



OUTER WEST COMMUNITY COMMITTEE

**Meeting to be held in Council Chambers, Pudsey Town Hall, Robin Lane, Pudsey, LS28 7BL
on
Wednesday, 9th July, 2014 at 1.00 pm**

MEMBERSHIP

Councillors

A Carter	Calverley and Farsley;
J Marjoram	Calverley and Farsley;
R Wood	Calverley and Farsley;
M Coulson	Pudsey;
J Jarosz	Pudsey;
R Lewis	Pudsey;
A Blackburn	Farnley and Wortley;
D Blackburn	Farnley and Wortley;
T Wilford	Farnley and Wortley;

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**West North West Area Leader:
Shaid Mahmood
Tel: 33 67858**

A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 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>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</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;">RESOLVED – 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>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY INTEREST</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 Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
7			<p>MINUTES - OF THE FINAL MEETING OF THE WEST OUTER AREA COMMITTEE - 4TH JUNE 2014</p> <p>To note the minutes of the final meeting of the West Outer Area Committee held on 4th June 2014.</p>	1 - 6

Item No	Ward	Item Not Open		Page No
8			<p>MINUTES - OUTER WEST HOUSING ADVISORY PANEL MEETING - 4TH JUNE 2014</p> <p>To receive the minutes of the Outer West Housing Advisory Panel meeting held on 4th June 2014.</p>	7 - 16
9	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>INTRODUCTION TO COMMUNITY COMMITTEES</p> <p>To receive the report of the WNW Area Leader which sets the scene for your new community committee and asks approval of a set of minimum conditions for any decisions that may need to be delegated, or taken, between formal community committee meetings.</p>	17 - 20
10	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>COMMUNITY COMMITTEE APPOINTMENTS</p> <p>To receive the report of the City Solicitor the report invites the Committee to make appointments to the following as appropriate:- Those Outside Bodies as detailed at Appendix 1; One representative to the Corporate Carers' Group; Community Committee Area Lead Members, as listed at Section 3; and Those Children's Services Cluster Partnerships, also listed within Section Community Committee sub groups as required</p>	21 - 30
11	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>APPOINTMENT OF CO-OPTees TO THE COMMUNITY COMMITTEE</p> <p>The report of the City Solicitor seeks to gain approval of the appointment of co-optees to the Community Committee for the remainder of the municipal year.</p>	31 - 36

Item No	Ward	Item Not Open		Page No
12	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>WELLBEING UPDATE REPORT</p> <p>To receive the report of the WNW Area Leader this report provides members with an update on the budget position for the Wellbeing Fund for 2014/15. The report highlights the current position of the Small Grants and skips and those grants and skips that have been received or approved since the last meeting. It also provides an update on the Youth Activity Fund.</p>	37 - 52
13	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>ESTABLISHMENT OF AN EMPLOYMENT, SKILLS AND WELFARE PRIORITY NEIGHBOURHOODS BOARD</p> <p>To receive the report of Head of Service Employment and Skills the report seeks endorsement from the Outer West Community Committee for the proposal to develop a West North West Employment, Skills and Welfare Priority Neighbourhoods Board.</p>	53 - 58
14	Calverley and Farsley; Farnley and Wortley; Pudsey		<p>INTRODUCTION TO COMMUNITY COMMITTEE TOPICS</p> <p>To receive the report of the WNW Area Leader the purpose of this report is to reiterate the aspirations set out to improve local decision making by developing and encouraging a new style of collaborative working with residents, services and partners.</p> <p>The report presents members with proposed plans for engagement for those topics agreed at the Community Committee meeting on 4th June.</p>	59 - 68

Item No	Ward	Item Not Open		Page No
			<p>THIRD PARTY PROTOCOL</p> <p>Third Party Recording</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> <p>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.</p> <p>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.</p>	
2				
a)				
b)				

WEST (OUTER) AREA COMMITTEE

WEDNESDAY, 4TH JUNE, 2014

PRESENT: Councillor J Jarosz in the Chair

Councillors A Blackburn, D Blackburn,
M Coulson, R Lewis, J Marjoram and
T Wilford

- 77 Appeals Against Refusal of Inspection of Documents**
There were no appeals against the refusal of inspection of documents.
- 78 Exempt Information - Possible Exclusion of the Press and Public**
There were no resolutions to exclude the public.
- 79 Late Items**
There were no late items.
- 80 Declaration of Interests**
There were no declarations of interest.
- 81 Apologies for Absence**
Apologies were received from Councillors Carter and Wood and also from co-optee Reverend Ayres.
- 82 Open Forum**
On this occasion no members of the public had attended the meeting.
- 83 Minutes - 12th March 2014**
RESOLVED – The Minutes of the meeting held on 12th March 2014 were confirmed as a correct record.
- 84 Matters Arising**
Minute 67 Declaration of Interest and 76 Wellbeing Fund Report
Councillor Coulson brought to the attention of the Committee that he also had an interest in the Pudsey Wellbeing Centre as a Board Member.
- 85 Minutes of the Environment Sub Group**
Minutes of the Environmental Sub-Group meeting held on 22 January 2014 were noted by the Area Committee.
- 86 Minutes of Area Chairs Meeting 28th February 2014**
Minutes of the Area Chairs Forum meeting held on 28th February 2014 were noted by the Area Committee.
- 87 Election of Community Committee Chair for the 2014/2015 Municipal Year**

The City Solicitor submitted a report outlining the arrangements for the annual election of Chairs for Community Committees and which sought the Committee to elect a Chair for the duration of the forthcoming 2014/15 municipal year.

The only nomination received in relation to the Chair of West Outer Community Committee was that of Councillor Jarosz.

RESOLVED – That Councillor Jarosz be elected Chair of West Outer Community Committee for the duration of the 2014/15 municipal year.

Cllr. Jarosz thanked Members for their support and said that she was looking forward to meeting with the new Area Lead and moving forward with the work of the Committee into the new municipal year

88 Community Committee Topics

The report of the Assistant Chief Executive (Citizens and Communities) outlined the new proposals for the introduction of a new approach to area working arrangements to be implemented at the beginning of the 2014/15 municipal year.

The new approach seeks to strengthen local democratic engagement and increase community engagement and involvement in local decision making. The development of the Community Committees replaces the existing Area Committee arrangements.

The Committee were asked to identify which topics they would like to focus on in 2014/15. It was recommended that in this first year that three Community Committee topics were chosen.

Members were directed to 3.5 of the submitted report which highlighted some key areas of focus after earlier discussions with members.

Members' attention was drawn to Appendix 1 of the submitted report which provided members with a list of common issues for consideration.

Discussion took place amongst the members on the merits of all the issues listed with specific discussion on summer holiday provision, social isolation of older people, patient empowerment, engagement with local employers in relation to employment for young people and debt advice. Members were of the view that they wanted to focus on the topics that would provide the most impact locally.

The Area Leader suggested to members that they may wish to link issues and combine topics. Members were of the view that this would be a good approach. The Area Support Officers were asked to bring a paper to the July meeting which outlined this approach.

Members were informed that the Area Support Team were developing a Community Engagement Plan which would support the development and

review of the West Outer Business Plan. The Community Committees Engagement Plan will be brought to the July meeting.

Members discussed and suggested options for ways to engage with all the community including, community notice boards, social media, texts, leaflet drops, local publications, and a website.

Members wanted to broaden the ways in which the committee engage, to reach those in the community who would not normally engage with the committee.

Members requested that the Communications Plan included current engagement costs in comparison to the proposed engagement costs.

RESOLVED – That the Committee:

- a) Choose a number of topics that could be combined to support the Community Committee's focus of work over the coming year, to be presented in a report for consideration at the first meeting of the Community Committee in July;
- b) Request that a draft engagement plan be developed for the topics, for consideration at the first meeting of the Community Committee in July;
- c) Request that a draft communications strategy is developed to ensure a framework for communication between all key stakeholders.

89 Wellbeing Fund Update Report

The submitted report of the Assistant Chief Executive (Citizens and Communities) provided members with an update on the budget position for the Wellbeing Fund for 2014/15. The report provided the current position of the Small Grants and skips and those Small Grants and skips that had been received or approved since the last meeting.

An update was also provided for the Youth Activity Fund and those projects seeking support through this ring-fenced allocation.

Members attention was drawn to Appendix 1 of the submitted report which informed members of the current budget position for Wellbeing projects showing the amount approved by the Area Committee and the value of the funds spent to date. The Wellbeing Budget statement also outlined the current budget position of those projects funded in previous years which still have funding left to spend. Projects received by the area committee are listed in Table 1 below.

In relation to Appendix 5 Committee Members discussed the project in detail with one Member of the committee suggesting that the application should be rejected as the project should be funded by Housing Leeds.

Appendix 6 was discussed by Members at length and they were of the view that the project would not benefit the children within the community as a whole and the show was to be held at a theatre outside the area.

Cllr. Marjoram left the meeting at 13:55. *

On Cllr. Marjoram's departure, the Community Committee became inquorate, therefore the committee was unable to make any formal decisions for the remainder of the meeting. It was noted that Cllr Marjoram had indicated prior to leaving the committee that he wished to support the last two wellbeing applications entitled Farnley Cluster Summer Fun Day and Outer West Cluster / Breeze, three mini Breeze Sessions in all Outer West wards.

