event	£1,500.00				
International Day of Older People	£2,000.00				
Winter Warmth Packs for the Elderly	£3,937.00				
<b>Children and Families</b>					
<b>Children and Families</b>	<b>£20,000.00</b>				
Activities for Children and Young People	£20,000.00				
<b>Total Area Wide projects</b>	<b>£132,358.13</b>				
<b>Balance split across four wards</b>	<b>£104,470.98</b>	<b>£26,117.75</b>	<b>£26,117.75</b>	<b>£26,117.75</b>	<b>£26,117.75</b>
<b>Ward Split</b>					
		<b>Ardsley &amp; Robin Hood</b>	<b>Morley North</b>	<b>Morley South</b>	<b>Rothwell</b>
<b>Sustainable Economy and Culture</b>	<b>2013/14</b>				
Morley Literature Festival 2012	£10,000.00		£5,000.00	£5,000.00	
Rothwell 600	£8,000.00				£8,000.00
Christmas trees and decorations	£18,625.00	£2,985.00	£4,237.50	£4,237.50	£7,165.00
Enabled Works Disability Access	£1,500.00			£1,500.00	
Beryl Burton Blue Plaque	£250.00			£250.00	
<b>Total Sustainable Economy and Culture</b>	<b>£38,375.00</b>	<b>£2,985.00</b>	<b>£9,237.50</b>	<b>£10,987.50</b>	<b>£15,165.00</b>
<b>Safer And Stronger Communities</b>					
West Yorkshire Police Pedal Cycle	£300.00				£300.00
Operation Dark Night	£1,217.60		£608.80	£608.80	
Enhancing Visibility (PCSCO Cyles)	£2,079.00	£693.00	£693.00	£693.00	
West Yorkshire Police (Operation Flame)	£1,063.76	£531.88			£531.88
Harwill Estate Grit Bins	£336.76		£336.76		
West Yorkshire Police (Rothwell Shed Bars)	£1,000.00				£1,000.00
John O'Gaunts A Frame Ginnel Gates	£1,700.00				£1,700.00
St Mary's in the Wood URC CCTV	£3,000.00			£3,000.00	
Cold Calling Control Zone (Churwell)	£541.50		£541.50		
Street Lighting Old Road, Churwell	£2,400.00		£2,400.00		
Elland Road Litter Bin	£300.00		£300.00		
A-frames Footpath No 105	£1,521.75			£1,521.75	
<b>Total Safer and Stronger Communities</b>	<b>£15,460.37</b>	<b>£1,224.88</b>	<b>£4,880.06</b>	<b>£5,823.55</b>	<b>£3,531.88</b>
<b>Children and Families</b>					
Junior Wardens Scheme	£3,500.00				£3,500.00
<b>Total for Children and Families</b>	<b>£3,500.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£3,500.00</b>
<b>Total spend against projects</b>	<b>£189,693.50</b>	<b>£4,209.88</b>	<b>£14,117.56</b>	<b>£16,811.05</b>	<b>£22,196.88</b>
<b>Balance Remaining (per ward)</b>	<b>£47,135.61</b>	<b>£21,907.87</b>	<b>£12,000.19</b>	<b>£9,306.70</b>	<b>£3,920.87</b>

### 3.2 Activities Fund Delegation 2013/14

3.2.1 As a result of a Youth Review agreed in March 2013, an activities fund has been made available to provide local activity for children and young people age 8-17 years across the city. The Activities Fund has been delegated to Area Committees and the allocation to Outer South Area Committee for 2013/14 is **£30,116.00**.

3.2.2 **Table 2** below outlines the Activities Fund position and provides a breakdown of the funds by ward. The remaining balance of **£7,008.50** will be carried forward to the 2014/15 Activities Fund allocation of **£60,230.00**, giving a total available fund of **£67,238.50** for 2014/15.

TABLE 2: OUTER SOUTH YOUTH ACTIVITIES FUND 2013/14	TOTAL	Ward Split			
		8-17 Population (10,080)			
		2666	2464	2355	2595
		Ardsley & Robin Hood	Morley North	Morley South	Rothwell
<b>Allocation</b>	<b>£30,116.00</b>	<b>£7,965.20</b>	<b>£7,361.69</b>	<b>£7,036.03</b>	<b>£7,753.08</b>
Mini Breeze Events August 2013	£7,500.00	£3,750.00	£1,875.00	£1,875.00	
Morley & CATSS Cluster School Holiday Programme (October)	£897.50	£299.16	£299.17	£299.17	
Music-Beats-Music	£2,000.00		£2,000.00		
City Bloc Climbing Club	£1,650.00	£412.50	£412.50	£412.50	£412.50
DAZL (Outer South Dance Programme)	£3,180.00	£795.00	£795.00	£795.00	£795.00
The Works Skatepark - Sunshine Indoors	£2,380.00	£595.00	£595.00	£595.00	£595.00
Youth Encounter Project	£1,000.00			£1,000.00	
Morley & CATSS Cluster School Holiday Programme (February 2014)	£1,500.00	£500.00	£500.00	£500.00	
Motorcycle Maintenance Course Level One	£1,500.00	£500.00	£500.00	£500.00	
Rothwell Cluster Partnership School Holiday Programme (February 2014)	£1,500.00				£1,500.00
<b>Total spend</b>	<b>£23,107.50</b>	<b>£6,851.66</b>	<b>£6,976.67</b>	<b>£5,976.67</b>	<b>£3,302.50</b>
<b>Remaining Balance per ward</b>	<b>£7,008.50</b>	<b>£1,113.54</b>	<b>£385.02</b>	<b>£1,059.36</b>	<b>£4,450.58</b>

3.2.2 There has been a good response to the invitation to apply for 2014/15 Youth Activities Funding. All applications are now being considered by Youth Panels and the Children & Families group will receive detailed information at their next meeting on 25<sup>th</sup> June 2014.

### 3.3 St Mary's in the Wood URC : CCTV Project

3.3.1 In December 2013 Area Committee approved up to £3,000 to contribute to the costs of installing CCTV at St Mary's in the Wood. At the current time Area Support Team is awaiting confirmation from the Church that approvals are in place for CCTV to be fixed to the Grade II listed building. Area Support Team continues to liaise with the Church on progress.

### 3.4 Capital

3.4.1 Of the £683,008 capital funding allocated to the Area Committee for 2004/12 a total of £677,043.43 has been committed to date leaving a balance of **£5,964.57**. Members are asked to note the capital allocation broken down by ward is as follows:

	<b>Ardsley and Robin Hood</b>	<b>Morley North</b>	<b>Morley South</b>	<b>Rothwell</b>
Total Allocation 2004-12	£170,752.00	£170,752.00	£170,752.00	£170,752.00
Allocation to date	£170,013.20	£166,612.11	£169,666.20	£170,751.93
<b>New Balance</b>	<b>£738.80</b>	<b>£4,139.90</b>	<b>£1,085.80</b>	<b>£0.07</b>

3.4.2 Members are asked to note that as the capital expenditure report (Appendix 2 in previous reports) has not changed of late, it will not be included as part of this report going forward. Copies of the document are available on request.

### 4.0 Well Being Projects for Approval

4.1 There are no wellbeing applications for consideration.

### 5.0 Small Grants Update

5.1 The following table outlines the Outer South small grants position:

<b>Project</b>	<b>Amount Total £</b>
Seigan Close Residents Association	200.00
Morley Bluebell Majorettes	225.00
John O'Gaunts Tenants Association	500.00
E Ardsley United Cricket Club	500.00
Kidz n Co	465.20
Woodlesford in Bloom	500.00
Temple Lawn Lunch Club	500.00
Drighlington Scout Hut	500.00
RH Residents Christmas Community Event	500.00
Carlton Children's Party	500.00
Churwell Community Field Centre	500.00
<b>Total</b>	<b>4890.20</b>

### 6.0 Corporate Considerations

#### 6.1 Consultation and Engagement

6.1.1 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.

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

6.2.1 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.

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

6.2.3 A light touch Equality Impact Assessment is carried out for all projects.

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

6.3.1 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

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

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

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

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

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

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

## **6.6 Risk Management**

6.6.1 This report provides an update on work in the Outer 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.

## **7.0 Conclusions**

7.1 The report provides up to date information on the Area Committee's Wellbeing Budget.

## **8.0 Recommendations**

8.1 Members of the Outer South Area Committee are requested to:

- a) note the contents of the report;
- b) note the position of the Wellbeing, capital and Activities fund elements of the wellbeing budgets as set out at 3.0.
- c) note the revenue projects already agreed as listed in Appendix 1;
- d) note the Small Grants situation in 5.0.

## **9.0 Background Documents<sup>1</sup>**

9.1 There are no background documents associated with this paper.

---

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

This page is intentionally left blank



**Outer South Wellbeing Budget  
2013 - 2014**

<b>Budget</b>	<b>Allocation</b>	£183,790.00
	<b>Roll forward</b>	£63,779.29
	<b>Less 2012/13 projects</b>	-£10,740.18
	<b>TOTAL</b>	<b>£236,829.11</b>

Project	Delivery Organisation	2013/2014 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance to be carried forward 2013/14	
<b>Skips Budget To provide skips for community use.</b>	South East Area Support	<b>£2,000.00</b>	<b>£1,770.00</b>	<b>£270.00</b>	<b>-£40.00</b>	Community groups undertake clean-ups. Improved streetscene in local neighbourhoods. Increased community pride.
<b>Small Grants Fund a fund for small scale community based projects meeting Area Delivery Plan priorities.</b>	South East Area Support	<b>£5,000.00</b>	<b>£3,781.50</b>		<b>£1,218.50</b>	Voluntary and community groups supported through grant aid. Increased range of community activity. Increased community participation. Increased community pride. Delivery of Area Delivery Plan priorities.
<b>Communications budget to enable effective communication and consultation on Area Committee issues.</b>	South East Area Support	<b>£1,000.00</b>	<b>£458.29</b>	<b>£0.00</b>	<b>£541.71</b>	5 newsletters, Questionnaires, Promotional material. Increased awareness of the Outer South Area Committee. Improved consultation that can inform local projects and plans. Public participation in projects / plans.
<b>Activities for Children and Young People</b>	Children and Young Peoples Working Group	<b>£20,000.00</b>	<b>£20,000.00</b>	<b>£12,800.00</b>	<b>-£12,800.00</b>	Summer activities for young people across the Outer South area. More young people involved in activities over the school holidays. Reduction in complaints of anti social behaviour in the area over the holidays.
<b>Neighbourhood Improvement Officer</b>	South East Area Support	<b>£20,402.40</b>	<b>£14,471.98</b>	<b>£1,572.76</b>	<b>£4,357.66</b>	One worker to help progress NIP projects. Increased social capital through capacity building of small groups and the voluntary sector.

**Outer South Wellbeing Budget  
2013 - 2014**

Project	Delivery Organisation	2013/2014 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance to be carried forward 2013/14	
Site Based Gardeners	Parks and Countryside	£35,654.01	£35,654.01		£0.00	3 full time Gardeners for 1/2 year. Crime reduction. Reducing fear of crime. Increasing voluntary and community engagement. Cleaner safer public green spaces.
Morley Literature Festival 2013	South East Area Support	£10,000.00	£10,000.00		£0.00	A five day festival with a full programme. Increased community spirit, education and activities for families. Encourage partnership work between the public and private sectors. Engender a stronger community link with the town centre.
Rothwell 600 Celebrations	Rothwell 600 Committee	£8,000.00	£6,584.11	£1,000.00	£415.89	Several events and activities ran by local community groups. Encourage people from a wide variety of backgrounds to share and appreciate the culture and heritage of the area. Use the celebrations as vehicle to regenerate the Ward through a variety of methods, promoting community pride and identity.
Garden Maintenance Scheme Morley Elderly Action	Morley Elderly Action	£33,000.00	£24,750.00	£8,250.00	£0.00	Deliver a gardening service to the elderly in the Outer South area. Environmental improvements. People being helped to maintain their homes. Community Safety benefits.
Off Road bikes	South East Area Support	£2,240.00			£2,240.00	Reduction in off road bike offences. Reduction in fear of crime amongst South Leeds residents.
Victims Fund	Victims Support	£1,000.00		£1,000.00	£0.00	Reduction in the fear of crime and repeat offences through target hardening work.

**Outer South Wellbeing Budget  
2013 - 2014**

Project	Delivery Organisation	2013/2014 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance to be carried forward 2013/14	
Christmas Lights 2013/14	Leeds Lights	£18,625.00		£18,625.00	£0.00	Develop community pride through festive activities and provide an attractive town centre that increases footfall and supports businesses.
Community Heroes Event 2014	South East Area Support Team	£1,500.00			£1,500.00	Develop and deliver an awards event for community groups across the outer south area
International Day of Older Persons Event	South East Area Support Team	£2,000.00	£ 1,364.90	£ -	£635.10	Work with partners to develop and deliver an event for older people that coincides with International Day of Older Persons
Junior Wardens Scheme Rothwell	Groundwork	£3,500.00	£ 3,500.00		£0.00	To encourage young people to get involved in their local community and provide a safe, supervised environment for their personal development
John O'Gaunts A Frame Ginnel Gates	Aire Valley Homes Limited	£1,700.00	£ 1,700.00	£ 1,700.00	-£1,700.00	Installation of A-Frame Ginnel Gates to deter ginnels being used by vehicles and motorbikes and deter fly-tipping.
Extra Grit Bins, Harwill Estate	Churwell Action Group	£336.76			£336.76	To provide grit bins on the Harwill Estate to enable residents to cope better with adverse weather conditions and improve community safety.