RESOLVED – That the Committee:

- Note the current budget position for the Wellbeing Fund 2014/15;
- Note the current position of the Small Grants and skips budget and those Small grants and skips that have been approved since the last meeting;
- Note the budget position of the Capital Grants budget and those capital grants received: Note the current position of the Youth Activity Fund;

Table 1: Determined projects seeking funding as follows;

Project Name	Organisation/ Department	Amount Requested	Approved/Rejected/ Recommended
Training Safety Equipment for juniors and adults	Bramley Buffaloes Rugby League Club	£500	Approved
Leeds Esprit Volunteer Continuing Professional	Leeds Esprit Gymnastics Club	£300	Approved
Bowling Shelters	Farsley Cricket Bowling Club	£500	Approved
Provision of Car Parking Spaces 40-45 New Street Grove LS28 8EZ	Housing Leeds Pudsey Area Housing Office	£4,650	Approved
Resources to encourage local enterprise amongst youngsters	Wysoczanski Academy School of Performance	£1,000	Rejected
Summer Fun Day	Farnley Cluster	£2,781	Recommended approval *
Three Mini Breeze Sessions in all Outer West Wards	Outer West Cluster / Breeze	£11,250 (£3,750 for each ward)	Recommended approval*

(*Recommended approval – due to the meeting being inquorate at this point)

90 Any Other Business

Members raised their concerns with the lack of communication from Ahead Partnership in relation to meeting with them on an individual basis to discuss future partnership working in other west outer wards.

RECOMMENDED – That the Area Support Team contact Ahead Partnership on behalf of the Members.

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MINUTES

Outer West Housing Advisory Panel Meeting

Date: 4th June 2014

Time: 4.00pm

Venue: Westfield Chambers

Name	Initials	Position
Andy Liptrot	AL	Chair – Outer West Panel
Sharon Guy	SG	Area Performance Manager - Outer West
Lorna Bustard	LB	Community Engagement & Inclusion Manager
Mick Parker	MP	Area Manager OW/ONW
John Aubrey	JA	Tenant Representative
Lydia Appleby	LA	Tenant Representative - Bawn Approach
Shelia Horne	SH	Tenant Representative - Whincover Grange
Sandra Ogden	SO	Tenant Representative - Gamble Hill Grange
Tracey Thorpe	TT	Minute-taker Administration Officer

Item No.		Owner
1.0	APOLOGIES/INTRODUCTIONS	
1.1	Apologies were sent from Councillor Lewis, Councillor Wood, Brian Falkingham. SG introduced Mick Parker to the members, MP under the new housing restructure has been appointed as the Area Manager for the Outer West and Outer North West area.	
2.0	DECLARATION OF INTEREST	
2.1	LA declared that she would have to leave the room when the HAP bid 21 for Bawn Drive/Gardens blocks is being discussed as she lives in this area.	
3.0	MINUTES OF PREVIOUS MEETING AND MATTERS ARISING	
3.1	The minutes were approved as an accurate record the actions were reviewed:	
	3.2. Area Panel Bid 88 Gamble Hill Seating. SG informed the meeting further information is still being obtained regarding the quotation.	
	5.5 Parking at Brookleigh Sheltered Complex. SG has carried out Some surveillance and has spoken to staff about the parking.	

4.0

Housing Review Update

SG reported that the signing off of the new process for future bids will now be on a new template, guidance notes on how to apply for funding is available. Part of the bidding process is that all new bids are to be signed off for official approval by the Housing Advisory Board; once all the bids have been given approval then the work will be ordered.

All bids that come from the Neighbourhood Housing Management Officers are looked at by APMs and Team Leaders ensuring criteria is met before any bids are submitted.

LB reported that budget holders are different than before and so far everything has been signed off, and best practice is being looked at how money is being spent. LB also commented that Councillors have recognised the work that tenants carry out and are looking to continue and strengthen tenant involvement.

SG informed the members that within the next couple of weeks a meeting will need to be held to have a discussion regarding the plan on the page, looking at local priorities within the community and what we can improve on in the future.

5.0

CUSTOMER INVOLVEMENT

5.1

Housing Advisory Bids

HAP 15 GREENSIDE SHELTERED HOUSING COMPLEX - BENCHES. £ 2,244.16. PROVISIONALLY APPROVED SUBJECT TO HAB APPROVAL.

Funding is requested to install two benches in the communal garden at the Greenside sheltered housing complex in Pudsey. This is to follow on from work by LCC's Parks & Countryside Department, to remove some of the established shrubs on the site.

The residents in the scheme are all elderly and feel vulnerable and unsafe when they have to walk pass the shrubs and hedges to get to and from the community room. The bushes are quite large and they feel anyone could be hiding behind them. The residents would like to have the hedges and shrubs removed and replaced by benches, one hexagonal bench to be placed around the tree in the centre of Greenside and Smalewell Close and one straight bench to be placed on the paved area of Smalewell Close. This area would then make a good place for the residents to meet up, sit and rest especially the ones who have difficulty walking.

There will be no ongoing costs to LCC as this will reduce the cost of

maintaining the hedges and shrubs throughout the year.

A vote was carried and the bid was provisionally approved subject to final approval from the Housing Advisory Board.

HAP 16 GREENSIDE SHELTERED COMPLEX COLD CALLING ZONE. £99.00
PROVISIONALLY APPROVED SUBJECT TO HAB APPROVAL.

Funding is requested to provide a “Cold Calling Control Zone” in the Greenside sheltered housing complex in Pudsey. The residents of the scheme are all elderly and are being plagued by cold callers particularly in an evening. Various companies are visiting and residents are becoming increasingly agitated by the high pressure sales techniques of the salesmen. In addition to being harassed by genuine salesmen some tenants have fallen prey to bogus callers posing as sales reps who have stolen items from residents homes after gaining their confidence and been allowed inside.

The project aims to give residents the confidence to say “No” to uninvited sales people and warn cold callers that they are not welcome. The project is supported by the Neighbourhood Police Team.

This project which will be administered by West Yorkshire Trading Standards proposes to erect signs at the entrance to the estate to inform people that they are entering a “Cold Calling Control Zone”, information packs will be distributed to households along with stickers for residents to display in their windows. Residents will also be issued with contact numbers to report any rouge traders still operating.

There will be no on-going costs to the contrary the scheme should reduce the number of burglaries and therefore any costs incurred for repairs and also reduce the associated management problems in terms of visiting and reassuring tenants.

West Yorkshire Trading Standards have carried out a consultation in the area and received an overwhelmingly positive response in favour of the scheme.

A quote of £99.00 has been obtained from West Yorkshire Trading Standards, who are the only recognised organisation to provide this service therefore we cannot obtain comparison quotes.

Any follow up support to the residents of the scheme West Yorkshire Trading Standards will follow their requests up.

A vote was carried and the bid was provisionally approved subject to final approval from the Housing Advisory Board.

**HAP 17 NEW STREET GROVE PARKING £4,583.18
PROVISIONALLY APPROVED SUBJECT TO HAB APPROVAL.**

Funding is requested to create new parking spaces directly outside the sheltered bungalows on New Street Grove.

The area in front of the bungalows currently consists of a raised flagged area. The flags are old and uneven and pose a trip hazard to residents; they also look unsightly and detract from the aesthetic of the area. The flags constantly have to be repaired to re-level and re-bed them causing a drain on our repairs and maintenance budget as well as work for staff reporting and inputting repairs and disruption to residents. The residents of New Street Grove are elderly and many have mobility problems. When attending or returning from hospital and doctor's appointments, ambulances and taxis cannot park directly outside their properties; leaving them with a long walk to reach their front door.

There will be minimal on-going costs as the new tarmac surface will have a life span of approximately 15 years before minor repairs will be needed. This is in contrast to the regular maintenance needed to the flags to prevent someone tripping on them and also the cleaning of moss etc. in-between the flags. Consultation was conducted by visiting the residents who would be directly affected; all were in favour of installing parking spaces outside their bungalows.

A quote of £9,233.18 has been obtained from Property Maintenance. Match funding has been requested from Area Committee for the sum of £4,650.00 therefore a request for funding of £4,583.18 is being sought from the Outer West Housing Advisory panel.

A vote was carried and the bid was provisionally approved subject to final approval from the Housing Advisory Board.

**HAP 18 RYCROFT PLACE RECYCLING STATION £959.43
PROVISIONALLY APPROVED SUBJECT TO HAB APPROVAL**

Funding is requested to construct a purpose built recycling station adjacent to Rycroft Place multi-storey flats.

The area will contain glass and paper re-cycling bins and will be sited at the front of the block within easy access for residents.

The bid has been requested by the residents of Rycroft Place, at the moment the bins are tied to the railing to the side of the block this looks unsightly and would be better placed enclosed in a specific area.

The current recycling bins had to be chained to the railing to prevent them being stolen/used as go carts by local youths which has

happened in the past. Although the bins are no longer being removed the fact that they are on display does still attract unwanted attention.

The residents of Rycroft Place are keen to do their bit to reduce waste sent to landfill and improve their environment a dedicated recycling station would help to increase recycling at the block.

The adjacent block of flats at Rycroft Green already has a bin enclosure in situ and the area has improved significantly. There will be no ongoing costs to Leeds City Council, the bins are already on the collection route and it is anticipated that a reduction of waste being put into bin chutes will lead to less blockages and therefore less call out to contractors.

Consultation letters were sent to all residents in Rycroft Place and an overwhelming response were in favour of the relocation of the recycling bins.

A vote was carried and the bid was provisionally approved subject to final approval from the Housing Advisory Board.