**Outer South Wellbeing Budget  
2013 - 2014**

Project	Delivery Organisation	2013/2014 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance to be carried forward 2013/14	
<b>Disability Access and Power Assisted Door Unit</b>	Enabled Works	<b>£1,500.00</b>	£ 1,500.00		<b>£0.00</b>	To contribute to the cost of purchase and installation of a 1 stage lift for disabled access to the learning and conference suite situated on the upper level of the building. Enabling easy access to all including disabled workers.
<b>Financial Fitness Programme</b>	West Yorkshire Trading Standards	<b>£2,200.00</b>		£ 2,200.00	<b>£0.00</b>	To deliver a programme of work to front line staff to support those affected by Welfare Reforms
<b>Community Safety</b>	West Yorkshire Police	<b>£5,660.36</b>	£ 1,063.76	£ 1,000.00	<b>£3,596.60</b>	Ringfenced to community safety projects that arise throughout the year
<b>St Mary's in the Wood URC CCTV</b>	St Mary's in the Wood URC	<b>£3,000.00</b>			<b>£3,000.00</b>	To install CCTV on the premises of St Mary's in the Wood URC to deter ASB
<b>Winter Warmth</b>	SE AST	<b>£3,937.00</b>		£ 3,937.00	<b>£0.00</b>	To provide winter warmth packs to the elderly
<b>Cold Calling Zone</b>	West Yorkshire Trading Standards	<b>£541.50</b>			<b>£541.50</b>	To deliver a Cold Calling Control Zone in Churwell

**Outer South Wellbeing Budget  
2013 - 2014**

Project	Delivery Organisation	2013/2014 Revenue Costs				Outcomes
		Approved	Actual	Committed	Balance to be carried forward 2013/14	
Old Road, Churwell, Street Lights	Housing Leeds	£2,400.00			£2,400.00	To provide additional street lighting leading from Old Road to Manor Road, Churwell, Leeds.
Blue Plaque for Beryl Burton	Leeds Civic Trust	£250.00			£250.00	To install a Blue Plaque to commemorate the sporting achievements of former Morley resident, Beryl Burton OBE. The plaque will enhance and develop the Beryl Burton Gardens in the centre of Morley
A-Frames Footpath 105	Parks and Countryside	£1,521.75			£1,521.75	Installation of A Frame and associated fencing where a wide gap exists at the western end of Church Lane, Tingley where the footpath enters open fields. The A-frame will prevent the use of motor cycles and quad bikes.
Litterbin on Elland Road (Tesco's Churwell)	South & East Locality Team	£300.00			£300.00	This project will provide a litterbin on Elland Road in Morley with the aim of reducing the amount of litter dropped in the area. The Locality Team will be responsible for emptying the bins.
Oulton & Woodlesford Design Statement	Oulton & Woodlesford Design Statement Group	£2,424.72			£2,424.72	To complete the Oulton & Woodlesford Design Statement
<b>TOTAL</b>	<b>Projects agreed</b>	<b>£189,693.50</b>	<b>£126,598.55</b>	<b>£52,354.76</b>	<b>£10,740.19</b>	
	<b>Balance</b>	<b>£47,135.61</b>			<b>£47,135.61</b>	

This page is intentionally left blank



Report author: Aretha Hanson

Tel: 2474309

**Report of the Assistant Director (Citizens & Communities)**

**Report to South Leeds (Outer) Area Committee**

**Date: Monday 4<sup>th</sup> June 2014**

**Subject: Summary of Key Work Report**

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

**Summary of main issues**

This report presents an update on the key work taking place within the Outer South Leeds area, not covered elsewhere on the agenda.

**Recommendations**

The Area Committee is asked to note the contents of the report and make comment as appropriate.

## 1.0 Purpose of this report

- 1.1 To bring to Members' attention, a summary of key work which the Area Support Team are engaged in based on priorities identified by the Area Committee, that are not covered 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 July 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 in an effort to be more focused on current priorities.

## 3.0 Main Issues

### 3.1 Area Chairs Forum (update requested)

- 3.1.1 The Area Chairs Forum took place on 2<sup>nd</sup> May 2014 and the minutes of the meeting held on 28<sup>th</sup> February 2014 were approved and are attached at **Appendix 1**. The dates for future Area Chairs Forum meetings are still to be confirmed.

## 4.0 Updates by theme: Children's Services Lead Member: Cllr Robert Gettings

### 4.1 Children & Families Sub Group

- 4.1.1 The Children and Families Sub Group met on 27<sup>th</sup> March 2014 and minutes are attached at **Appendix 2**. Highlights from the meeting include:

- Approval of the Terms of Reference for the new Children & Families Sub Group
- Consideration of the draft Action Plan noting the children's services 5 outcomes and 12 priorities. The group agreed to review the action plan and agree two to three key achievable priorities for 2014/15
- Youth Activities Fund position, including key deadlines for 2014/15 funding round

### Youth Activities Fund

- 4.1.2 There was a good response to the invitation to apply for funding with applications exceeding the funding available. Activity summaries are awaiting feedback from children & young people and the Children & Families Sub Group will review feedback and allocate funding at the next meeting scheduled for 25<sup>th</sup> June 2014.

- 4.1.3 Funding for four Breeze events has been approved. These events are as follows:

- 12<sup>th</sup> July 2014: Drighlington, delivered in partnership with Drighlington Parish Council  
1st August 2014: Rothwell, Springhead Park  
8th August 2014: Morley, venue to be agreed in consultation with young people  
12<sup>th</sup> August 2014: East Ardsley Recreation Ground



4.1.4 The Breeze events will be used as a platform to consult with children & young people about the activities they would like to see in future and will inform delivery of activities in 2015/16. The consultation will be delivered in partnership with Targeted Youth Service, Clusters and the Breeze team.

4.1.5 The next meeting is scheduled for 10.00 am on Wednesday 25<sup>th</sup> June and will be held at Dewsbury Road One Stop Centre, minutes will be presented to a future Community Committee.

## **5.0 Updates by Theme: Employment, Skills & Welfare Lead Member: Cllr Neil Dawson**

### **5.1 South East Leeds Debt Forum**

5.1.1 The Debt Forum met on Tuesday 1<sup>st</sup> April at St Georges Centre, Middleton. Minutes of the meeting are available on request from the South East Area Support Team. Highlights include:

- A presentation from the Illegal Money Lending Team - A national service with a hotline for reporting loan sharks. Telephone: 0300 555 2222  
[reportaloanshark@stoploansharks.gov.uk](mailto:reportaloanshark@stoploansharks.gov.uk)
- Mike McAughtrie was keen to establish links with trusted local partners who could encourage victims to pass information on about illegal lenders operating in South Leeds. People can report information anonymously
- The project has developed new teaching resources for schools. PDF download available here <http://www.birmingham.gov.uk/stoploansharks>

### **5.1.2 Christians Against Poverty (CAP)**

Malcolm Lamb, South Leeds Centre Manager gave an overview of the services offered by CAP. There are three strands to their work.

- Face to face debt advice including home visits. Option for clients to open a CAP account to manage their debt repayments. Capacity limited to 36 clients per year.
- CAP Money course – Financial Literacy training
- CAP Job Clubs – Employment support

### **5.1.3 Advice Service Mapping**

An up to date list of advice services available to people in South Leeds was circulated. The information will be used to help agencies signpost residents to the most appropriate source of help and will also go onto the South Leeds Debt Forum Website. The mapping exercise has identified a lack of face to face debt advice available in South Leeds compared to other parts of the City.

5.1.4 Members of the debt forum agreed to develop a proposal for a 1 year pilot of the Money Buddies scheme (face to face support delivered by trained volunteers), subject to funding and based on work already developed by Ebor Gardens Advice Centre.

#### United Leeds Debt Forum Event

5.1.5 The final agenda was circulated for the annual joint meeting of East, West and South Leeds Debt Forum. The event will be held on **Friday 13<sup>th</sup> June at Leeds University Business School** and will highlight a number of positive financial inclusion initiatives which have been developed in Leeds.

5.1.6 The last meeting of the South Leeds Debt Forum took place on **Tuesday 20<sup>th</sup> May, 11.00 am to 1.00 pm, Oulton Institute**. An update will be provided at a future Area Committee.

#### 5.2 Community Learning Provision 2014/17

5.2.1 Leeds City Council's Employment and Skills Service will shortly be going out to tender for a framework of providers to deliver Community Learning Programmes over the next three academic years, commencing September 2014. A broad and balanced programme of targeted learning opportunities is required for adults aged 19 and over (25 and over for Learners with Learning Difficulties and/or Disabilities [LLDD]).

5.2.2 The programme will be funded by the Skills Funding Agency and there will be opportunities for providers to bid to deliver one or more of the following:

- Personal and Community Development Learning
- Family English, Maths and Language
- Wider Family Learning
- Skills for Jobs activity
- Projects targeting learners with complex needs and/or involving non-standard delivery
- Adult Skills budget to run accredited programmes

5.2.3 The closing date for tender returns is 12 noon on 11th June 2014. Full details will be released on the Council's tendering website Yortender. [www.yortender.co.uk](http://www.yortender.co.uk).

#### 5.3 Financial Fitness Project – Dawn Mason (West Yorkshire Joint Services)

5.3.1 In May 2013, £17,000 was allocated to West Yorkshire Trading Services and a further £2,200 was approved by Area Committee to run the Financial Fitness Leeds Project. The project aims to improve the financial health and wellbeing of residents in the South East. Workshops were delivered in key community "hubs" providing residents with a better understanding of the potential impacts of the impending Welfare Reforms, increasing knowledge, skills and understanding of banking, budgeting and money management, empowering them to make more informed financial choices, enabling them to become more confident consumers, using preventative concepts to avoid financial difficulties. **Appendix 3** provides an interim report on the programme.

### **6.0 Updates by theme: Environment & Community Safety** **Lead Member: Cllr Karen Bruce**

#### Outer South Environmental Sub Group

6.1 The Outer South Environmental Sub Group scheduled for Thursday 23<sup>rd</sup> April was postponed. The next meeting is scheduled for 4.00 pm on Wednesday 25<sup>th</sup> June in Rothwell (venue to be confirmed).

## 6.2 Community Safety

- 6.2.1 The South Leeds Community Safety and Environmental Partnership met on 29<sup>th</sup> April 2014. The Partnership reviewed the action plan and received an update on progress made in integrating services. Further to the workshop held on 2<sup>nd</sup> April, a set of Design Principles were approved to guide the development of Neighbourhood Teams across Outer South. A Design Team will ensure that co-location at key sites is developed in all areas of the wedge. A Tasking structure is under discussion and will be implemented in due course to allow for regular meetings of front line workers to address priority issues at a ward level.
- 6.2.3 **Child Sexual Exploitation:** A Level one awareness briefing session was held on 24<sup>th</sup> March. Colleagues from services working with young people, families and communities attended. Specialist services gave presentations on their roles and showed DVDs that highlight the issues. A follow up evaluation is planned and further sessions will be arranged later in the year.

## 7.0 Updates by theme: Health and Wellbeing Area Lead: Cllr Shirley Varley

- 7.1 Local health and wellbeing activity being progressed with support of the Health Improvement Officer includes:
- Working with the CATSS Cluster Health and Wellbeing group in Morley South, which is chaired by Adrian Stygall, Headteacher from Morley Newlands Primary School. The work is to co-ordinate promotion of the Change 4 Life campaign across the cluster to coincide with a planned health week in June. The campaign is to promote more physical activity and is aimed at tackling the issue of obesity across the cluster
  - Working with local partners to establish a plan linked to Dementia Friendly Communities. Initial meetings have taken place with Morley Elderly Action and a follow up meeting is being arranged with wider partners for initial planning.
- 7.2 WNW CCG have drafted their service plans and included are activities on the following:
- **Domestic Violence** NICE guidance issued recently recommending actions for GPs. WNW CCG has provided all practices with information on the 24hour helpline and arranging awareness briefings for practice staff.
  - **A Patient Empowerment programme** is to be commissioned by the CCG, who are in the process of putting together a tender aimed at the Voluntary sector to bid to deliver. The programme is to focus on areas of higher health need with the aim of addressing health improvement activity through volunteers.
  - Other priorities for WNW CCG include addressing mental health, obesity and alcohol. Additional resources are being put into increasing alcohol treatment support provision and to appointing a job retention specialist.
- 7.3 SE CCG has also drafted their 2 year operational plan for 2014-16. The 3 key work streams included in the plan focus on: promoting healthy lifestyle behaviours;

management of Long Term Conditions to increase quality of life and reduce avoidable hospital admissions; and to work in partnership with key stakeholders to tackle wider determinants of health inequalities.