HAP 19 SWINNOW LANE BIN STORE GATES £ 4,749.78
PROVISIONALLY APPROVED SUBJECT TO HAB APPROVAL

Funding is required to install bespoke metal gates to the 8 bins areas adjacent to the flats on Swinnow Lane, the bid has been requested by the residents of the flats.

This would enhance the look of the bin enclosure, the gates would be galvanized and powder coated so no ongoing maintenance would be required. Residents have complained of foxes and dogs ripping open bin bags inside the bin enclosures scattering the contents over the grassed area, there has been an increased sighting of rats in the area.

The construction of the gates would stop animals gaining access and help to keep the area rubbish and litter free. The problem has been made worse since we changed to fortnightly bin collections meaning more bags are being left in the enclosures. There are no ongoing costs to Leeds City Council.

Consultation letters were sent to all residents in the Swinnow Lane flats and an overwhelming response was in favour of installing the metal gates to the bin area.

AL commented that he would like to see the figures on future reports of how many people were consulted and how many agreed/disagreed and how many reports were received back. SG stated she would ask the NMO's to add this onto their reports.

A vote was carried and the bid was provisionally approved subject to

final approval from the Housing Advisory Board.

**HAP 20 HEIGHTS CLOSE PARKING PREVENTION £3,102.93
PROVISIONALLY APPROVED SUBJECT TO HAB APPROVAL**

Funding is requested to install parking prevention measures on Heights Close in Wortley. The bid is being submitted by on behalf of residents and local ward members. The grass verge on Heights Close is being used by vehicles for parking; the practice has caused damage to the verge and leads to mud being strewn over the road surface in wet conditions.

Heights Close is a cul- de -sac with a dedicated parking area at the end as well as room along the side of the road to park without blocking access. Residents have been instructed not to park on the verge but the practice continues with delivery drivers and service vehicles thought to be the main culprits. As previously stated the parking has damaged the verge making it look unsightly; but also a potential trip hazard should someone slip over the large drop in levels created by the parking.

The proposal is to repair the damaged verge and reseed it with grass to revert it to its original state; and to install low level green tubular railings to prevent any further parking and damage.

There will be no on-going costs to the contrary the scheme will prevent further damage to the verge and as such reduce ongoing costs. The proposal was raised by residents and discussed on an estate walkabout. Local ward members have also discussed with residents and people are overwhelming in favour of the scheme.

AL queried would it not be cheaper to install mushroom bollards. SG reported that the problem with the bollards is that visually impaired people cannot distinguish the bollards.

A vote was carried and the bid was provisionally approved subject to final approval from the Housing Advisory Board.

**HAP 21 FENCING ON BAWN DRIVE/BAWN GARDEN BLOCKS
£12,833.88
PROVISIONALLY APPROVED SUBJECT TO HAB APPROVAL**

LA left the room while the above bid was discussed.

The funding is requested to remove the old broken and rotten wooden fencing on the blocks that have fencing and replace it with black bow top fencing that is 1 metre high and matching gates.

The front open plan gardens on the blocks have become untidy and have a negative impact on the estate; they also attract nuisance

behaviour, fly tipping and dog fouling due to them being open plan giving free access to passers-by.

Residents have reported groups of teenagers walking through their gardens trampling on their flowers and banging on windows, also dog walkers allow their animals to go and defecate in their garden and many do not clear up afterwards.

The proposed fencing will secure the gardens for residents giving them the confidence to re-plant and maintain their gardens to a decent standard and help make them feel secure in their homes.

The properties in question are difficult to let and have a high turnover of tenants. LCC's Investment and Planning department have secured funding to renew the facia's and damaged tiling to the blocks which will vastly improve their appearance and that of the neighbourhood. The proposals will also contribute to regenerating the area and helping to secure long term lets for the properties.

There will be no ongoing costs to the contrary the scheme should reduce costs for the Estate Caretaking team who have to remove the rubbish and reduce the costs generated by the high turnover of tenants in these properties.

The project would contribute towards ensuring the neighbourhood is a safer and more desirable place to live which is key element in the Wortley Neighbourhood Action plan.

The Neighbourhood Management Officer has completed a survey with residents who are all in favour of the scheme.

A vote was carried and the bid was provisionally approved subject to final approval from the Housing Advisory Board.

5.2

Budget Sheet

SG reported that some of the work has been committed and when the approval has been given by the Housing Advisory Board the bids will be ordered.

AL added that the £120,000.00 that each panel has been given must be spent otherwise the budget will be cut.

5.3

Community Engagement & Inclusion Team

Lorna Bustard attended the meeting, a document had already been provided to the members with their packs.

LB also commented that the team are looking at all the 3 areas across the service and to support more groups and that they now have an

	<p>active budget to support them. WYCAS have provided free accounting for all the tenants and residents groups.</p> <p>LB stated that the CEI team will continue to support groups and carrying out training with them.</p>	
6.0	ANY OTHER BUSINESS	
6.1	MP stated that he was very pleased with the bids that have been presented at the meeting tonight; and generally they are all very good, and would like SG to feed this back to the team.	
6.2	JA reported that the new pavement that was laid at Dawson's Corner now has dandelions coming up through the tarmac situated near the bungalow numbers 1, 2, 3 & 4. SG will ask the NMO for the area to look at this.	
6.3	JA queried the Cow Close bid he would like to know the scale of what the figures represent.	
6.4	SH requested to know if the garages behind the shops at Whincover could be renovated. SG stated that the rear walls and rear ends of the garages have been damaged, LA stated that she did not think that having the garages renovated is a good idea as where the bricks have been knocked through children are getting in and out of the garages.	
6.5	LB advised members that a "plan on a page" priorities for the areas needed to be done prior to the next meeting. This meeting has taken place and priorities have been set and submitted for approval.	
7.0	DATE AND TIME OF NEXT MEETING	
	The next meeting will take place on Wednesday 6th August 2014 from 4.00pm until 5.30pm at Westfield Chambers.	

Item No.		Owner

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Report of: Shaid Mahmood WNW Area Leader

Report to: Outer West Community Committee, Calverley & Farsley, Farnley & Wortley, Pudsey

Date: 9th July 2014

The New Community Committee

Purpose of report

1. This report sets the scene for your new community committee and asks approval of a set of minimum conditions for any decisions that may need to be delegated, or taken, between formal community committee meetings.

Giving voice to the community

2. Our city and its communities are facing massive and increasing social and financial challenges, including health inequalities, an ageing and more diverse population, and poverty and financial exclusion. In a time of dwindling budgets but increasing challenges, the council must work more intelligently and more flexibly than ever before. Learning from our experience of the former Area Committees the new arrangements for community committees and community engagement represent a new step towards a more inclusive, more responsive and smarter approach to decision-making in local areas. Community committees offer the opportunity to look afresh at our understanding of local needs, aspirations and potential. The challenge and focus for the new community committees will be to genuinely involve the communities they represent in the decisions that affect them.
3. The new community committees will all develop under a common framework of principles that allow enough flexibility to ensure they operate in the best way suited to them and their local communities. Community Committees will:
 - a. have a clear focus on engaging local communities over local topics of interest;
 - b. only take written reports that have a local significance;
 - c. make recommendations to the council's executive board and challenge our partners and others as necessary to secure local improvements;

- d. consider recruiting non-voting co-optees from the locality to help with the committees' work;
 - e. develop a new approach to localised budget setting over the course of this year.
4. The strengthened focus on engagement encourages elected councillors and officers to think creatively about the best ways to involve local residents and to hear their voices. This represents an opportunity to keep the more formal decision-making to a minimum and devote more time and energy to engagement activities that will be branded as 'Citizens@....' More engagement activities also present further opportunities to raise awareness of the work of the community committees in local areas. An engagement plan will be developed by each community committee which will enable it to focus on a small number of areas of specific concern to the locality.
 5. Improving communications will be important to successfully engage with local residents and will include the development of:
 - a. a new brand for community committees as illustrated by the header to this report;
 - b. new uses of social media including Facebook and Twitter; and
 - c. accessible ways of organising meetings and other engagement activities that promote debate and discussion from all parts of our local communities.
 6. To help these developments a marketing and communications officer is being recruited for a 12-month period. Communications plans will be part of all future community engagement plans.
 7. This is a major opportunity to promote and support civic engagement and enterprise with a local focus, to create opportunities to hear the voices of local people and to set the improvement agenda for the area.

Priorities for Outer West Community Committee 2014 to 2015

8. At the 4th June meeting of the Outer West Area Committee, a report was put forward suggesting themed topics which could form the basis of the Outer West Community Committee engagement activity in 2014/15. Following discussion, members highlighted 3 key topics areas listed below;
 - Explore summer holiday provision for young people
 - Older Peoples (Social Isolation)
 - Delivering actions which support Business, Enterprise and Economy in the Outer West linking in with employment opportunities for local people

Delegated decisions

9. Sometimes decisions will need to be made between formal meetings of the community committee and therefore the Area Leaders will have delegated authority from the Assistant Chief Executive (Citizens and Communities). In order to reassure members that all delegated decisions will be taken within an appropriate governance framework it is proposed that they will only be taken after satisfying the following conditions:

- a. consultation must be undertaken with all committee/relevant ward members prior to a delegated decision being taken;
- b. a delegated decision must have support from a majority of the community committee elected members represented on the committee (or in the case of funds delegated by a community committee to individual wards, a majority of the ward councillors); and
- c. details of any decisions taken under such delegated authority will be reported to the next available community committee meeting for members' information.