The work programme includes:

- Increasing uptake of the bowel cancer screening
- Increased local awareness of COPD
- Commissioning of an enhanced welfare and advice service in the LSE CCG area.

## **8.0 Updates by theme: Adult Social Care**

### **Area Lead: Cllr Karen Renshaw**

### **8.1 Adult Social Care Better Lives Programme**

8.1.1 Members will be aware that the Adult Social Care Better Lives programme comprises three key strands – enterprise; housing, care and support, and integration. Alongside improving people's experience of social care and support, one of the principal aims of the Better Lives programme is to ensure the longer term financial viability of Adult Social Care in a time of significant funding reductions for Local Government.

8.1.2 Targets associated with all three strands are included in the Council City Priority Plan. A range of initiatives varying in size and complexity are making significant progress in transforming services for people with care or support needs in the City, whilst also helping to address the financial challenge.

8.1.3 A report to Scrutiny Board providing an update on some of the developments in a number of the initiatives in each of the three strands was presented in December 2013, a copy of the report is available on request from Area Support Team.

### **8.2 South Leeds Independence Centre**

8.2.1 The South Leeds Independence Centre opened in April 2013 and is a pioneering Leeds service designed to avoid unnecessary admission to hospital or residential care and to support people to leave hospital sooner. The Centre is the city's first intermediate care unit, providing 40 community intermediate care beds. The unit is jointly commissioned by Leeds City Council and NHS Leeds South and East CCG, with Leeds Community Healthcare NHS Trust as the lead provider.

8.2.2 Since opening South Leeds Independence Centre (SLIC) has admitted over 400 people, preventing approximately 200 hospital admissions and facilitating 200 hospital discharges. Almost 65% of people discharged from SLIC have returned home successfully. SLIC has had visits from a variety of people including MPs, Department of Health representatives, Local Councillors and Managers from partner organisations wanting to replicate what SLIC aims to achieve. SLIC was successful in winning the "team of the year award" at the Leeds Community Healthcare Annual General Meeting in 2013. This was in recognition for successfully integrating two separate organisations (Leeds City Council and Leeds Community Healthcare NHS Trust) in a joint workforce that has a shared vision for helping patients to attain their goals and remain as independent as possible through recovery, reablement and rehabilitation.

### **8.3 Winter Warmth Packs**

8.3.1 In January 2014 Area Committee approved funding to support a winter warmth package to vulnerable residents to combat fuel poverty through providing items to help residents stay warm.

8.3.2 Feedback from distributing partners include:

“All the packs were received “warmly”. Everyone was surprised that they didn’t have to pay for them and have found them to be beneficial to their needs. The socks, gloves and hats seem to be the ones currently being used most, in fact one lady has to have them washed and back on in one day she says “they are wonderful”. Everyone was overwhelmed by the generosity of all involved and a few were in tears as “we have never had anything like this before”. Tea Cosy Memory Café.

“Thanks to Housing Leeds and Outer South Area Committee. Some of our most elderly and vulnerable residents have been given a winter warmth Pack”. Adult Social Care.

#### **8.3.3 Case study from Housing Leeds**

I met M at a Community Job Shop. He has never had the need to contact or engage with council services before but M has had a tough few years. His wife suddenly passed away and left him to bring up 2 children, he gave up his job and went on benefits. M told me that he sometimes doesn’t eat. I returned the next day with a Winter Warmth Pack along with information about other help and support available to him, he was very grateful. M went on to engage with a range of other support agencies.

8.3.4 Whilst good feedback has been received it is recognised that if the scheme is to be delivered in future, better links need to be formed with various services who also have contact with vulnerable, hard to reach elderly persons and a range of information/support services could be included with the packs.

8.3.5 It is recognised that there were difficulties in engaging partners in distribution, enhanced by the late development of the proposal and the delayed approval of funding, resulting in agencies being under significant time pressure to deliver the packages.

8.3.6 To avoid difficulties with a winter warmth pack for 2014/15 Area Support Team is working with partners to develop an outline of the scheme which will be presented to Members at the July 2014 meeting with final approval for funding to the September 2014 meeting.

### **9.0 Integrated Locality working**

#### **9.1 Community Committees 2014/15 Update**

9.1.1 Members will be aware of the Council’s ambitions to improve the way it works and how decisions are made in local areas. Community Committees aim to encourage a new style of collaborative working with residents, services and partners.

- 9.1.2 The development of a new approach to build on the work of Area Committees to improve democratic leadership locally, and provide a more meaningful way of involving people in decisions that affect their local neighbourhood, has been approved by the Executive Board. It is anticipated that at the Council's AGM scheduled for 9<sup>th</sup> June 2014 will give formal approval for the establishment of Community Committees.
- 9.1.3 Through consultation with Members and officers, design principles have been agreed which will allow each community committee to operate in the way best suited to them and their locality, whilst abiding by the underpinning principles.
- 9.1.4 Work will continue to prepare for the proposed changes. This will include consideration of the engagement opportunities, improved communications and branding. If approved at the Council's AGM on 9<sup>th</sup> June, the first Outer South Community Committee will take place on 7<sup>th</sup> July 2014 when a more detailed report will be presented.
- 9.2 Community Centres Sub Committee
- 9.2.1 The Community Centres Sub Committee last met on 7<sup>th</sup> May 2014 and minutes are attached at **Appendix 4**. The next meeting is scheduled for 5<sup>th</sup> November 2014.
- 9.3 Conservation Audits
- 9.3.1 Following a further round of public consultation that ran from January to March 2012, all consultation responses are being reviewed and considered and amendments made to the appraisal and proposed boundary as appropriate. The project was discussed at Planning Board on 29 November 2012. The appraisal and boundary review may also be considered by Executive Board. If approved, the revised boundary will be designated and the appraisal will be adopted as a material consideration in the planning process.
- 9.4 Outer South Celebration Event**
- Community Heroes Event
- 9.4.1 Following the success of the Community Heroes event held at Blackburn Hall on 16<sup>th</sup> April, Members agreed to support an event for 2014. Area Support team is working with partners to plan a similar event for 2014. Details are:
- Event date: 18<sup>th</sup> June 2014  
 Location: Morley Town Hall  
 Timing: 6.00 pm – 8.00 pm
- 9.4.2 Invitations have been sent to partners and community groups and arrangements for the event are progressing. Area Committee will continue to receive updates.

## **10 Localism**

### **10.1 Community First Grants**

10.1.1 2014 is the final year of Community First Grants and all funding must be allocated by December 2014. All panels have recently met and it is anticipated that one further meeting will take place where final allocations will be made. An update on allocations will be provided to the July Area Committee.

## **11.0 Corporate Considerations**

### **11.1 Consultation and Engagement**

11.1.1 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 received at the Area Committee.

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

11.2.1 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.

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

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

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

11.3.1 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

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

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

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

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

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

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

## **11.6 Risk Management**

- 11.6.1 This report provides an update on work in the Outer 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.

## **12.0 Conclusions**

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

## **13.0 Recommendations**

- 13.1 The Area Committee is asked to note the contents of the report and make comment as appropriate

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

There are no background documents associated with this paper.

---

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



**Area Chairs Forum  
Friday 28 February 2014  
Committee Room 3, Civic Hall**

**Attendance:**

Councillors: J Akhtar, P Gruen (CHAIR), S Hamilton, A Khan, A McKenna, P Wadsworth, G Wilkinson.

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

**Minutes:** J Sharp.

**Attending for specific items:** Ed Mylan & Peter Smith, Martin Dean, Sally Wimsett.

<b>Item</b>	<b>Description</b>	<b>Action</b>
<b>1.0</b>	<b>Apologies</b>	
1.1	Cllr Javid Akhtar, Cllr Karen Bruce, Cllr Angela Gabriel, Cllr Caroline Gruen, Cllr Josephine Jarosz.	
<b>2.0</b>	<b>Minutes and Matters Arising</b>	
2.1	The minutes of the previous Area Chairs Forum meeting on 20 January 2014 were agreed as an accurate record.	
2.2	<u>4.5 of previous minutes – Domestic Violence</u> Cllr Khan asked how we could address East Leeds' high percentage of reported domestic violence. He asked whether we had any figures. Jane said she had spoken to Bridget Emery and were looking to pilot work in hotspot areas. Rory offered to provide information from ENE.	<b>Jane Maxwell / Rory Barke</b>
2.3	<u>4.8 of previous minutes – Domestic Violence</u> There was an action for Bridget Emery to take a domestic violence discussion to each of the Area Committees. This is still to happen. Jane agreed to liaise with Bridget Emery.	<b>Jane Maxwell</b>
2.4	<u>5.10 of previous minutes – Community Committees branding / consultation</u> James said that we need to look at the support required by the Area Support teams, re updating social media / etc. Shaid and the south east team are exploring a protocol around social media activity for citywide locality working.	<b>Area Leaders</b>
2.5	<u>6.2 of previous minutes - Older Person's Event Week in Outer East</u> There was an action for Cllr McKenna to take the presentation to the next Health & Wellbeing Lead Members meeting. This meeting has not yet taken place.	<b>Cllr McKenna</b>
<b>3.0</b>	<b>Tour De France</b>	
3.1	Ed Mylan and Peter Smith explained that are part of the team helping to coordinate this summer's Tour de France. The build-up to the Tour will commence with the start of the 100 Day Yorkshire Cultural	

Festival on 27 March 2014 culminating with Le Grand Depart on Saturday 5 July 2014 from Leeds city centre.

- 3.2 The plan is to make the Tour a citywide celebration event as opposed to just a city-centre and route one. There will be break-out areas and spectator hubs to get visitors to congregate in places other than the city centre. A great deal is being done to try and promote and engage across the whole city. This has included engaging with members, particularly via a cross-party group set up by Cllr Yeadon. Area Chairs were asked to encourage and promote community participation in their areas and to suggest any schemes that might work in their areas. Communication has also been carried out in schools (including a resource pack) and Leeds specific branding has been implemented. The website is also now live: <http://www.leeds.gov.uk /GrandDepart.aspx>. There is also a dedicated information phone line for residents and businesses within the LCC call centre.
- 3.3 Peter presented a PowerPoint presentation: 'The Tour de France The Chance of a Lifetime'. Copies of the presentation were also distributed at the meeting.
- 3.4 Peter explained the reasons for bidding for the Tour and what the hoped legacy is. It is the biggest annual sporting event in the world. It is hoped that the Tour will put Leeds and the surrounding area on the international map and boost the local economy from increased visitors during the Tour and after. It is also hoped that the Tour will encourage more cycling.
- 3.5 Maps of the route were also distributed and some of the logistics of organising the event were discussed. Considerations include (for each stage of the Tour): 200 riders, 2000 journalists, 2500 vehicles, one million spectators. It will also include having to close roads and communicating this to residents and commuters.
- 3.6 Cllr Khan enquired about possible impacts on the Leeds General Infirmary. Peter confirmed that there would be access issues for the hospital (and the city centre in general including Civic Hall) but that communications had taken place and that the hospital were comfortable with the arrangements.
- 3.7 Ed said that Temple Newsam would be a park-and-ride site and that the option to camp was being considered. Work is still being carried out to try and ascertain potential numbers of people interested in camping.
- 3.8 Cllr P Gruen said he had spoken to Tom Riordan about possibly reducing business meetings at Civic Hall W/C Monday 30 June 2014 because of the reduced access to the building during this main week of the Tour.

#### **4.0 Community Centres update**

- 4.1 Martin provided a verbal update on the community centres that sit with the Citizens & Communities portfolio. There are currently 65

- centres within the portfolio. 21 of these are run by third-party organisations.
- 4.2 The annual budget for operating the centres is £1.7 million. The consensus is that even though the council should be committed to financially supporting the centres, we should also strive to make the centres generate as much income as possible.
- 4.3 Going forward, Martin felt the following principles should apply: reduce duplication of provision; be transparent with members about running costs, income and usage; invest in some centres and close others.
- 4.4 Martin explained some of the key issues: the lettings process and changing the pricing and lettings policy. A key issue with the service offered by Lettings is implementing and interpreting a very complicated pricing and lettings policy. He felt that no improvements would be gained from a structural change to the team who are already based in Civic Hall and have a strong working relationship with the Area Buildings Managers who oversee repairs at the centres.
- 4.5 It is suggested that the new pricing policy would incorporate a simplified 3-tier pricing system: full price; community reduced rate; free. The plan is to implement this new pricing policy from 1 September 2014, with a pilot at three sites: Cross Green Community Centre (Otley), Ebor Gardens Community Centre (Burmantofts) and the Watsonia Pavilion (Beeston) from Easter 2014. The venue sites (Blackburn Hall; Morley Town Hall; Yeadon Hall) would have their own pricing structure. The Lettings team currently have to dedicate a lot of time processing bookings for these show venues because costs for shows, rehearsals and stage-building are all charged at a different rate. A simplified charging method might be to charge a one-off fee for groups putting on shows.
- 4.6 Another slow element of the booking procedure is the requirement for organisations to produce safeguarding policies and proof of liability insurance. This could possibly be replaced with a tick-box where groups simply confirm they have these policies in place and are responsible for implementing them.
- 4.7 Another improvement would be the ability to accept bookings by credit / debit cards. Sending and chasing invoices is very time-consuming
- 4.8 Cllr Wadsworth had concerns about fairness, re some organisations being accessed as free where others might have to pay. He wanted to make sure that the process was fair and to stop any particular groups monopolising usage.
- 4.9 Cllr Khan asked about the ALMO community centres / buildings returning to the council. He asked whether these venues would have a different pricing policy. Martin explained that the ALMO buildings would be addressed as part of the on-going city-wide asset review.
- 4.10 Cllr P Gruen said central guidance was needed on the pricing policy and that transparency was also important. He felt that some groups

with free usage of community centres did not fully appreciate that they were receiving a council subsidy.

4.11 Cllr Wadsworth suggested arranging a separate meeting to discuss the new pricing and lettings policy. **Martin Dean**

4.12 There was also a suggestion to improve current IT arrangements to improve the booking process. E.g. community centre caretakers do not have IT access. Martin will investigate developing this area of work and report back to a future meeting. **Martin Dean**

## **5.0 Grants to Third Sector - opportunities to devolve**

5.1 The following draft report was available at the meeting: 'Grants to the third sector' (13 February 2014).

5.2 Martin explained that the purpose of the report was to consider which external grants could be considered, determined or evaluated at Area Committee level.

5.3 The amount the Council paid to third sector organisations in 2012/13 was £109 million. £8.9 million of this was grant funded. Presently, only £1 million funding is determined at a local Area Committee or ward level.

5.4 Cllr Khan noted that the report had gone to Scrutiny. He said it would be useful if more information was available to members about what grants had been administered to combat possible duplication. Martin and Rory noted that match-funding is often required for funding applications.

5.5 Martin said the next step is to work on a proposal where funds are more aligned to local areas.

5.6 Cllr P Gruen suggested greenspace funding could be delegated to local areas and said more could be done to improve cross-ward funding. Martin will investigate developing this area of work and report back to a future meeting. **Martin Dean**

## **6.0 Community Committees update and naming issues**

6.1 Kathy explained that good progress had been made, re looking at the governance of the engagement plan. She added that work is being done to look at the city centre in relation to Area Committee structure.

6.2 A workshop is being planned and some wording has been drafted to go to the Area Committees for consultation. Also, options for naming will be in the Area Leaders Update Report.

6.3 James added that a final decision will be made by Exec Board report in May 2014.

- 6.4 The consensus is that, in absence of any preferable ideas, the term 'community committee' would probably be used.

## **7.0 Community Committee Engagement Plan**

- 7.1 Copies of the 'Community Committee engagement plan dates' was available at the meeting.
- 7.2 Sally explained that there would be four members' workshops in March and that an agenda and dates will be sent to members. **Sally Wimsett**
- 7.3 Sally added that she is completing a presentation for the political groups and that DMT meetings would take place at the end of March 2014.
- 7.4 Cllr Wilkinson mentioned that full council was taking place on 26 March 2014 when the workshop is also due to take place. Cllr P Gruen suggested that the workshop does not run beyond 12pm. Members only need to attend one of the sessions.
- 7.5 James clarified that the Community Committees will be able to have more than the minimum recommendation of four meetings per year.
- 7.6 Cllr P Gruen asked for a checklist for the next meeting of what has been agreed to date. **Sally Wimsett**
- 7.7 There was a discussion about the job description for the Area Leads being too onerous, particularly in light of it being an unpaid, volunteer role.
- 7.8 Cllr P Gruen mentioned the promises that a team would be made available via Ken Morton to lead on Youth.
- 7.9 James suggested implementing the process of evaluating and reporting back on what had been achieved during the previous year.

## **8.0 Community Led Local Development (CLLD)**

- 8.1 Copies of 'Community Led Local Development – CLLD' were available at the meeting.
- 8.2 Martin explained that is CLLD is a European Structural and Investment Funds programme (2014-2020) designed to enable local communities to address social inclusion.
- 8.3 CLLD is developed and delivered through a Local Action Group: a partnership grouping which must include public, private and third sector representation. These Local Action Groups will be invited to submit Expressions of Interest for consideration by June 2014; successful EOIs will be developed into local development strategies between September 2014 and March 2015. The CLLD programme in Leeds is being co-ordinated by Voluntary Action Leeds, supported by a group of Third Sector agencies (BARCA, Health for All, and Gipsil) and local authority officers.

8.4 If successful, bids should receive c. £1million of funding. The proposed areas are: Inner East (Gipton & Harehills, Seacroft & Killingbeck, Burmantofts & Richmond Hill); Inner West (Armley, Bramley & Stanningley); Inner South (City & Hunslet, Beeston, Holbeck, Middleton Park).

**9.0 Any Other Business**

9.1 James, Cllr P Gruen and the Area Chairs had a separate discussion.

**10.0 Date of Next Meeting**

10.1 Friday 2 May 2014, 10am to 12pm, Committee Room 4, Civic Hall.  
This is the last scheduled meeting.

<b>MINUTES</b>	
<b>ATTENDANCE</b>	
Cllr Gettings (Chair) (BG)	Ward Member and Children's Services Area Lead Member and Children's Champion
Cllr Karen Bruce (KB)	Ward Member
Vicki Marsden (VM)	Youth Offer Team, Children's Services
Helen Kerr (HK)	Morley, Ardsley and Tingley Clusters
Glen O'Malley (G'OM)	Youth Service
Jason Tabor	Breeze
Aretha Hanson (AH)	South East Area Support Team
Moira Burke (MB)	South East Area Support Team
<b>Apologies:</b>	
Cllr Lisa Mulherin	Ward Member
Jo Shiffer/Erica McMahon	Rothwell Cluster

<b>1.0</b>	<b>Welcome and Introductions</b>	<b><u>ACTION</u></b>
1.1	Councillor Bob Gettings chaired the meeting and welcomed everyone.	
<b>2.0</b>	<b>Apologies</b>	
2.1	Councillor Mulherin, Councillor Dawson, Jo Shiffer  Councillor Gettings would like to pass on best wishes from the group to Jo Shiffer to get well soon	
<b>3.0</b>	<b>Children and Families Sub Group</b>	
3.1	The proposal for changing the name of the group was put forward. Reasons behind this were explained along with what the purpose and the functions of the new group will be.  Members and Officers of the group were asked for their approval on changing the name.	
<b>4.0</b>	<b>Background / Terms of Reference</b>	
4.1	The group reviewed the proposed Terms of Reference looking at the membership and functions of the group. The group were asked for their opinions on who they think would be the key people, looking at who would be more focused on making sure that the priorities for the Outer South would be delivered.  The following suggestions were made regarding the associated members : <ul style="list-style-type: none"> <li>• Youth Offer Team – Vicky Marsden and Ian Jones to attend jointly</li> </ul>	

	<ul style="list-style-type: none"> <li>Outer South Children's Centre Manager – AH to contact Julia Manning to see who would be the best placed to attend</li> <li>Outer South Police Inspector – AH to liaise with Paul Sullivan</li> <li>Town Parish Council reps – depending on the agenda if a representative needs to attend. Dates of meetings and agendas to be shared with town and parish councils</li> </ul>	
4.2	The group were asked to consider functions/priorities that had been put forward in the terms of reference.	
4.3	AH produced a draft action plan noting the 5 outcomes with the 12 priorities. The action plan will be used to help the group be more focused on the priorities set and to help to deliver them effectively.	
4.4	A suggestion of including Child Exploitation as one of the group's main priorities was put forward and agreed.	
4.5	<b>Action:</b> HK to share Dashboard Data	<b>HK</b>
<b>5.0</b>	<b>Out of School Activities</b>	
5.1	A report outlining the outlining the activities carried out and part funded through Area Committee Wellbeing funding was circulated. It was agreed that clusters would report back to the sub group re Area Committee Wellbeing funded activities.	<b>JS/HK</b>
5.2	Glen O'Malley suggested looking at activities that could be aimed at children that fall under the Leeds Adoption and Fostering services to help engage more with in these areas.	
<b>6.0</b>	<b>Youth Service Update</b>	
6.1	<p>Glenn O'Malley provided an update:</p> <ul style="list-style-type: none"> <li>Youth Matters and Cluster Groups continue to assess the activities going forward and building on what has been good practice.</li> <li>Rothwell Young Peoples Group has been put on hold as waiting on guidance on how to move forward.</li> </ul> <p><b>Action :</b> meeting to be held outside this meeting to discuss to include (Youth Service, Youth Offer Team, Clusters, Area Support Team)</p> <ul style="list-style-type: none"> <li>The Youth Service restructure is now finished. GO'M noted that he will be based at Morley Town Hall.</li> <li>GO'M to consult with members at the next round of Ward Based Briefings around what areas they think should be targeted.</li> </ul>	<p><b>AST to progress meeting</b></p> <p><b>GO'M</b></p>
6.2	<p>JT suggested the Breeze Art &amp; Music van being used in some of the areas that are not classed as super output areas and to work in the areas where the Youth Bus cannot get to.</p> <p><b>Action:</b> to look at where the Youth Bus attends now and to look at costing's for the use of the Breeze Bus and submit application for funding via Youth Activities Fund which will look across all areas within the Outer South so more provision can be provided.</p>	JT



<b>7.0</b>	<b>Youth Activities Funding</b>	
7.1	<p>Updates provided :</p> <ul style="list-style-type: none"> <li>• Update given on the projects going forward for 2014/15</li> <li>• Deadlines for 2014/15 applications as follows <ul style="list-style-type: none"> <li>○ Briefings for projects out by 11<sup>th</sup> April 2014</li> <li>○ Applications summarised by 17<sup>th</sup> April 2014</li> <li>○ Application Summaries to YP by 24<sup>th</sup> April 2014</li> <li>○ Feedback from YP on 23<sup>rd</sup> May 2014</li> <li>○ Summaries to be circulated to members for approval 24<sup>th</sup> May 2014</li> <li>○ Report back to organisations with decisions by the end of May 2014</li> </ul> </li> <li>• Quality Assure Process to be put in place. <b>Action</b> : conversation to take place with the Youth Offers Team around putting in place a spot check process on the projects that have taken place</li> <li>• Funding to be approved for Mini Breezes to take place (subject to feedback from YP groups)</li> <li>• Funding to be approved for activities at Herd Farm (subject to feedback from YP groups)</li> <li>• JT gave a brief update on a new swipe and on line system that is being piloted by Breeze. Swipe cards work well at major events but organisations found the online system worked better. The online system will be open to all organisations that are registered with Breeze. Through the online system data will be easier to access. <b>Action:</b> Training to be given to Officers who will be requiring the access to Breeze data</li> <li>• Funding for 2014/15 will be split based on the number of children within the wards</li> </ul>	
<b>8.0</b>	<b>Future Meeting Dates</b>	
8.1	<p>Suggested meeting dates going forward for 2014/15. Members were asked to approve the following dates:</p> <p>Wednesday 25th June 2014  Wednesday 17th September 2014  Wednesday 19th November 2014  Wednesday 25th February 2015</p> <p>All meetings will be 10.00 to 11.30 am and held at Dewsbury Road One Stop Centre.</p>	All to diaries dates

This page is intentionally left blank

# DRAFT PRIORITIES AND ACTION PLAN

Outer South Area Committee Children and Families Sub Group		What will the Children and Families Sub Group do to address this priority?	Who will deliver this?	By when?	What progress has been made?	What was the impact?	RAG Rating
5 Outcomes	12 priorities						
C&YP are Safe from harm	Help children to live in safe and supportive families						
	Ensure that the most vulnerable are protected						
	Reduce the risk of Child Sexual Exploitation (CSE)						
C&YP do well at all levels of Page 45 learning and have the skills for live	Improve behaviour, attendance and achievement						
	Increase numbers in employment, education or training						
	Support children to be ready for learning						
	Improve support where there are additional health needs						
C&YP Choose healthy lifestyles	Encourage activity and healthy eating						
	Promote sexual health						
	Minimise the misuse of drugs, alcohol and tobacco						

## DRAFT PRIORITIES AND ACTION PLAN

<b>Outer South Area Committee Children and Families Sub Group</b>		<b>What will the Children and Families Sub Group do to address this priority?</b>	<b>Who will deliver this?</b>	<b>By when?</b>	<b>What progress has been made?</b>	<b>What was the impact?</b>	<b>RAG Rating</b>
<b>C&amp;YP have fun growing up</b>	Provide play, leisure, culture and sporting opportunities	Through Youth Activities Fund Commission activity providers  Through Wellbeing funding, managed by clusters, commission out of school activities	Clusters Youth Offer Voluntary Sector AST Procurement	On-going			
<b>C&amp;YP are active citizens who feel they have voice and influence</b>	Reduce crime and anti-social behaviour						
<b>C&amp;YP are active citizens who feel they have voice and influence</b>	Increase participation, voice and influence	Consult children & young people on activities	AST Youth Offer Clusters Voluntary	On-going	C&YP groups have provided feedback on activities funded through Youth Activities Fund Mystery Shopping Activity Evaluation		
<b>Children's Centres</b>	Develop programmes of work to support the work of children's centres						
<b>Children's Centres</b>	Look at relationships between children's centres and clusters						

# DRAFT PRIORITIES AND ACTION PLAN

Outer South Area Committee Children and Families Sub Group		What will the Children and Families Sub Group do to address this priority?	Who will deliver this?	By when?	What progress has been made?	What was the impact?	RAG Rating
Page 47 The Point	Promote the work of The Point Steering Group						
Foster Parent/Adoption Campaign	Promote Leed's City Council's Campaign to recruit foster parents/adoptions						

This page is intentionally left blank

## Leeds Financial Fitness Project – June 2014 Update

### Community courses

- To date, 1,314 South East Leeds residents have engaged with the Financial Fitness Leeds project, taking part in a range of events, pop-up workshops, carousels and full courses.
- **1,427 hours of community engagement have been achieved by the project so far.**
- Out of 17 full five week courses to be delivered over the course of the year, 20 courses have already started engaging 285 participants in more than 1,193 hours of learning.
- For 15% of our learners in Leeds the Financial Fitness course is the first experience of any kind of education since leaving school.