Conclusion

10. This is the start of a new commitment to listen to local people, to seek their involvement and engagement with the local civic life of the community. It will provide leadership and promote collaboration to make improvements the community wants. Considerable work has been taking place in each locality to prepare them for the anticipated changes ahead. Much of this is building on the current strengths and recognising the good practice and local structures already in place. The Outer West Community Committee now has the opportunity to shape the way forward for the communities of Calverley & Farsley, Farnley & Wortley, Pudsey.

11. Recommendations

12. Members are asked to welcome the introduction of Community Committees.

13. Members are asked to approve the minimum conditions set out in paragraph 9 of this report with regard to the need for delegated decisions to be taken between formal community committee meetings.

Background information

- The move to develop community committees followed the Area Review report approved by the council's Executive Board in December 2012 'Review of Area Working Findings and Recommendations'. To view this report [click here](#).
- The Executive Board endorsed the proposed development of community committees at a subsequent meeting in December 2013, 'Citizens@Leeds: Responsive to the Needs of Local Communities'. To view this report [click here](#).
- On 9 June members gave formal approval for community committees at the Council's AGM 'Recommendations of General Purposes Committee' – page 15. To view this [click here](#).
- If you require hard copies, please contact the WNW Area support Team

Report author: Rory Barke, Tel: (0113) 22 43103 [Harpreet Singh]

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Report of the City Solicitor

Report to Outer West Community Committee

Date: 9th July 2014

Subject: Community Committee Appointments

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

Summary of main issues

- 1 This report invites the Committee to make appointments to the following as appropriate:-
 - Those Outside Bodies as detailed at Appendix 1;
 - One representative to the Corporate Carers' Group;
 - Community Committee Area Lead Members, as listed at Section 3; and
 - Those Children's Services Cluster Partnerships, also listed within Section
 - Community Committee sub groups as required

Recommendations

- 2 The Community Committee is asked to confirm appointments to the following:
 - (i) The Elected Member representatives to work with the Outside Bodies identified at Appendix 1, or agree any changes to the schedule, having regard to the Appointments to Outside Bodies Procedure Rules, as outlined in this report;

- (ii) Committee Members to the Area Lead Member roles listed in section 3;
 - (iii) Member representatives to the local Children's Services Cluster Partnerships relevant to the Community Committee as listed in section 3;
 - (iv) One representative to the Corporate Carers' Group.
- 3 To agree a new Community Committee Sub Group structure and membership.

1 Purpose of this report

- 1.1** This report outlines the Community Committee's role regarding appointments to: Outside Bodies; Area Lead Members; Children's Services Cluster Partnerships and the Corporate Carers' Group. In addition, the report invites the Committee to determine the appointments to these groups and organisations.
- 1.2** The report also asks Members to consider whether they would like to establish a sub group structure around the Community Committee to support the Committee's delegations and priority work streams.

2 Background information

2.1 Outside Bodies

- 2.2** In July 2004 Member Management Committee met to consider the allocation of appointments to each Area Committee. Attached at Appendix 1 are those organisations that Member Management Committee has determined should be made by this Community Committee.

2.3 Area Lead Members

- 2.4** In May 2013, Executive Board recommended that Area Committees appoint Area Lead Members, in accordance with the defined roles as subsequently presented to the Annual Council Meeting as part of the Council's Executive Arrangements.

2.5 Children's Services Cluster Partnerships

- 2.6** In June 2013, Member Management Committee resolved that the nomination of Elected Member representatives to the local Children's Services Cluster Partnerships be delegated to Area Committees for determination.

2.7 Corporate Carers' Group

- 2.8** In recent years Area Committees have been seen as the appropriate principle body by which local Elected Member representatives are appointed to the Corporate Carers' Group. Further information regarding the Group can be found at section 3 of the report.

2.9 Sub Groups

- 2.10** The Outer West Area Committee operated an Environment Sub Group to discuss issues for which the Committee has delegated responsibility.

3 Main issues

3.1 Outside Bodies

- 3.2** The Community Committee is requested to determine the appointments to those Outside Bodies as detailed within Appendix 1. The Council's Appointments to Outside Bodies Procedure Rules are available to Members upon request.

- 3.3** The Community Committee should first consider whether it is appropriate for an appointment to be of a specific office holder¹ either by reference, if this is available, to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Community Committee. Such appointments will then be offered on this basis.
- 3.4** Nominations will then be sought for the remaining places, having regard to trying to secure an overall allocation of places which reflects the proportion of Members from each Political Group on the Community Committee as a whole.
- 3.5** All appointments are subject to annual change unless otherwise stated within the constitution of the external organisation, which will therefore be reflected on the table at Appendix 1. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 3.6** Elected Members will fill all available appointments but it is recognised that Political Groups may not wish to take up vacancies which are made available to them. In such circumstances, vacancies will be notified to the Community Committee and agreement sought as to whether the vacancy will be filled.
- 3.7** A vacancy occurring during the municipal year will normally be referred to the Community Committee for an appointment to be made, having regard to the principles as described above.
- 3.8** Community Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to the Member Management Committee.
- 3.9** **Appointments 2014/2015**
- 3.10** This year there are two appointments to be made in relation to the following organisations:-
- Outer West Housing Advisory Panel (previously - ALMO Outer West Area Panel)
- 3.11** **Area Lead Member Roles**
- 3.12** The Area Lead Member role aims to provide a local “lead” perspective and further facilitate local democratic accountability; particularly in conjunction with the relevant Executive Member. It is formally defined as covering the following areas:
- To provide local leadership and champion the agenda at the Community Committee.
 - To represent the Community Committee at relevant meetings, forums and local partnerships.
 - To build links with key services and partners.
 - To provide a link between the Community Committee and the Executive Member to ensure local needs are represented, issues are highlighted, best practice is shared and to facilitate local solutions to any issues.

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

- To maintain an overview of local performance.
- To consult with the Community Committee and represent local views as part of the development and review of policy

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

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

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

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

Corporate Carers' Group

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

3.16 Community Committee is asked to appoint one representative to the Corporate Carers' Group for the duration of the 2014/15 municipal year. Given the development of the Area Lead Member for Children's Services, the Committee may deem it appropriate for these roles to be combined.

3.17 It should be noted that membership of the Corporate Carers' Group is encouraged for any Elected Members with a particular interest in the outcomes of looked after children, therefore whilst each Community Committee is asked to appoint one

Member (to ensure an even geographic spread), it is possible for additional Members to participate. Therefore, additional Members with a particular interest are advised to approach the Chair of the Corporate Carers' Group.

Children's Services Cluster Partnership Representatives

3.18 The Children's Services Cluster Partnerships evolved originally in response to the extended schools initiative, then as extended services partnerships but have evolved to be an integral part of the locality model which sit under the Children's Trust Board. They provide an inclusive partnership offer to our universal services in schools and children's centres. Increasingly, council services are being re-shaped to strengthen and develop relationships through the cluster model. The purpose of cluster partnerships is to:

- Enable local settings and services to work together effectively to improve outcomes for children, young people and their families, focusing on what will make the biggest difference in that area;
- Build capacity to improve preventative / early help services to meet local needs;
- Promote the ambition of a child friendly city across the locality.

3.19 In April 2011 the Children's Trust Board agreed the adoption of a minimum standard for the terms of reference across the cluster partnerships which included elected members as standing members of the governance group for each partnership. Elected Members also sit alongside a senior leader (local authority partner) from the Children's Services directorate to be part of the Council's representation on each cluster partnership.

3.20 In June 2013 Member Management Committee delegated the nomination of Elected Member representatives to local Children's Services Cluster partnerships to Areas Committees. This was with the aim of establishing a clear formal link between Area Committees and Clusters. It was also with the intention of building closer working arrangements to better support the needs children and families across the city.

3.21 The Community Committee is invited to nominate Members to each cluster partnership within their area. The table below sets out the suggested numbers, ward links and current representation as a basis for discussion:

Cluster	Number of Elected Members suggested	Suggested Ward link	Current Elected Member Representation
Farnley	1	Farnley and Wortley	Cllr. A Blackburn
Pudsey	2	1 Pudsey 1 Calverley and Farsley	Cllr. J Jarosz Cllr. A Carter

Community Committee Sub Groups

- 3.22 The Community Committee may wish to establish a sub group structure to support the Committee's delegations. The Outer West Area Committee operated an Environment Sub Group.
- 3.23 The Environment Sub Group meets on a bi-monthly basis. It receives service reports from the refuse and cleansing services, Environmental Services and Parks and Countryside and oversees the Service Level Agreement in relation to the delegated functions of cleansing and environmental enforcement services.
- 3.24 The current Elected Member representation to the Environment Sub Group is made up of one Councillor Representative per ward.
- 3.25 Members are asked to agree the Councillor representation from each ward and selection of chair.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 This report facilitates the necessary consultation and engagement with Community Committee Members in respect of appointments to the designated positions, groups and Outside Bodies. Given that the Community Committee is the relevant appointing body, there is no requirement to undertake a public consultation exercise on such matters.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Both the Area Lead Member roles and the Corporate Carers' role aim to champion, address and monitor issues arising in their respective fields, whilst also providing clear links to the relevant Executive Member, Council service staff and partner agencies. As such, these roles would also look to address any equality, diversity, cohesion or integration issues arising in their specific areas.
- 4.2.2 Also, Council representation on Outside Bodies and Children's Services Cluster Partnerships will enable those appointed Members to act as a conduit in terms of promoting the Council's policies and priorities. As such, this would potentially include matters relating to equality, diversity, cohesion or integration.

4.3 Council policies and City Priorities

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

4.4 Resources and value for money

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

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

4.6.1 In not appointing to those Outside Bodies or Cluster Partnerships listed within the report, there is a risk that the Council's designated representation on such organisations would not be fulfilled.