Sessions to date have been delivered at the following community venues:

City & Holbeck Children's Centre	Inner South
Cottingley Children's Centre	Inner South
ASHA Project	Inner South
Community Links Financial Inclusion event	Inner South
Middleton Library	Inner South
Hunslet Children's Centre	Inner South
Two Willows Children's Centre	Inner South
BITMO	Inner South
Tunstall Road Community Men's Group	Inner South
South Leeds Community Radio	Inner South
IGEN	Inner South
Greenmount Primary School	Inner South
St Matthews Community Centre	Inner South
Specialist Autism Services	Inner South
Community Alternatives Team	Inner South
Holbeck Elderly Aid	Inner South
Sharpe Lane Community Centre	Inner South
Middleton Primary	Inner South
Community Alternatives at The Vale (Hunslet)	Inner South
Church of Nazarene, Hunslet	Inner South

South Leeds Community Radio / Tenants Hall	Inner South
BITMO	Inner South
Kippax Children's Centre	Outer East
Garforth Library	Outer East
Rose Lund Children's Centre	Outer South
Rothwell Library	Outer South
Ardsley and Tingley Library	Outer South
John O'Gaunts Community Centre	Outer South
Morley Library	Outer South
Thorpe Community Centre	Outer South
Kippax Children's Centre	Outer East
Garforth Library	Outer East
Seacroft Library	Outer East
Crossgates Library	Outer East
Meadowfield Children's Centre	Outer East
Garforth Academy	Outer East

Financial Fitness workshops, combining interactive resources with hands on, practical information for residents, are based around a flexible approach to informally educating local residents in a trusted local setting, giving them the skills they need to better protect themselves as well as support and advise their neighbours and relatives. Whilst developing key life skills in a community setting, residents are encouraged to interact socially, enhancing cohesion and ultimately reducing feelings of isolation while developing transferable skills which can be utilised when looking for work, ultimately improving the quality of life within the local neighbourhood.

Courses have positioned themselves as an initial introduction to engaging with support available for residents, who are reluctant to access provision such as back to work schemes and job clubs. Our pilot project taught us that encouraging learners to engage with the Financial Fitness course provides an initial "hook" for engagement, leading to confidence building over five weeks and eventual progression on to working with other agencies in the locality, such as JCP advisors, back to work clubs and the Citizens Advice Bureau. Officers from the JCP Social Justice team have attended sessions to talk to learners about progression routes available and CAB workers have been invited to meet with residents during Welfare Reform workshops, to book one on one income maximisation appointments where appropriate.



**Workshops have been scheduled for future delivery at the following community hubs:**

South Leeds Community Radio	Inner South
BITMO	Inner South
Lofthouse Children's Centre	Outer South
Sevenhills Children's Centre	Outer South
Gildersome Children's Centre	Outer South
Morley South Children's Centre	Outer South
Morley Library	Outer South
Oulton Institute	Outer East

**Front line staff training**

As part of the Financial Fitness Leeds project, West Yorkshire Trading Standards (WYTS) education team has developed a pioneering front line training package designed to enable and empower colleagues across the district to support client groups in money management, budgeting and other related issues, within the backdrop of the impending welfare reforms. An overview of the welfare reforms and catch up on the latest developments has proved invaluable in allowing front line workers to share their own experiences and seek the answers to some of the commonly asked questions, busting myths and clarifying misconceptions. Being on the front line, staff members have a unique role and relationship with members of the public and are often best placed to give initial support, spot clients in need and signpost to relevant agencies for support. Intervening early can make the difference between a brief struggle and an unmanageable spiralling debt.

**Front line worker briefings have been delivered at 5 community hubs, engaging with 61 members of staff working in the inner South wedge of the city**, including housing officers, Council staff and those from voluntary and community organisations. Community courses have been promoted via front line staff who have links with community groups and hard to reach local residents.

Staff briefing Inner South	Beeston Community Village Centre
Staff briefing Inner South	Navigation House – AVH
Staff briefing Inner South	Middleton Health Centre
Staff briefing Outer South	Dewsbury Road One Stop Centre
Staff briefing Outer South	Osmanthorpe One Stop Centre
Staff briefing Outer East	Blackburn Hall

**Output against targets:**

<b>Area</b>	<b>Target courses</b>	<b>Actual to date</b>	<b>Projected total</b>
<b>Community Courses</b>	19	20	<b>24</b>
Inner South	12	12	<b>14</b>
Outer South	4	4	<b>8</b>
Outer East	3	4	<b>5</b>
<b>Front Line Worker</b>	6	5	<b>6</b>
Inner South	3	3	
Outer South	2	1	<b>2</b>
Outer East	1	1	<b>1</b>

Contact Officer

Dawn Mason, Financial Capability Project Officer

0113 393 9819

[Dmason@wyjs.org.uk](mailto:Dmason@wyjs.org.uk)

This page is intentionally left blank

## Outer South Community Centres Sub Committee Meeting

Wednesday, 7<sup>th</sup> May 2014

Windmill Youth Community Centre

## Notes

<b>Present:</b>	Cllr Gettings(chair) ,Cllr Nagle (DN), Cllr Varley (representing Cllr Mulherin) Officers: Sharon Smith(SS), Malcolm Fisher (MF), Jonathan Sharp (JS), Moirra Burke (MB), Emma Bedford (EB) Sarn Warbis (SW), Carl Sawyer (CS)
<b>In Attendance</b>	Les Reed (LR)
<b>Apologies:</b>	Cllr Mulherin (LM), Cllr Elliott (JE)

<b>1.0</b>	<b>Welcome &amp; Apologies</b>	<b>ACTION</b>
1.1	Councillor Gettings welcomed everyone to the meeting and introductions where made.	
1.2	Apologies were given for Cllr Mulherin and Cllr Elliott. Cllr Varley attended as a representative for Morley South.	
<b>2.0</b>	<b>Minutes of the last meeting</b>	
	Minutes of the last meeting held on 7 <sup>th</sup> February 2014 were agreed as an accurate record	
<b>3.0</b>	<b>Pricing and Lettings Policy</b>	
3.1	SW provided an update on the Pricing and Letting Policy:  The main points were : <ul style="list-style-type: none"> <li>• A report is going to the Citizens and Communities Leadership meeting on the 19<sup>th</sup> May to propose a draft report to go to Executive Board on the 25<sup>th</sup> June outlining the new proposals around the reviewing of Community Centres.</li> <li>• To look at implementing new arrangements after the consultation has taken place</li> <li>• To look at simplifying the pricing structure and revisit the lettings process</li> <li>• The suggestion is that Area Committees will retain a role in considering the rational for agreeing reduced and free lettings</li> <li>• To consider having a separate letting arrangements for venues such as Blackburn Hall, Morley town Hall and Yeadon Town Hall</li> </ul>	
3.2	LR gave an update on the new simplified application forms that are now being used. Feedback received from organisations around the use and completion of the new forms has been positive.	
3.3	Cllr Gettings stressed that applicants should be made aware that caretakers / site staff should arrive at the time stated in the application; therefore if applicants require set-up time this needs to be noted in the	

	application form	
<b>3.4</b>	A letter of complaint had been received regarding the booking of Morley Town Hall by Nomads Caravanner's. The complaint had been forwarded to Les Reed. LR provided an update to members and noted that the complaint had now been closed.	
<b>4.0</b>	<b>Outer South Community Centre Work Plan</b>	
4.1	The work plan was reviewed (see attached updated workplan).  <b>Action:</b> to be updated and circulated for comments	<b>MB</b>
<b>5.0</b>	<b>Any other business</b>	
5.1	Blackburn Hall – Licensing  LR updated members on the issue that was raised about 12 months ago when an organisation had put in a request to hold the alcohol license at Blackburn Hall. LR met with SS to look at what the implications would be if they were to obtain a license and issues where raised against this action going forward.  Blackburn Hall provides a community centre facility for all members of the community and is not seen as one that provides a fully licensed facility. Provision for licenses is made via the TENs application. Blackburn Hall has the facility for 12 TEN's per year, the maximum length of time that a TEN can be in place for is 168hrs (7days). Out of 12 TENs only a couple were used in 2013. All organisations that request a booking at Blackburn Hall or any LCC buildings are provided with information pertaining to the TENs process.  Cllr Nagle noted that he does see an opportunity for community groups to use Blackburn Hall and obtain an alcohol license for events if and when needed. However he did not see Blackburn Hall being fit for commercial use as a fully licensed facility as this had the potential to take away business from already existing public houses within Rothwell.  All Members agreed that Blackburn Hall would be better used on an individual basis by organisations instead of it being used as a commercial enterprise.  To gain wider use out of the centre Cllr Nagel suggested advertising and selling the facility more to the public.	
<b>6.0</b>	<b>Time and date of next meeting</b>	
6.1	Wednesday 5 <sup>th</sup> November 2014 at 10:00am – 11:30am  <b>Action :</b> venue to be arranged and booked	<b>MB</b>
<b>7.0</b>	<b>Dates of future meetings</b> TBC	

**Outer South Community Centres Sub Committee:  
Work Programme**

**Chair:** Cllr Bob Gettings

**Members:** Cllr Judith Elliott(Morley South), Cllr Lisa Mulherin ( Ardsley & Robin hood), Cllr David Nagle( Rothwell), Sarn Warbis (Citizens and Communities), Jonathan Sharp (Citizens and Communities), Carl Sawyer (Facilities Management), Matthew Lister(Facilities Management), Malcolm Fisher (Corporate Property Management), Moira Burke(Area Support Team), Aretha Hanson(Area Support Team)

Strategic Target	Facilities	Action/Issues	Comments	Action Owner	Contributing Officers	Due Date
<b>To ensure the community centres portfolio is operating effectively</b>	<b>Dighlington Hall</b>	No issues at present				
<b>Maintenance and management issues</b>	<b>Blackburn Hall</b>	Ladies toilets (new flooring) The Lino in the ladies toilet is rather old and could do with being updated - estimate requested - to look at using mice money to pay for lino - to have a discussion to see if Wellbeing funding could be used	take out partitions and wcs etc 1 x plumber half day. 1 x joiner half day £300 - Vinyl approx, cost £4 5m2 say 12m2 max toilets £540 plus covering £150 replace items £300  using Mice Money is not an option  no area panel money available to use	Malcolm Fisher (MF)		5th November 2014
	<b>Churwell Community Centre (former Stanhope Memorial Hall)</b>	Update on lease  to find out whose responsible for the repair and monitoring of the boiler and heating system  to find out who is responsible for the alarm	Lease still being progressed by legal team. Lease is being progressed - ongoing. // Churwell Community Association have had draft lease for a year. They cancelled meeting scheduled on 3rd October days before the meeting. City Development Surveyors to chase up. // A meeting set to take place on the 24th February with Cllr Gettings and City Development to discuss. SW to update at the May meeting. // A meeting took place with Churwell CA on 24/02/14. Still waiting for Churwell CA to sign lease. C&C have agreed to cover future repair costs for boiler and toilets and one-off repair to fire alarm. //  LCC remain responsible for boiler and the toilets  Repairs of heating falls to the lease holders  LCC are not responsible for the alarm, the lease holders would need to organise an external company for repairs and if required the monitoring of the alarm.  CS suggested that Matt and Steph would be there to office support to the lease holders to make sure that everything is in place regarding repairs to the building	Sarn Warbis (SW)		5th November 2014
	<b>East Ardsley CC</b>	No issues at present				
	<b>Morley Town Hall (Morelian, Alexandra Hall, Small Banqueting and Large Banqueting)</b>	Ongoing work to resolve hearing and heating issues was explained.  The Council Chamber would receive a 'loop' facility.  Pauline has organised for the loop system within the building (Alexandra Hall, Council Chamber and Large Banqueting Hall) to be checked and repaired if necessary.  Quote required  New revised quote required  Suggested that a loop system to be fitted in the Alexandra Hall as well	it was organised for the loop system within the building (Alexandra Hall, Council Chamber and Large Banqueting Hall) to be checked and repaired if necessary.  The original quote for the system was £3,000  waiting on second quote MF to come back with a new quote  Loop system to be checked within the Council Chamber to make sure that it still works	Matthew Lister (ML)		5th November 2014