5 Conclusions

5.1 The Community Committee is asked to determine the appointments to those designated Outside Bodies detailed within Appendix 1.

5.2 In addition, the report invites the Community Committee to make appointments to Area Lead Member roles, Cluster Partnerships and Corporate Carers Group for the 2014/15 municipal year.

6 Recommendations

6.1 The Community Committee is asked to confirm appointments to the following:-

- (i) The Elected Member representatives to work with the Outside Bodies identified at Appendix 1, or agree any changes to the schedule, having regard to the Appointments to Outside Bodies Procedure Rules, as outlined in this report;
- (ii) Committee Members to the Area Lead Member roles listed in section 3;
- (iii) Member representatives to the local Children's Services Cluster Partnerships relevant to the Community Committee as listed in section 3;
- (iv) One representative to the Corporate Carers' Group.

6.2 Agree a new Community Committee Sub Group structure and membership.

7 Background documents²

7.1 There are no Background Documents associated with this report.

Report author: Gerard Watson

Tel: 0113 39 52194

² 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.

Area Committee Appointments to Outside Bodies (West Outer)

Outside Body	Charity /Trust	No of Places	Review Date	No of places to review	Current appointees	Cllr Y/N	Review Period	Group	Lead Dept	Lead Officer	Contact Name	Address	Telephone
Outer West Housing Advisory Panel		2	Jul-14	1	Rod Wood	Y	Annual	Con			Jill Wildman - Head of Housing Management	Westfield Chambers, Lower Wortley Road LS 12 4PX	
Number of Members in the Committee Area		9			Percentage of Members on the Committee		Notional Places Allocated						
Labour		3				33	4.00						
Liberal Democrat		0				0	0.00						
Conservative		2				22	2.67						
Green		3				33	4.00						
Independent		1											
Total		9					11						



Report of the City Solicitor

Report to Outer West Community Committee

Date: 9th July 2014

Subject: Appointment of Co-optees to Community Committees

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

Summary of main issues

1. This report outlines proposals regarding the appointment of co-optees onto the Community Committee.

Recommendations

2. Members are requested to make nominations to appoint co-optees onto the Outer West Community Committee.

1 Purpose of this report

- 1.1 This report seeks to gain approval of the appointment of co-optees to the Community Committee for the remainder of the municipal year.

2 Background information

- 2.2 In considering this issue, the committee are invited to have regard to the following rules associated with Community Committee co-optees:

- Article 10 of the Constitution states that by resolution Community Committees may appoint or remove non-voting Co-opted Members who may participate in the business of the Community Committee’.

- 2.3 The relevant Community Committee Procedure Rules state that:

- Co-opted members may participate in the debate in the same way as Elected Members, but will be non-voting members of the Committee.
- No co-opted member shall be appointed for a period beyond the next Annual Meeting of the Council.

- 2.4 With regard to participation on financial matters, in line with Section 102(3) of the Local Government Act 1972, the procedure rules state that, ‘Co-optees will not participate in business of the committee which regulates or controls the finance of the area’. This would preclude co-optees participating on matters such as Wellbeing funding applications for example.

3 Main issues

- 3.1 Co-optees have played an important role in supporting the Area Committees by raising local issues

- 3.2 Members are asked to consider the proposal to appoint co-optees to participate in the work of the Outer West Community Committee.

- 3.3 Members are asked to identify individuals who may be interested in becoming a co-optee. Expressions of interest could be received to support this process and the Community Committee will make the final decision.

- 3.4 Members may wish to consider nominating co-optees with expertise or experience around one or more of the following areas:

- Have an active role in a community group
- Have an interest, involvement, specialist knowledge in one of the Community Committee topics
- Have a voluntary role with one the Community Committee’s strategic partners e.g. health, schools, environment
- Attends local forums, community engagement groups

- 3.5 The new Community Committee structure provides an opportunity to review the role of co-optees, in particular around how they can support the Community Committee's new community engagement plan.
- 3.6 A new co-optee role profile has been drafted for Members consideration (see Appendix 1). It is proposed that the co-optees take an active role around community engagement and seek the views of local residents, in particular around the chosen topics. Co-optees could also take a role in supporting the Community Committee Area Leads.
- 3.7 The purpose of having agreed arrangements in place is to:
- formalise the appointment of co-opted members;
 - be clear about the role and contribution of co-opted members;
 - ensure that those appointed as co-opted members are able to fulfil the requirements of them;
 - ensure that a process of induction, training and support is available to co-opted Members;
3. Members are requested to make nominations to appoint co-optees onto the Outer West Community Committee.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 This report provides Community Committee Members with the opportunity to formally consider the possible appointment of co-optees to the Committee for the remainder of the municipal year.
- 4.1.2 The provision of co-opted representatives on Community Committees enables representatives of the local community to engage in the Committee's decision making process.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 In considering the appointment of co-optees, Members may wish to give consideration to ensuring that any co-options are representative of the community that the Community Committee covers.

4.3 Council policies and City Priorities

- 4.3.1 Co-opted representation on Community Committees, which enables representatives of the local community to engage in the decision making process is in line with the Council's Policies and City Priorities.

4.4 Resources and value for money

- 4.4.1 There are no implications arising from this report in respect of resources or value for money.

4.5 Legal Implications, Access to Information and Call In

4.5.1 In line with the Council's Executive and Decision Making Procedure Rules, all decisions taken by Community Committees are not eligible for Call In.

4.6 Risk Management

4.6.1 There are no implications in respect of risk management arising from this report.

5 Conclusions

5.1 Given the provisions within the Constitution regarding the appointment of co-opted representatives to Community Committees, the Community Committee is invited to determine the appointment of co-optees for the remainder of the municipal year.

6 Recommendations

6.1 Members are requested to make nominations to appoint co-optees onto the Outer West Community Committee.

7 Background documents¹

7.1 There are no Background Documents associated with this report.

Report author: Gerard Watson

Tel: 0113 395 2194

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

Appendix 1

Community Committee Co-opted Member – Role Profile

The role of a Community Committee co-opted member is to:

1. Prepare for, attend and actively contribute to the work of the Outer West Community Committee.
2. Bring an external perspective to the work of the Community Committee, making a link to local communities.
3. Contribute specialist knowledge, expertise and experience to the work of the Community Committee.
4. Be able to express the views of the organisation/ sector/ local residents and the wider community that they are representing.
5. Ensure that the organisation/ sector/ local residents they are representing are kept up-to-date on the work of the Community Committee.
6. Show courtesy and respect to other co-optees, Members of the Community Committee, officers of Leeds City Council and its partners and members of the public.
7. Respect the sensitivity and confidentiality of information that they may hear as a Community Committee member, and act with discretion.
8. Abide by the requirements of Leeds City Council's Constitution and Code of Conduct

Community Committee Co-opted Member – Person Specification

A Community Committee Co-opted Member should:

1. Have an interest in improving services for the people of the Outer west area of Leeds.
2. Have an understanding of the Outer West Community Committee's current priorities and the current key issues for the organisation/ sector/ local residents they are being appointed to represent.
3. Be willing to proactively contribute to the work of sub groups to support Area Lead Members.
4. Have the ability to communicate effectively, particularly including listening skills and questioning skills.
5. Be able to act with sensitivity and discretion at all times.
6. Be committed to the principles of accountability, openness and equality.
7. Be able to attend meetings as agreed by the Outer West Community Committee, set out in the Council's calendar.

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Report of: Shaid Mahmood WNW Area Leader

Report to: Outer West Community Committee

Date: 09th July 2014

Subject: Wellbeing Update Report

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

Summary of main issues

1. This report provides the Outer West Area Committee with an update on the budget position for the Wellbeing Fund for 2014/15. The report provides the current position of the Small Grants and skips pots and those Small Grants and skips that have been received or approved since the last meeting.
2. An update is provided on the Youth Activity Fund and those projects seeking support through this ring-fenced allocation.

Recommendations

1. Note the current budget position for the Wellbeing Fund for 2014/15 (Appendix 1)
2. Note the current position of the Small Grants and skips budget and those Small Grants and skips that have been approved or received since the last meeting (Table 1)
3. Note the budget position of the Capital Grants budget and those capital grants received (Table 2)

4. Note the current position of the Youth Activity Fund and consider projects seeking funding (Table 3)

1 Purpose of this report

- 1.1 This report provides members with an update on the budget position for the Wellbeing Fund for 2014/15. The report highlights the current position of the Small Grants and skips and those grants and skips that have been received or approved since the last meeting. It also provides an update on the Youth Activity Fund.

2 Background information

- 2.2 Area Committees have a delegated responsibility for the allocation of Area Wellbeing Funding. The amount of Wellbeing funding provided to each committee is calculated using a formula agreed by Council taking into consideration both population and deprivation of an area.
- 2.3 The Outer West Area Committee seeks to ensure that Wellbeing funding is allocated in a fair and transparent way and that recipients are able to commence delivery of their projects as early as possible in the financial year. To facilitate this process, a Wellbeing workshop is held which requires organisations to submit proposals for projects. Once the annual Wellbeing budgets are set by Executive Board and ratified by Full Council, the Area Committee meets to agree which projects will be supported in the year ahead. These projects are then monitored and assessed by the Area Committee throughout the year to ensure they are fully meeting their objectives.
- 2.4 In 2014/15, the Outer West Area Committee received a sum of £139,380 of Wellbeing revenue. After deducting any existing commitments and taking account of the 2013/14 carry forward position, the Area Committee had £161,158 of funding available for allocation. All of this funding was committed to 17 projects, as listed in Appendix 1.
- 2.5 The remaining capital budget available to the Community Committee is £21,821.
- 2.6 In 2014/15, the Outer West Area Committee received a sum of £46,435 Youth Activity Fund. This fund is to commission sports and cultural activity for young people age 8-17. This should be allocated with the involvement and participation of children and young people in the decision making process.