**Outer South Community Centres Sub Committee:  
Work Programme**

Strategic Target	Facilities	Action/Issues	Comments	Action Owner	Contributing Officers	Due Date
		Litter around the outside of the Morley Town Hall  an issue was regarding the litter and cigarette ends that are being dropped around the building and at the side steps  what is the clearing schedule for MTH  action plan to be put in place	conversations taken place with the around the schedule of cleaning - the Caretaker to ensure this is progressed  Carl Sawyer to reiterate with his staff that they need to clean around the perimeter of the Town Hall  CS to speak again to the caretaker regarding clearing around the Town Hall of cigarette ends  ML putting together an action plan which will be put in to force and rolled out	Matthew Lister (ML)		
		<b>Large Banqueting Room:</b> Look into requesting some painting from Leeds Arts Gallery's storage for display in MTH speak to Clooney McPearson in the first instance <b>(MB)</b> to get a quote around the transport and if any insurance is required and what the costings would be <b>(MB)</b>	Stephanie Mortimer to progress with the issues identified. If hiring through the Leeds Art Galley they may be a cost incurred around insurance and transport issues  it was suggested that this may not be feasible due to costings  Cllr Gettings still interested in looking in to - new actions	Carl Sawyer (CS)		5th November 2014
		Costing for Edwardian light fitting over the piano  if costly to look in to something more feasible  Hoists/equipment required to move piano	Carl Sawyer to provide costing for the light fitting that is above the piano Gerry Battye - building superintendent to come back with costings. Maybe look in to using Heritage Funding to fund this waiting on outcome  to find something more suitable to go above the piano - to speak with Phil Ward	Carl Sawyer (CS)		5th November 2014
		<b>Alexandra Hall:</b> o Smashed window needs repair o Covering on arched windows peeling off, permanent blinds required o Dedicated bar room/area needed o Collapsible staging	windows are now repaired other repairs are still on going  CS to obtain a list from the Building Superintendent regarding any outstanding work issues.	Carl Sawyer (CS)		5th November 2014
		quotes required  stage measurements required - <b>MB to email Cllr Gettings regarding stage measurements</b>  costings to be done	ongoing - SICO is the company who provided the portable stage at the Civic Hall link to the site is as follows: <a href="http://www.sico-europe.com/mobile_folding_stages.php">http://www.sico-europe.com/mobile_folding_stages.php</a>  Carl Sawyer to provide costing for the collapsible staging  Yearly services charges need to be taken into account.	Carl Sawyer (CS)		5th November 2014
		o Balcony Chairs to be replaced  to identify costs and look at possibility for local businesses -heritage funds to try and raise money for the replacements. quote required for chairs.  Wellbeing Grant for chairs - MB to speak with AH	chairs and fittings have been removed due to being unsafe and damaged  The cost would be c. £70 per chair. Details of how to apply for HLF were supplied to Cllr Gettings on 24/03/14.	Sarn Warbis (SW)		5th November 2014



**Outer South Community Centres Sub Committee:  
Work Programme**

Strategic Target	Facilities	Action/Issues	Comments	Action Owner	Contributing Officers	Due Date	
Page 59		<p><b>Wells:</b> Provide lighting in the Wells to illuminate the stained glass windows</p> <p>quotes required</p> <p>where to obtain funding from :</p> <p>-heritage Lottery Funding</p> <p>-Emmerdale</p>	<p>Costing has been quoted at £600.00. Actual cost circa £10,000.</p> <p>Costing's significantly higher as 1st anticipated reason being that the scope of the work has changed by the numbers of windows going from a couple to 17 and there is the cost of the scaffolding which is £5,000</p> <p>Cllr Gettings pursuing Heritage Lottery funding - need to see where we are regarding the use of HLF ?</p> <p>this is ongoing issue on where to acquire the money from to pay for this.</p> <p>Suggested using money that came in from the hiring of the MTH by Emmerdale, at the moment the funding is not there.</p>	Les Reed (LR) /Malcolm Fisher (MF)			
		<p><b>Replacement of Lights on the stage</b> <b>email from Steve Holt</b></p>	<p>enquiry in to whether CPM would replace the lighting on the stage at Morley Town Hall - email from A McCulloch CPM will not fund the cost of replacing stage lighting lamps, housing lighting yes.</p> <p>Cllr Gettings has suggested that when people hire the hall and using the stage and microphone there should be a charge to assist with replacement</p> <p>CS updating the group on the lighting system : groups who hire the stage are not responsible for the specialist lighting but are for the standard light. to look in to maybe including in the hiring fee</p> <p>There is a maintenance issue regarding the maintenance of the staging lighting that needs to be resolved</p> <p>CS/SW to meet to discuss and look in to where responsibility lies around the <del>maintaining of the stage lighting</del></p>	Matthew Lister (ML)		7th May 2014	
		<b>Lewisham Park</b>	No issues at present				
		<b>Tingley Youth and Community Centre</b>	No issues at present				
		<b>West Ardsley Community Centre</b>	No issues at present				
	<b>Windmill Youth Club</b>	No issues at present					
<b>Rationalisation of community facilities portfolio</b>	<b>Gildersome Youth Club</b>	No issues at present					
	<b>St Gabriel's Community Centre</b>	No issues at present					
<b>Pricing and Lettings Policy for South Leeds</b>	<b>All</b>	<p>Implementation of a revised Pricing &amp; Lettings Policy for South Leeds, this has not progressed due to the city wide review taking prominence. The three sub groups mentioned have been working on various aspects of the review.</p> <p><b>Subgroup set up to oversee a number of strands</b></p>	<p>City Wide Review still under way, meeting scheduled for 19th November 2012.</p> <p>Discussion at scrutiny - waiting on outcome of review. // Discussions about a new pricing &amp; lettings policy have taken place. The new prices are going to be tested at three centres: Cross Green CC; Ebor Gardens CC; Watsonia Pavilion.</p>	Sarn Warbis (SW)		review on hold	
		<b>1st Group:</b> Rationalisation of existing centres and looking at the 16 sites	discussion at scrutiny - waiting on outcome of review	Sarn Warbis (SW)		review on hold	

**Outer South Community Centres Sub Committee:  
Work Programme**

<b>Strategic Target</b>	<b>Facilities</b>	<b>Action/Issues</b>	<b>Comments</b>	<b>Action Owner</b>	<b>Contributing Officers</b>	<b>Due Date</b>
		<b>2nd Group:</b> Partnership and new opportunities - a visit to Huddersfield to look at remote control access to door entry and CATs	discussion at scrutiny - waiting on outcome of review	Sarn Warbis (SW)		review on hold
		<b>3rd Group:</b> Value for Money - led by Steve Hulme- use /longevity of community centres	discussion at scrutiny - waiting on outcome of review	Sarn Warbis (SW)		review on hold
<b>Promote the facilities we have on offer to local people, businesses and organisations</b>		Develop marketing and promotional strategy for Outer South Leeds Community Centres  Cllr Gettings suggests may have good ideas on how to take this forward.  Cllr Varley asks SW/JS to find out the proportion of weddings taking place at MTH	Development is on going - to be looked in to as part of the review - to set up links on google and google maps to connect to Community Centres - to look at setting up blogs. // St Gregorys Y&A Centre has been used as a pilot and a page has been set-up on Google plus. // Details about the C&C community portfolio has also been placed on the Leeds Data Mill: <a href="http://www.leedsdatamill.org/dataset/community-centres">http://www.leedsdatamill.org/dataset/community-centres</a> //			ongoing



Report author: Rachel Brighton  
Tel: 2478409

**Report of: The Director of City Development**

**Report to: South (Outer) Area Committee**

**Date: Wednesday 4<sup>th</sup> June 2014**

**Subject: Leeds Let's Get Active**

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

## Summary of main issues

This report and accompanying appendices presents to Area Committee a detailed picture of work being undertaken to successfully deliver the Leeds Let's Get Active Initiative along with current progress against targets.

## Recommendations

Area Committee is asked to:

- a) to note the update and progress made in the development and delivery of Leeds Let's Get Active in relation to Sport England targets
- b) consider and propose future ways of engaging with the LLGA team and in particular the area based Active Lifestyle Officers in the planning and delivery of the community offer
- c) share expertise and engage around the broader aspects of supporting inactive people to become active in their communities.

## **1 Purpose of this report**

- 1.1 The report aims to update Area Committees on the development, implementation and progress of LLGA to date. The report seeks to provide Area Committees with information following recommendations made at Scrutiny Board (Sustainable Economy and Culture) on 16 July 2013 and 18 March 2014 with a focus on engagement at a ward level.

## **2 Background information**

- 2.1 Sport and Active Lifestyle (S&AL) service offers a valuable contribution to the achievement of health and wellbeing outcomes across the City of Leeds and it is working to secure Leeds' position as the 'most active big city in the UK'.
- 2.2 The latest national survey (Active People 7) looking at adult participation in sport and active recreation across the country has seen Leeds top the list of England's core cities. Leeds is also the seventh most active local authority area in England out of 326. The survey also shows 31.2 per cent of people in Leeds now take part in sport or active recreation three times a week or more. The figures represent a rise of more than 10 per cent from 2005-6, when 20.6 per cent of residents were taking part. Despite Leeds topping the core cities table, the survey also found that 42.5 per cent of the population said they had done no sport or active recreation during the previous 28 days. Sixty per cent of people in Leeds also said they did not take part in any type of 30 minute sport session in a given week
- 2.3 Area committees may be aware that Leeds City Council was successful in applying for £500k of Sport England funding from their "Get healthy get into sport" grant programme. The "Leeds Let's Get Active" (LLGA) project is one of 14 national pilots looking at different ways of increasing the activity levels of those who are currently inactive. Sport England has joint funded LLGA with the City Council, as they estimate the cost of physical inactivity to the city at least £10.4m every year.
- 2.4 The Sport England £500k was matched by Public Health who also committed funding of £60k, continued from the previous Bodyline Access Scheme project, making total funding for this pilot project £1,060k. This project also contributes towards the Council's Olympic legacy programme "Inspire a Generation" and represents a significant step forward in trying to reach those people who could most benefit from being active.
- 2.5 Area Committee members will be aware of the significant health and life expectancy inequalities which exist within Leeds. This pilot project will contribute towards reducing these inequalities by increasing participation in physical activity, targeted at those who are presently inactive and doing less than 1 x 30 minutes of physical activity per week, and whilst providing a universal free offer, the offer is greatest in those areas with the highest need. The project sees an offer that includes; free, universal access to all City Council Leisure Centres (which includes gym, swim and exercise class provision); and free physical activity opportunities in

local parks and community settings. LLGA has been running since September 2013 and is making progress against its Sport England Targets.

- 2.6 The LLGA offer has been devised based around parameters as set out in targets by Sport England which have been based on the original funding agreement. Despite providing a universal offer, the targets focus on reaching and supporting inactive people. It is important therefore to note that both promotion and marketing strategies and the LLGA offer itself have been targeted and selective in the methods.

## **2.7 Leisure Centre Offer**

- 2.7.1 The offer in every leisure centre (17 in total) is one free hour every day (off peak) with an additional hour per day for 4 leisure centres that serve the most deprived areas of the city: John Charles Centre for Sport, Armley, Fearnville and Middleton leisure centres.

- 2.7.2 The timeslots that have been allocated to the leisure centre free offer are mainly during the daytime and are all off-peak sessions. These sessions have been carefully chosen as they have both the capacity to incorporate new users as well as being most appealing to the target market. Recent timetable changes are allowing us to pilot the demand and access to swimfit classes and women's only sessions.

## **2.8 Community Offer**

- 2.8.1 The community offer is designed to provide an alternative route into physical activity in a non-leisure centre setting. A total of 102, 10 week blocks of low intensity activity suitable for inactive people will be delivered over the 18 months of the pilot project and will include: Active Family multi-sport sessions, Social Walks, Beginners Running Groups and fitness classes.
- 2.8.2 The activities are delivered in community parks, however during the winter months some sessions are being brought into indoor community venues. Locations identified for delivering the community activities are within an LSOA within the 20% most deprived communities (based on Indices of Health deprivation). Areas classed as 'pockets of deprivation' can also be selected if they fall within the 20 – 30% most deprived for health deprivation. Active Lifestyle Officers are currently developing this offer and are keen to engage with ward members to better understand local infrastructure, demand/need and potential physical activity exit routes for participants.