3 Main issues

3.1 Wellbeing Budget Statement 2014/15

- 3.2 The latest Wellbeing Budget Statement for 2014/15 is included as Appendix 1 to this report. This sets out the current budget position for Wellbeing projects showing the amount approved by the Area Committee and the value of funds spent to date. The Wellbeing Budget statement also outlines the current budget position of those projects funded in previous years which still have funding left to spend.

3.3 Wellbeing Budget – Small Grants & Skips

3.4 Table 1 outlines applications received. No skips have been approved since the last meeting.

Table 1: Small Grant received

Project Name	Organisation /Department	Amount Requested
Coaching of Children involving cricket	Calverley St. Wilfred's Cricket Club	£359 Appendix 2
Prison! Count me out!	Leeds Youth Service – Outer West	£1,000 Appendix 3
St James the Great Parish Hall	St James the Great Church, Woodhall	£500 Appendix 4

3.5 Wellbeing Capital

3.6 The remaining budget available in the Outer West Wellbeing Capital budget is £21,821. Table 2 Outlines capital applications received.

Table 2: Capital Grants Received

Project Name	Organisation /Department	Amount Requested
Refurbishment of Club House	Calverley St. Wilfrids C C	£3,500 Appendix 5

3.7 If members agree to the above projects in Table 2 the remaining budget for Wellbeing Capital for 2014/15 will be £18,321.

3.8 Youth Activity Fund

3.9 In 2014/15, the Outer West Area Committee received a sum of £46,435 Youth Activity Fund. This fund is to commission sports and cultural activity for young people age 8-17. The Area Support Team is currently running a coordinated programme involving potential partners across OW to identify projects to be commissioned through the Youth Activity fund.

3.10 The current balance for the Youth Activities Fund is £18,166. Table 4 below outlines the Youth Activity Fund applications that have been received.

Table 3: Youth Activity Fund Applications

Project Name	Organisation /Department	Amount Requested
Graffiti Workshop	Pudsey Cluster	£260

3.11 If members agree to the above projects in Table 5 the remaining budget for Youth Activity Fund for 2014/15 will be £17,906.

4 Corporate Considerations

4.1 Consultation and Engagement

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

4.2 Equality and Diversity / Cohesion and Integration

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

4.3 Council policies and City Priorities

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

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

4.4 Resources and value for money

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

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

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

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

5 Conclusions

- 5.1 Wellbeing funding provides an important opportunity to support local organisations and drive forward improvements to services. This report provides members with an update on the Wellbeing programme for 2014-15.

6 Recommendations

- 6.1 Note the current budget position for the Wellbeing Fund for 2014/15 (Appendix 1)
- 6.2 Note the current position of the Small Grants and skips budget and those Small Grants and skips that have been approved or received since the last meeting (Table 1)
- 6.3 Note the budget position of the Capital Grants budget and those capital grants received (Table 2)
- 6.4 Note the current position of the Youth Activity Fund and consider projects seeking funding (Table 3)

7 Background documents¹

- 7.5 None

Report author: Harpreet Singh

Tel: 0113 336 7862

¹ 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.

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1.0 Revenue

1.1 Revenue Budget Calculation

The table below describes the revenue budget calculation for the 2014-15 financial year. It shows the amount allocated to the Outer West Area Committee in 2014-15, details of any carry forward from 2013-14 and any existing commitments.

2014/15 OW Revenue Budget	
2014/15 OW Revenue Allocation	£ 139,380.00
2013/14 Carry Forward	£ 35,180.66
Youth Activities Fund for 2014/15	£ 46,435.00
Total	£ 220,995.66
Schemes approved from 2013-14 budget to be spent in 2014-15	£ 21,684.61
2014/15 Commitments	£ 195,065.00
Remaining to Allocate	£4,246.05

1.2 Revenue Project Statement

The table below provides a current revenue project statement. Most grants are paid retrospectively so grants shown as unpaid at this point in the year do not necessarily reflect any potential underspend.

Project Name	Lead Organisation	Wards Benefiting	Amount Earmarked	Amount Paid
Youth Activities Fund 2014-15	WNW Area Support Team	All	£ 46,435.00	£ 3,500
Small Grants & Skips	WNW Area Support Team	All	£ 8,000.00	£ 125
Summer Bands	Leeds Int'l Concert Season	All	£ 3,000.00	£ -
Pudsey Christmas Lights	Leeds Lights / Events	Pudsey	£ 8,000.00	£ -
Farsley Christmas Lights	Leeds Lights / Events	C&F	£ 5,000.00	£ -
Calverley Christmas Lights	Project 2000 / Leeds Lights	0	£ 1,000.00	£ -
Farsley Festival	Farsley Christmas Lights Org.	0	£ 2,500.00	£ 2,500
Pudsey in Bloom	Pudsey in Bloom	Pudsey	£ 3,500.00	£ -
Farsley in Bloom	Parks & Countryside	F	£ 2,500.00	£ -
Calverley in Bloom	Parks & Countryside	C&F	£ 2,500.00	£ -
Farnley in Bloom	TBC	0	£ 1,000.00	£ -
Site Based Gardener	Parks & Countryside	P / F & W	£ 12,004.00	£ -
Nature Corridor - FOPH	Friends of Post Hill	P & F	£ 1,950.00	£ -
Off Road Bikes	West Yorkshire Police	All	£ 1,135.00	£ -
Target Hardening	CASAC	All	£ 10,000.00	£ -
Burglary & Number Plate Theft	West Yorkshire Police	All	£ 3,000.00	£ -
CCTV maintenance & Monitoring	Leeds Watch	0	£ 30,000.00	£ -
Pudsey Wellbeing Centre	Love Pudsey	0	£ 7,900.00	£ -
Business Support Local - Phase 2	Ahead Partnership	0	£ 10,000.00	£ -
Cow Close Community Corner	Armley Juniors	F&W	£ 19,768.00	£ 4,942
Community Development Worker	TBC	0	£ 15,873.00	£ -
		Total	£ 195,065.00	£ 11,067
		Budget for Year	£ 199,311.05	
		Available to Allocate	£ 4,246.05	

1.3 Youth Activity Fund

The table below lists those Youth Activity projects supported in 2014-15 and provides a current balance of funding remaining to allocate. Most grants are paid retrospectively so grants shown as unpaid do not necessarily reflect any potential

Project Name	Lead Organisation	Wards Benefiting	Amount Earmarked	Amount Paid
Breeze Friday Night Project	0	0	£ 9,139.00	£ -
Multi Sport Holiday Camp	0	0	£ 1,726.25	£ -
The Works - sunshine indoors	0	0	£ 2,380.00	£ -
Mini Breeze Sessions	Outer West Cluster / Breeze	0	£ 11,250.00	£ -
		Total	£ 27,276.25	£ -
		Budget for Year	£ 45,443.00	
		Available to Allocate	£ 18,166.75	

1.4 Pudsey Christmas Lights Revenue Pot

A budget of £8,000 was allocated to the Pudsey Christmas Lights in 2014/15 of which £8,000 remains to be allocated in 2014/15.

1.5 Farsley Christmas Lights Revenue Pot

A budget of £5,000 was allocated to the Farsley Christmas Lights in 2014/15 of which £5,000 remains to be allocated in 2014/15.

2 Small Grants

At its April 2014 meeting the Outer West Area Committee agreed to create a £8,000 fund for small grants and skips. The table below details the small grants approved in 2013-14 and shows the balance available to spend.

Project Name	Lead Organisation	Wards Benefiting	Amount Earmarked	Amount Paid
Pudsey Carnival	Pudsey Carnival committee	Pudsey	£ 1,000.00	£ -
Bramley Buffaloes	Bramley Buffaloes Rugby League Community Club	0	£ 500.00	£ -
Esprit	Leeds Esprit Gymnastics Club	0	£ 300.00	£ -
Total			£ 2,300.00	£ -
Budget			£ 8,000.00	
Available to Allocate			£ 5,775.00	

3 Skips

At its April 2014 meeting the Outer West Area Committee agreed to create a £8,000 fund for small grants and skips. The table below details the skips approved in 2013-14 and shows the balance available to spend.

Skips	Ward Benefiting	No Of Skips	Amount Approved	Paid
Crimbles allotments	Pudsey	1	£ 125.00	£ 125.00
Total			£ 125.00	£ 125.00
Budget			£ 8,000.00	
Available to Allocate			£ 5,775.00	

OUTER WEST AREA COMMITTEE WELLBEING FUND – SMALL GRANT APPLICATION

Date:

16th June 2014

Reference number:

OW/14/05/S

Organisation:

Calverley St. Wilfred's Cricket Club

Name of Project:

Coaching of Children involving cricket

Funding Requested:

£359

Summary of Project:

Calverley St. Wilfrid's Cricket Club has requested the funding towards the cost of cricket equipment to continue the Coaching of cricket and associated ball skills to school children at both Calverley Parkside and Calverley Church of England junior schools.

The Club runs 3 senior teams and 5 junior teams and plays in Victoria Park, Calverley. The Club have qualified coaches and run regular weekly coaching sessions and nets along with playing matches in local Leagues.

The Club operate within the licencing laws allowing and encouraging the use of their amenities to all local groups. The Club maintain the cricket field and surrounds at its own expenses and in conjunction with LCC.

Membership to the club is open to all sections of the community..

Area Committee Priority met:

- Promote healthy lifestyles and tackle health inequalities Make better use of our community buildings.
- All children and young people have access to out of school activities

Total costs:

£859

Other grants applied for:

£500

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OUTER WEST AREA COMMITTEE WELLBEING FUND – SMALL GRANT APPLICATION

Date:16th June 2014**Reference number:**

OW/14/06/S

Organisation:

Leeds Youth Service – Outer West

Name of Project:

Prison! Count me out!

Funding Requested:

£1,000

Summary of Project:

Aim of the project is to raise awareness amongst young people about the cause, consequences and penalties of crime, and the effects of anti-social behaviour through Using an innovative youth work approach that encourages a positive decision making process.

An 8 week programme to be delivered encouraging discussion and debate around issues such as peer pressure, risk taking behaviour, weapons awareness, drugs awareness, consequences, and victims of crime. The project will targeting 12 – 14 young people per session.

The programme will include variety of resource packs, videos, exercise papers, and guest speakers from agencies such as Platform, Youth Offending Service, and the Police. This programme will also complement the national curriculum key stages 3 & 4, law, order, crime and punishment, personal and social education.

Young people will be identified through various agencies including :-

- Police and ASBU Team (Crime and Grime Tasking Meeting)
- Schools (Inclusion and Safeguarding Officers)
- Targeted Service Leaders (Cluster Care and Guidance referrals)
- Youth Service

Cohort 1 :Farnley & Wortley –Targeting the Heights, Butterbowls, Bawns.

Running from September 2014 to November 2014

Cohort 2: Pudsey, Calverley & Farsley – Targeting Swinnow, Owlcoats, Thornfield Avenue. Running from January 2015 to March 2015

Area Committee Priority met:

Provide opportunities for people to get jobs, volunteer or learn new skills
Reduce crime and anti-social behaviour
Engage with local communities to strengthen community activity and involvement in local decision making

Total costs:

£1,000

Other grants applied for:

No other applications applied for in this municipal year

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OUTER WEST AREA COMMITTEE WELLBEING FUND – SMALL GRANT APPLICATION

Date:

16th June 2014

Reference number:

OW/14/07/S

Organisation:

St James the Great Church, Woodhall

Name of Project:

St James the Great Parish Hall

Funding Requested:

£500

Summary of Project:

St James the Great Church, Woodhall is requesting a grant to assist in carrying out some essential repairs to St James the Great Parish Hall.

The aim of the project is to replace the existing fluorescent lights and ceiling tiles as both are in a bad state of repair and the provision of protective wire guards to the lights, and loft insulation' above the ceiling to reduce heating costs.

The costs are as follows

Replacement light fittings and new Protective Wire Guards £1250

Replacement ceiling tiles £1500

Loft insulation above ceiling £1000

Area Committee Priority met:

Make better use of our community buildings

Total costs:

£3,750

Other grants applied for:

No other applications this municipal year

Area Officer Comments

Further confirmation has been requested regarding how inclusive / exclusive the facilities are to the general public

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Project Name: Refurbishment of Club House
Amount Applied for: £3,500

Lead Organisation: Calverley St. Wilfred's Cricket Club

Project Summary:

Project aims to improve the facilities for current users and to attract other village groups.

The funding is requested towards the cost of total refurbishment of the club house. The items of refurbishment to include, upholstery, lighting, ceiling, carpets, bar and kitchen area.

The Club operate within the licencing laws, allowing and encouraging the use of their amenities to all local groups. The Club maintain the cricket field and surrounds at its own expense and with support from Leeds City Council. Membership to the club is open to all sections of the community.

Fund priority

- Make better use of our community buildings

Project Delivery

The project will be delivered by professional contractors and suppliers and supervised by the club management.

Outcomes

- Attract fuller use of the facility
- Provision of pleasant and comfortable area for all activities.

Ward / Neighbourhood:

- Calverley & Farsley

Project Cost & Financial Breakdown

Total cost of Project: £14,811.90

Wellbeing funding applied for : £3,500

Financial Breakdown

Carpet	£2,700.00
Bar	2,450.00
Cladding	£700.00
Upholstery	£2,900.00
Flooring	£1,500.00
Decorations	£1,300.00
New Doors	£475.00
Blinds	£155.00
Tables	£900.00
Volunteers	£1731.90
Total Cost	£14,811.90

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Report of Head of Service Employment and Skills

Report to Outer West Community Committee

Date: 09 July 2014

Subject: Establishment of an Employment, Skills and Welfare Priority Neighbourhoods Board

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

Summary of main issues

1. This paper sets out proposals to establish a new West North West Employment, Skills and Welfare Priority Neighbourhoods Board with appropriate and collaborative partnership arrangements to drive forward a new employment, skills and welfare work plan under the direction of the Executive Member Digital and Creative Technologies, Culture and Skills and supported by the West North West Area Leadership Team.
2. A West North West Employment, Skills and Welfare operational group has been operating for eighteen months. A recent report to the Area Leadership Team outlined key achievements, however, it is now time to refresh these arrangements, build on effective practice elsewhere and consolidate employment, skills and welfare matters within one dedicated forum.
3. The proposals contribute to key objectives set out in the Best Council Plan 2013-17, namely to 'promote sustainable and inclusive economic growth by improving the economic wellbeing of local people and businesses' with a specific focus on helping local people to acquire skills and move from out of work benefits into employment.

Recommendations

The Outer West Community Committee is asked to note the contents of the report; endorse the establishment of a new West North West Employment, Skills and Welfare Priority Neighbourhoods Board.

1.0 Purpose of this report

To seek endorsement from the Outer West Community Committee for the proposal to develop a West North West Employment, Skills and Welfare Priority Neighbourhoods Board.

2.0 Background information

- 2.1 Supporting people on their journey into work across West North West, WNW, remains a priority, not only to increase the employment rate and stimulate economic activity levels but also to mitigate the deterioration of skills, confidence and health and well-being that can occur with prolonged periods of unemployment and benefit dependency.
- 2.2 The Council's Executive Board received a report in June 2013 on the issue of welfare, benefits and poverty. In response to these issues, a new approach under the identity of Citizens@Leeds has been developed to ensure a focus on inclusive, locally provided citizen-based services delivered through a community hub approach. There is significant opportunity to capitalise on the Hub model to develop more integrated and local support services to help people move from welfare into employment.
- 2.3 The Council now has a robust mechanism in place to better plan for and respond to the training and employment opportunities that will emerge from new developments through the Council's Planning and Procurement functions. There is also a range of activities established across Leeds and working well at a local level including Jobshops; Work Clubs, the Apprenticeship Hub; Adult and Community Learning provision and the Head Start programme. In combination, these interventions complement and add value to the core offer currently available through Jobcentre Plus.
- 2.4 A WNW Employment, Skills and Welfare operational group has been operating for eighteen months. A recent report to the Area Leadership Team outlined key achievements, however, in light of the above, it is now time to refresh these arrangements, build on effective practice elsewhere and consolidate employment, skills and welfare matters within one dedicated forum.

3.0 Main issues

- 3.1 The Board will not duplicate but add value to and ensure better alignment of those arrangements already in place to steer this agenda. It is proposed that the Board, Chaired by Councillor McKenna, will be made up of key partners with responsibility for providing a coordinated, effective response to employment, skills and welfare issues across West North West with a particular focus on those neighbourhoods with the highest rates of unemployment and poverty. Within this Community Committee, amongst the highest ranking SOA's in terms of deprivation are the Heights, Gambles, Butterbowl and Bawns within Farnley & Wortley and the Swinnow's, Wellstone Drive, and Harley Road areas within the Pudsey ward.

- 3.2 The primary focus of the Board will be to increase employment and improve skill levels and ensure that effective support is provided for local people to access work and training opportunities that will arise in West North West and across the city. In order to address particular areas of concern, where specific, focused and sequenced activities are required, a sub group model will be utilised. An example of this could be around young people who are NEET or initiatives for specific communities, those with English as a second language, for instance. The Board's approach will be owned by all key stakeholders, shaped by the priorities identified in the Employment Skills and Welfare Plan, reflect ward priorities and those across West North West in a manner that can:
- guide newly unemployed people back into work as soon as possible
 - prevent newly unemployed people becoming long term unemployed and benefit dependent; mitigating the deterioration of confidence, skills and health
 - help people take the necessary steps to re-engage with the labour market, increasing their employability and opportunities to find work
- 3.3 Membership would include:
- Elected Member Community Committee Leads for Employment, Skills and Welfare
 - LCC Employment & Skills
 - Citizens and Communities
 - WNW Area Support Team
 - Welfare and Benefits Service
 - Housing Leeds
 - Children's Services/ Targeted Service Leads
 - IGEN
 - Department for Work and Pensions (Jobcentre Plus)
 - Ingeus and Interserve
 - BARCA
 - Better Leeds Communities
 - FE Provider
 - Other key stakeholders as determined by the Employment and Skills Service and the Area Leadership Team
- 3.4 In order to prepare for the Board, in support of a proposed inaugural meeting in September, the following tasks and timeline are proposed:
- Task and Finish Group to prepare the draft Plan – August
 - First draft of the WNW Employment Skills and Welfare Plan – September
 - Inaugural Board meeting – September
 - Consultation and finalisation of the Plan – October
 - Final WNW Employment, Skills and Welfare Plan signed off by Board following consultation with the Community Committee Leads for Employment, Skills and Welfare and the Executive Member Digital and Creative Technologies, Culture and Skills

4.0 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The approach was endorsed by the Area Leadership Team on 6th May 2014. The Community Committees across West North West will be kept up-to-date on the establishment of the Board and the development and implementation of the Employment, Skills and Welfare Plan.
- 4.1.2 The Outer West Employment and Skills Area Lead Member and the Welfare Area Lead Member were consulted on the proposals in April 2014. The Area Lead Members for Employment Skills and Welfare for Inner North West, Inner West and Outer North West were also briefed in May 2014.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Subject to approval of the proposals outlined in this report, equality, diversity, cohesion and integration issues will be fully considered as part of the development of the West North West Employment, Skills and Welfare Plan.