## **2.9 Bodyline Access scheme**

- 2.9.1 This scheme aims to build on the Bodyline signposting scheme already in place for healthcare professionals, when a patient can receive a Bodyline membership card for 3 months for £5. LLGA aims to test various levels of intervention received throughout the referral process.

## **2.10 LLGA Targets**

2.10.1 LLGA has been live since 30 September 2013 and is due to run until March 2015. As part of the grant condition the project formally reports to Sport England on a 6 monthly basis and seeks to achieve the following targets:

- a) To increase the activity levels and participation in sport of those inactive in Leeds. especially in areas of highest health inequalities
- b) To establish better links with health partners
- c) To better understand the barriers for healthcare professionals in discussing physical activity and how to address them
- d) Development of a universal offer incorporating free gym/swim across a number of leisure centres in areas of highest deprivation and health inequalities
- e) 270,000 new visits
- f) 16,500 new card members
- g) 1350 previously inactive new participants completing 1x30 minutes physical activity per week
- h) Free multi-sport community offer focussing on family participation – 102 10/12 week programmes (840 people)
- i) An increase in the numbers of those accessing the Bodyline Scheme
- j) achieving 1x30 physical activity per week

## **2.11 Progress to date**

2.11.1 LLGA has now been live since 30 September 2013 and as of April 2014, has seen over 25,000 people sign up to LLGA with over 58,000 visits to LLGA sessions in leisure centres. Pre and post LLGA physical activity analysis is being completed by Leeds Metropolitan University. Some interesting early information is coming through tells us;

- a) Total registrations are over 25,000
- b) LLGA registered members were predominantly female 50% of LLGA registered members were aged <35 years. Areas of deprivation were well represented in the cohort. Weekly figures have demonstrated a range between 29% and 43% of LLGA members ranked as living in areas classed as top 20% most deprived.
- c) 10,000 LLGA registered members have attended an LLGA session in a leisure centre
- d) Since 30th September 2014 LLGA have seen over 58000 visits to leisure centres
- e) Attendance data from Block 2 of the community programme shows 260 attendances across the range of seven activities. Block 3 community activities begin 21.4.14 and will see 21 activities across a variety of venues and will include activities such as beginner bootcamp, family sports, social walks and beginner running groups.
- f) The Bodyline access scheme has received 1316 referrals since October 2013

2.11.2 LLGA was also challenged with increasing sport and activity among the most inactive groups across Leeds. At this point in time, follow-up data collection is still in its infancy however early indications are that the project is having success in

converting those previously inactive to doing some sustained activity. Follow up physical activity data will be collected from LLGA members in May 2014 for analysis by Leeds Metropolitan University.

- 2.11.3 As expected there is a proportion of LLGA members who have not attended an LLGA session. This is not unexpected. The challenge for the project, having now got contact details, is to identify and break down barriers to making a first visit. Methods include;
- a) Production of a video for first-time users to visualise the unknown environment
  - b) Production of a community brochure detailing member stories.
  - c) Further training for leisure centre staff to offer a supportive environment to new users.
  - d) Working with partners on a locality basis to consider further barriers.

### **3 Main issues**

- 3.1 Following a presentation to the Scrutiny Board on 17 March 2014, members made the following comment

**“We recommend that officers tap into the local knowledge of ward councillors in developing the community offer”.**

Sport and Active Lifestyle Officers have attended meetings such as Neighbourhood Improvement Boards and Ward Briefings in areas where the community offer has been planned to take place. Officers have also engaged with the area support teams to understand the best ways of contacting and working with elected members. Officers want to better understand local issues, barriers and needs. These meetings have also included discussions about any community groups that are available to tap into and venues that are suitable and accessible for the target population. This report therefore aims to facilitate further conversations and relationships with area committees around the project so far.

### **3.2 LLGA Partner Engagement**

- 3.2.1 Since the project began, LLGA has successfully engaged a large number and variety of stakeholders who have shown invaluable support to embed the project in their work. We have seen input and interest from housing providers; VCFS organisations; neighbourhood network schemes; schools and children’s centres; NHS and private clinicians. LLGA is now represented at Leeds Working Well Board (strategic board overseeing support for unemployed, those with disabilities or mental health problems to access and retain employment); the Leeds Teaching Hospitals Trust Obesity Steering group and through the Sport Leeds Board Sport and Active Lifestyles Strategy.
- 3.2.2 Three engagement events have now been delivered where stakeholders have come together to understand the project, share best practice and work together to highlight and overcome challenges with promoting the project with the target audience. LLGA maintains contact with stakeholders sending a quarterly e-

newsletter to partners. Work continues to take place to engage and support further stakeholders across the City.

- 3.2.3 LLGA team are working with stakeholders to facilitate area based meetings to further discuss barriers for communities and will develop and implement local plans. This will begin with Bramley with a similar model being replicated in East Leeds to develop learning for replication in other areas of the City.

### **3.3 Marketing and Communications**

- 3.3.1 Attracting over 25000 people to sign up to LLGA has been a huge achievement, with approximately 30% of those signed up from areas of high deprivation and a high proportion reporting little or no physical activity at baseline. We believe that this success can be attributed to our approach to phase one and the launch of our marketing and communications plan.
- 3.3.2 To ensure a targeted and coordinated approach, our LLGA marketing plan was developed through a fortnightly partnership meeting between Leeds City Council's Marketing, Sport and Active Lifestyles and Public Health teams. The aim of the plan was to adopt an intelligence led approach to marketing and communication using segmentation tools, data sources and business/customer intelligence. Work included in the plan aimed to maximise the potential of both traditional and digital platforms using appropriate personalised messages to communicate with both prospective customers and existing members. This meeting continues on a monthly basis.
- 3.3.3 Females aged 20 – 45 years were identified as the primary target as they can be considered the gate keeper to the family and in a key position to influence the habits of their children, partners and parents, particularly those who are inactive. The primary target was identified as likely to be; female, a parent, living in social housing, claiming benefit, likely to be overweight / obese, living in postcodes LS1 to LS15 with a bias to the south of the city and living within a two mile radius of a leisure centre. Intelligence was used to identify where the primary target is likely to visit and what sorts of communication channels and messages they are likely to engage with.
- 3.3.4 Change4life Images and fonts for the LLGA branding were chosen based on the high brand recognition levels within this profiled population. "Leeds Lets" was also selected to link with existing recognised initiatives and campaigns in Leeds that are used and understood by both the general public and Health Professionals ([www.leedsletschange.co.uk](http://www.leedsletschange.co.uk)).

### **3.4 LLGA Impact – Individual Feedback**

- 3.4.1 LLGA is continuing to receive support from a large number of organisations and continued positive feedback from professionals and LLGA members alike is helping us to build the evidence of impact.

Below are just two comments received about the impact of LLGA on individuals:



*"I just wanted to write to say thank you to whoever has come up with this brilliant scheme. I think this is an excellent idea, helping the public to improve their health through exercise, utilising existing resources. I haven't swam in such a long time and thoroughly enjoyed it today. I received a flyer through the post, signed up online & found the lady on reception at Scott hall very friendly & helpful. I was given a card very swiftly and had my correct details. Great service all round. I will be swimming again next Monday & every week that it is free. I'm presently struggling financially in these difficult times, so having the opportunity to swim for free is something I really appreciate. Keep up the great work!"*

*LLGA Member*

*"I just wanted to feedback a really positive story regarding the gym cards (Bodyline Scheme). We have a client who has been on an ATR and in and out of alcohol treatment for many years. He feels that the Gym card has been the single most helpful thing to help him stop drinking and stay stopped in all that time. He has a history of mental health problems and feels that he is really aware of how exercise can improve his mental health now and has found it better than any mental health treatment. Since getting a gym card he has been going daily and has benefited and now intends to keep accessing the gym through Leeds Let's Get Active. "*

*Thanks*

*Service Manager*

*ADS Leeds*

### **3.5 Future and Sustainability**

- 3.5.1 Currently LLGA is funded until March 2015, having recently received assurance of original "in principle" funding from Sport England. Public Health, Sport & Active Lifestyles, Adult Social Care, Children's Services and other internal and external partners need to review the outcomes to date and consider the sustainability of the project as part of improving the quality of life for all our residents. This needs to include a comparison of the sustainable benefits with potential costs going forward. The majority of the recurring costs are associated with meeting loss of earned income during the free periods.
- 3.5.2 By recording self-reported physical activity levels prior to joining LLGA and comparing these throughout the programme alongside attendance and loss of income, we are beginning to build a body of evidence for the impact of the project. It certainly appears to be moving hundreds of people from 'inactive' to 'active' and generating tens of thousands of new additional swims and gym visits in the council's leisure centres. Further work is needed to determine reasonably robust measures of the sustainable impact. In particular, the project needs to be measured throughout the whole year, as activity levels are seasonal and fluctuate with unusual weather and major sporting events, particularly at school holidays.

The current planned investment in LLGA is as follows:

	2013/14	2014/15	Total
Initial Proposed Budget	£	£	£
Free Offer	250,000	400,000	650,000
Marketing	64,000	20,000	84,000
Community offer	12,000	36,000	48,000
Bodyline on referral project coordinator	28,000	35,000	63,000
Project Lead	43,000	42,000	85,000
Universal Support	7,000	13,000	20,000
Research	25,000	25,000	50,000
Bodyline on referral project	20,000	40,000	60,000
In kind			
Development	50,000	50,000	100,000
Facilities	110,000	110,000	220,000
	609,000	771,000	1,380,000

- 3.5.3 A significant proportion of the above costs are one-off or set-up in nature, including most marketing, research and in-kind staff time. The future annual costs may need to be engineered downwards, though the budget could be maintained or increased and the offer focussed even more on the most effective channels of most benefit.
- 3.5.4 Even at this early stage, LLGA is allowing us to better estimate the costs associated with providing a free universal offer in Leeds.
- 3.5.5 Using sites and time-slots which were already busy was generally avoided, but to give a wide offer, some such times were offered across the city. The tentative experience confirmed that income loss was greatest at these times, but usage rarely pushed the capacity of pool or gym, meaning that the additional activity was not as proportionately high as sessions which were previously little used. Future costs could be lowered by avoiding some popular lunch-time and weekend slots, but users and potential users are, inevitably, asking for free sessions to be widened to more popular peak times.
- 3.5.6 Leeds' experience of the 2009-10 Free Swimming Initiative was that it appeared to generate little additional secondary spend on other paid activity or food/drink. So far LLGA seems, tentatively, to be producing some additional above trend casual income in other sessions, mainly swimming, to help mitigate the inevitable cost of making existing sessions free. However, more research is needed to assess whether this is a side effect of enhanced marketing spend or related to seasonal and post-Olympic trends, rather than a consequence of the free offer. Individual level analysis and case study interviews may help clarify this further.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 The project continues to engage a wide variety of stakeholders as part of the project delivery. Importantly the project team consider community groups already working

with key target groups as being essential in ensuring that the project reaches those people who are inactive and based in the highest areas of deprivation as they will have some of the best communication channels. A series of workshops and events have been delivered as part of this holistic approach. In addition to this the project is also engaging directly with, for example, Sport Leeds, West Yorkshire Sport, public health, Children's services, Adult social care, Resources (revenues and benefits).

- 4.1.2 In addition the Sport and Active Lifestyles service has also conducted two communication audits with Leeds Metropolitan University, with projects very similar to Leeds Let's Get Active. The audits included Leeds Lets Change and Women into Sport and looked to identify the types of messages, images and channels the service should use to communicate and market to these groups. The findings from these audits have been incorporated into the Leeds Let's Get Active programme

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

- 4.2.1 These proposals have previously been screened for issues on Equality, Diversity, Cohesion and Integration as part of the Executive Board report on the 24 April 2013. In general, such considerations are integral to this whole report as one of the major aims of the proposals is to narrow health inequality, a key council objective. The screening noted:

- a) The pilot project is designed to provide more assistance to get active in more deprived communities.
- b) The free swim and gym offer will be doubled at Armley, Fearnville and the John Charles Centre for Sport – all measured as having the most deprived catchment areas among the council's leisure centres.
- c) The community offer and the pathways to the Bodyline offer will be focused on areas and individuals where the health need is highest.
- d) The free offer will be available to the whole population and across the whole council leisure centre portfolio.
- e) Consider whether some free sessions should be female only.
- f) Consider how access to free sessions is extended to disabled groups as far as possible and practical.

- 4.2.2 As the programme has progressed, the actions above have all been implemented, contributing to the success of the project so far.

- 4.2.3 As well as offers in the community, the proposed 18 month pilot offers free off-peak access to a swim or gym session for at least one hour every day in all leisure centres, two at those in areas of highest deprivation. Those currently unable to afford swimming and gyms should benefit most, wherever in Leeds they live. This may particularly benefit those on low incomes, minority ethnic groups and older people.

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

- 4.3.1 The proposals aim to narrow health inequality, a major council objective, by encouraging more people to become more physically active, particularly those in

areas of higher deprivation where activity levels and life expectancy are lower than the city's average.

- 4.3.2 The overarching vision for 2030 is that Leeds will be the best city in the UK. This means all Leeds' communities will be successful, including those who are currently less active and suffer poorer healthy life expectancy.
- 4.3.3 City Development has as a priority to "Develop the city's cultural events and facilities including changes to sports centres and libraries", and a key performance measure is "To maintain visits to sports centres". This report directly addresses these priorities.

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

- 4.4.1 Continuing this pilot on the same scale should be neutral to the council's budget in 2014/15. The budgeted cost for 2014/15 of £771k is due to be met with £321k from Sport England, £250k from Public Health, £40k from Public Health and £160k in-kind officer time funded by the Council in its base 2014/15 revenue budget.
- 4.4.2 In terms of value for money, the impact on activity, particularly on the targeted less affluent areas of the city should have long-term benefits in lower health and social care expenditure on a range of physical and mental conditions linked to inactivity. The project is intended to improve our understanding of the level of social and long-term economic return from investing in promoting healthy activity in this way.

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

- 4.5.1 The provision of sport services by councils and their pricing or subsidy is not subject to statute so the main legal criteria are that these proposals are reasonable.

#### **4.6 Risk Management**

- 4.6.1 The main financial risk is that the free offer diverts more paying customers than anticipated, widening the loss of income and reducing the space in pools for previously inactive newcomers. This would increase the cost and reduce the effect of the free swim part of the offer and it might have to be curtailed early to avoid loss to the council. To manage the risk the income loss and numbers of new participants will be monitored weekly for any disproportionate loss of income.
- 4.6.2 The main policy risk is that this pilot produces an expectation of free access to high cost facilities and activities at a public subsidy that cannot be sustained. To mitigate this risk, efforts will be made to offer additional paid sessions to new customers and to build up evidence of the benefits of the offer, so as to encourage future funding or sponsorship.

### **5 Conclusions**

- 5.1 Modest investment in LLGA has allowed the development and testing of systems and methods to attract inactive people in Leeds to consider increasing their levels of physical activity. LLGA has a functioning online registration process and automated communication to continue to provide and test ways of creating a supportive environment for the target audience. Systems are also in place to capture large data

sets which include baseline and follow up data using self-reported 7 day recall. There are currently 17 sites actively involved and a variety of coaches delivering LLGA in the community which includes the current provision of 21 activities across the City. LLGA has attracted our target market of inactive people and is supporting with increasing these levels of activity by breaking down the barrier of cost and creating a supportive environment. Insight and market segmentation has created a strong brand and is supported by a large number of partners and stakeholders across the City. LLGA is progressing well against its targets.

- 5.2 The LLGA team and Active Lifestyle Officers are keen to build positive working relationships with ward members for future engagement and consultation in order to develop and deliver the community offer in line with community need.

## **6 Recommendations**

- 6.1 Area Committee is asked to:

- a) to note the update and progress made in the development and delivery of Leeds Let's Get Active in relation to Sport England targets;
- b) consider and propose future ways of engaging with the LLGA team and in particular the area based Active Lifestyle Officers in the planning and delivery of the community offer;
- c) share expertise and engage around the broader aspects of supporting inactive people to become active in their communities.

## **7. Appendices**

- 7.1 Outer South data

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

- 8.1 There are no background documents associated with this paper.

---

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

This page is intentionally left blank

**Appendix One**

**Outer South Sign up and Participation Data by Postcode**

**LS26, LS27 WF2 and WF3 Sign up and Participation Data**

Table One Sign Up

LS26	00-18	Female	97
		Male	79
		Unknown	12
	00-18 Total		188
	19-35	Female	159
		Male	82
	19-35 Total		241
	36-44	Female	90
		Male	43
	36-44 Total		133
	45-60	Female	102
		Male	65
	45-60 Total		167
	60+	Female	49
		Male	34
60+ Total		83	
<b>LS26 Total</b>			<b>812</b>
LS27	00-18	Female	93
		Male	105
		Unknown	12
	00-18 Total		210
	19-35	Female	271
		Male	132
		Unknown	1
	19-35 Total		404
	36-44	Female	163
		Male	87
	36-44 Total		250
	45-60	Female	151
		Male	81
	45-60 Total		233
	60+	Female	93
	Male	75	
60+ Total		168	
<b>LS27 Total</b>			<b>1265</b>

WF2	00-18	Female	3
		Male	1
	00-18 Total		4
	19-35	Female	4
		Male	1
	19-35 Total		5
	36-44	Female	6
		Male	4
	36-44 Total		10
	45-60	Female	7
		Male	4
	45-60 Total		11
	60+	Female	2
		Male	3
	60+ Total		5
WF2 Total			35
WF3	00-18	Female	53
		Male	57
		Unknown	14
	00-18 Total		124
	19-35	Female	95
		Male	55
	19-35 Total		150
	36-44	Female	72
		Male	25
	36-44 Total		97
	45-60	Female	73
		Male	46
	45-60 Total		119
	60+	Female	34
		Male	28
	60+ Total		62
WF3 Total			552

Participation Data at leisure centre sessions WF2 and WF3

all ages	Gym Visits	588
	Swim Visits	697
	Class visits (Middleton Active)	51
	Badminton (Middleton Active)	13
	Total visits	1349
U18s	Gym Visits	29
	Swim Visits	119
	Class visits (Middleton Active)	
	Badminton (Middleton Active)	
	Total visits	148



Participation at LLGA leisure Centre sessions LS26 and LS27 (as of 15.4.14)

all ages	Gym Visits	1767
	Swim Visits	2812
	Class visits (Middleton Active)	18
	Badminton (Middleton Active)	16
	Total visits	4613
U18s	Gym Visits	159
	Swim Visits	509
	Class visits (Middleton Active)	0
	Badminton (Middleton Active)	7
	Total visits	675

Most visited Centres from LS26 and LS27 LLGA Members

		Total visits	LS26 and LS27 visits
Bodyline Gym L L G A	Morley	1690	959
	Rothwell	1189	586
	John Charles	3450	120

		Total visits	LS26 and LS27 visits
Swim L L G A	Morley	2655	1466
	Rothwell	1883	827
	Kippax	2446	184

This page is intentionally left blank



Report author: Gerard Watson  
Tel: 0113 395 2194

**Report of the City Solicitor**

**Report to South (Outer) Area Committee**

**Date: Wednesday, 4 June 2014**

**Subject: Election of Community Committee Chair for the 2014/2015 Municipal Year**

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

**Summary of main issues**

1. Area Committee Procedure Rules require that the Chair of each Area Committee will be elected from amongst the City Councillors eligible to serve on that Committee.
2. Following the closure of nominations for the position of Chair, and prior to the Annual Council Meeting, Area Committees are required to meet to elect a Chair of the Community Committee for the forthcoming Municipal Year.
3. Therefore, the Area Committee is recommended to elect a Chair for the 2014/2015 Municipal Year, from amongst the nominations which have been received. The Area Committee will be informed at the meeting of the nominations which have been received for the position of Chair.

**Recommendations**

4. Members of the Area Committee are recommended to elect a Community Committee Chair for the 2014/2015 Municipal Year, from amongst the nominations which have been received.

## **1 Purpose of this report**

- 1.1 The purpose of the report is to explain the arrangements for the election of Chairs for Community Committees and that in line with this process, to recommend that this Area Committee elect a Member to the position of Community Committee Chair for the 2014/2015 municipal year.

## **2 Background information**

- 2.1 Article 10 of the Council's Constitution sets out the composition, functions and role of Area Committees.
- 2.2 Paragraph 5 of the Area Committee Procedure Rules deals with the process by which Community Committee Chairs are elected. Attached as appendix 1.
- 2.3 Whilst recommending that an appointment be made to the position of Community Committee Chair for the forthcoming municipal year, this report follows the Council's Area Committee Procedure Rules. This is due to the fact that the Area Committee Procedure Rules remain operational until any amendments to them are formally agreed which reflect the proposed establishment of Community Committees.

## **3 Main issues**

- 3.1 The Area Committee Procedure Rules state that the Chair will be elected from amongst the City Councillors eligible to serve on that Committee.
- 3.2 Each Political Group with Members elected within an Area Committee's boundary may submit a nomination from amongst Members on the Area Committee to Chair that Committee, via the Group Whip. An independent Member may also put forward a nomination.
- 3.3 The deadline for the submission of nominations for the position of Chair was 5.00pm on Tuesday, 3 June 2014. The Area Committee will be notified at the meeting of the nominations which have been received, prior to the election taking place.
- 3.4 The Procedure Rules state that following the closure of nominations and before the Annual Council Meeting, Area Committees will meet to agree the election of Chair for the forthcoming Municipal Year.
- 3.5 The Chair will be elected by an overall majority of first votes cast by those Members eligible to do so and present at the meeting. The Member presiding at the meeting as Chair will have no second or casting vote. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration and the vote repeated.
- 3.6 Where an overall majority of votes cannot be obtained, or it is not possible to hold or convene a quorate meeting of the Area Committee, or for any other reason a decision is not possible in advance of the Annual Council Meeting, then the appointment will be made at the Annual Council Meeting.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 All Group Whips and Independent Members have been given due notice of the deadlines relating to the submission of nominations for the position of Community Committee Chairs, and have been provided with details of the process.

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

4.2.1 There are no specific implications relating to equality and diversity or cohesion and integration arising from this report.

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

4.3.2 Operational and effective Community Committee meetings, which facilitate a widely accessible but robust decision making forum are in line with the Council's Policies and City Priorities. In order for such meetings to take place, an eligible City Councillor must be properly elected to the position of Community Committee Chair.

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

4.4.3 There are no direct resource implications arising from the submission of this report to the Area Committee.

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

4.5.4 This report is not subject to Call In, as the Executive and Decision Making Procedure Rules state that the power to Call In decisions does not extend to those decisions taken by Area Committees.

4.5.5 The process summarised above regarding the election of Community Committee Chairs is in line with current Procedure Rules.

### **4.6 Risk Management**

4.6.6 There are no risks directly arising from the submission of this report to the Area Committee, however, not electing a Chair for the 2014/15 municipal year at this meeting will mean that the matter would have to be resolved at the Annual Council Meeting.

## **5 Conclusions**

5.1 The Area Committee Procedure Rules state that the Chair of each Committee will be elected from amongst the City Councillors eligible to serve on that Committee, and that between the closure of nominations (5.00pm, 3 June 2014) and the Annual Council Meeting (6.00pm, 9th June 2014), the Area Committee will meet to agree the election of Chair for the forthcoming Municipal Year. The Committee therefore is recommended to elect a Chair at this meeting for the 2014/2015 Municipal Year, from the nominations which have been received.

**6 Recommendations**

- 6.1 Members of the Area Committee are recommended to elect a Community Committee Chair for the 2014/2015 Municipal Year, from amongst the named nominations which have been received.

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

None

---

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

## 5.0 ELECTION OF CHAIR

5.1 The Chair of each Area Committee will be elected, from amongst the City Councillors eligible to serve on that Committee.

5.2 Each political Group<sup>1</sup> with Members elected within an Area Committee area may put forward a nomination from amongst Members on the Area Committee to Chair the Area Committee. An Independent Member may also put forward a nomination.

5.3 All nominations must be notified to the Head of Governance Services by no later than 5pm the day before the meeting convened to consider the appointment of the Chair. The Head Of Governance Services will give appropriate notice to whips and Independent Members of this deadline.

5.4 Area Committees will meet to agree the election of Chair for the forthcoming Municipal Year during the period that is the first working day after the nomination process closes, and the last working day that is the day before the Annual Council Meeting.

5.5 The Chair will be elected by overall majority of first votes cast by those Members eligible to do so and present at the meeting, the member presiding at the meeting will have no second or casting vote. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration and the vote repeated.

5.6 All agreed appointments will be reported to the Annual Council Meeting.

5.7 Where an overall majority of votes cannot be obtained, or it is not possible to convene, or hold, a meeting of the Area Committee, or, for any other reason a decision is not possible in advance of the Annual Council Meeting, the Annual Council Meeting will appoint the Chair.

5.8 Where it has not been possible to hold a meeting of the Area Committee and the Annual Council Meeting is required to consider more than one nomination for the position of Chair, the Chair will be elected by overall majority of votes cast by those Members of the Area Committee eligible to do so and present at the Council meeting. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration and the vote repeated.

5.9 Where an overall majority of votes cannot be obtained by votes cast by those Members of the Area Committee eligible to do so and present at the Council meeting, the vote will be widened to include all Members of Council. The nominee with the overall majority of votes cast by members of Council will be appointed as the Chair of the Area Committee.

5.10 Where it has not been possible to hold a meeting of the Area Committee and the Annual Council Meeting is required to consider an unopposed nomination for the position of Chair, the unopposed nominee will be elected by the Council.

5.11 Where Council has made an appointment of Chair of an Area Committee the decision will be reported to the relevant Area Committee.

---

<sup>1</sup> A nomination from a political group must be forwarded by a Whip

This page is intentionally left blank