4.3 Council policies and City Priorities

- 4.3.1 The proposals contribute to key objectives set out in the Best Council Plan 2013-17, namely to 'promote sustainable and inclusive economic growth by improving the economic wellbeing of local people and businesses' with a specific focus on helping local people to acquire skills and move into employment.

4.4 Resources and value for money

- 4.4.1 The proposals create an opportunity for resources and investment in West North West Leeds aimed at improving skills, increasing employment opportunities and moving people from welfare into work, to be better aligned and more effectively targeted to make best use of public resources and to meet the needs of local residents.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 There are no legal implications associated with the proposals in this report. The report is not subject to call in.

4.6 Risk Management

- 4.6.1 There are no risks identified at this stage associated with the proposals set out in this paper.

5.0 Conclusions

- 5.1 This report sets out proposals to create a West North West Employment, Skills and Welfare Priority Neighbourhoods Board supported by the Employment and Skills Service and the West North West Area Leadership Team, to help more local people to acquire skills and move into employment.

6.0 Recommendations

- 6.1 The Outer West Community Committee is asked to note the contents of the report and endorse the establishment of a new West North West Employment, Skills and Welfare Priority Neighbourhoods Board.

7.0 Background documents

7.1 None

Report author: Jane Hopkins

Tel: 3950680

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Report of Shaid Mahmood the West North West Area Leader

Report to: Outer West Community Committee

Date: 9th July 2014

Subject: Introduction to Community Committee Topics

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

Summary of main issues

- 1 The new arrangements for community committees and community engagement represent a first step in the cultural shift to a more inclusive, more responsive and smarter approach to decision making in local areas.
- 2 The Area Support Team has developed a detailed plan of engagement building on current arrangements and recognising good practice and local structures already in place.

Recommendations

- 3 Members are asked to review and comment on the engagement plans produced to address the key topics identified at the Community Committee meeting on 4 June 2014.

1 Purpose of this report

- 1.1 The purpose of this report is to reiterate the aspirations set out to improve local decision making by developing and encouraging a new style of collaborative working with residents, services and partners.
- 1.2 The report presents members with proposed plans for engagement for those topics agreed at the Community Committee meeting on 4th June.

2 Background information

- 2.1 As part of the Area Review the Executive Board endorsed the proposed development of a new approach to build on the work of Area Committees. This work is to improve democratic leadership locally and provide a more meaningful way of involving people in decisions that affect their local neighbourhoods.
- 2.2 A key outcome from the consultation undertaken as part of the development process was an agreed set of design principles for community committee meetings and engagement activities. These allow each community committee to operate in the way best suited to them and their locality, whilst abiding by the underpinning principles.
- 2.3 At the 4th June meeting of the Outer West Area Committee, a report was put forward suggesting themed topics which could form the basis of the Outer West Community Committee engagement activity in 2014/15.

3 Main issues

- 3.1 The new arrangements for Community Committees and community engagement represent a first step in the cultural shift to a more inclusive, more responsive and smarter approach to decision making in local areas; they offer the opportunity to look afresh at understanding local communities' needs. The council now needs to take up this challenge and focus on making the fundamental changes that will genuinely involve communities in the decisions that affect them.
- 3.2 Strengthened **focus on engagement**. The new approach allows for more freedom to engage with residents in local areas in ways that best suits those neighbourhoods and communities. They offer members and officers the flexibility to do more specific engagement with local communities around the committees' priorities outside the formal business meetings. This represents an opportunity to keep formal decision making meetings focussed and use remaining time and effort to engage with communities in ways which suit them. More engagement activities also present further opportunities to raise awareness of the work of the community committees in local areas. Their work will be based on local intelligence provided by services, and community engagement events and understanding.
- 3.3 At the 4th June meeting of the Outer West Area Committee, a report was put forward suggesting themed topics which could form the basis of the Outer West Community Committee engagement activity in 2014/15. Following discussion, members highlighted 3 key topics areas listed below;

- Explore summer holiday provision for young people
- Older People (Social Isolation)
- Delivering actions which support Business, Enterprise and Economy in the Outer West linking in with employment opportunities for local people

3.4 Proposed engagement plans have been appended to address each key topics attached at Appendix 1-3 respectively.

3.5 Members are asked to review and comment on the engagement plans produced to address the key topics identified at the Community Committee meeting on 4 June 2014.

4 Corporate Considerations

4.1 Consultation and Engagement

As part of the development process, a full consultation took place between February and April 2014, which included all Elected Members, partners and services.

4.2 Equality and Diversity / Cohesion and Integration

The Citizens@Leeds propositions, which include the move to community committees, have undergone an equality screening exercise. This was included in the December 2013 Executive Board papers. No further screening is required at this stage.

Specific equality impact assessments will be undertaken on community engagement plans, activities and decisions as required.

4.3 Council policies and City Priorities

Changes in the nature and focus of community engagement, as enabled by the proposed Constitutional changes, are supportive of the Council's values of working as a team for Leeds, being open, honest and trusted, treating people fairly, spending money wisely and primarily working with communities.

The Best Council Plan 2013-17 includes the key outcome to make it easier for people to do business with us, and the move to community committees will make a significant contribution to the delivery of this.

4.5 Resources and value for money

There are no specific budgetary implications arising from the proposals in this report at this time. However, one of the proposed design principles for Community Committees is the need to delegate and devolve more decision making and resources to local areas. Increased delegations could bring resource implications and these will be considered as part of the council's normal budget arrangements as decisions are taken to delegate service responsibility and/or funding.

4.6 Legal implications, Access to information and call In

There are no legal, access or call-in implications arising from this report at this time.

4.7 Risk Management

There are no risk management issues arising from this report.

5. Conclusions

The development of community committees provides the next iteration of working more locally and more closely with communities. It is recognised that the full impact of community committees will develop over time and is an iterative process that will continue to strengthen this role in localities.

6. Recommendations

- 6.1 Members are asked to review and comment on the engagement plans produced to address the key topics identified at the Community Committee meeting on 4 June 2014.

7. Background documents¹

[Review of Area Working Findings and Recommendations](#)

[Citizens@Leeds: responsive to the needs of local communities](#)

[Recommendations of General Purposes Committee – page 15](#)

Report author: Harpreet Singh

Tel: 0113 3367862

¹ 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.

COMMUNITY COMMITTEE ENGAGEMENT PLAN		
TOPIC : Explore summer holiday provision for young people		
Consultation Period	Ongoing 2014/15	
Why has this been chosen (background)	<ul style="list-style-type: none"> • There has been an ongoing concern relating to youth nuisance in the Outer West areas with a particular increase during the summer • The annual report of Community Safety to Area Committee in January reported an increase in ASB cases in 2012/13 compared to 2011/12. • There has been an ongoing project involving the Leeds ASB Team, addressing youth nuisance. • The delegation of Youth Activity Fund provides an opportunity to address this concern whilst providing diversionary summer activities for young people. 	
What is hoped maybe done or achieved through engagement on this topic?	<ul style="list-style-type: none"> • To prioritise summer projects to address the link between younger people and hot spot areas of crime, anti-social behaviour and drug/alcohol misuse. • Work up projects primarily based upon diversion and education. • To share information about current initiatives and work practices • Explore how to develop future projects to reduce crime and anti-social behaviour amongst young people 	
Stakeholders	Stakeholders are individuals or organisations who have a direct interest in the topic	
Community	Local Authority & Public Sector	Third Sector
Local Community Groups	Probation Service	Neighbourhood Networks
	Police	Armley Juniors
	Clusters (Pudsey and Farnley)	Cow Close Community Corner
	Housing Leeds	
	Youth Service	
	LASBT	
	Community Safety	
	Youth Offending Team	
Proposed consultation activity (Who will be consulted & how)		
Activity	Method	Lead organisation
Themed forums	Invites speakers around the key lines of enquiry	Area Support Team
Agenda item on existing partnership meetings	Ask existing partnership groups to consider the key lines of enquiry at their meetings such as Crime & Grime Tasking	Police / Community Safety and Area Support Team
Online survey	Open a survey online around the key lines of enquiry and promote widely	Youth Services / Area Support Team
Group discussions	A combination of panel discussion, focus groups and general conversations with young people and service deliverers	Youth Services / Area Support Team / Clusters
Scribble board at community buildings / schools	Ask Schools / leisure & Community centres to host a poster or display board for a week for customers to leave comments on	Swinnow Community Centre, Armley Juniors, Cow Close Community Corner, Pudsey leisure Centre, Pudsey Wellbeing Centre
Other potential consultation activity		
Activity	Method	Resources required
Social media discussion	Use the community committee's facebook / twitter page to host a discussion on the key lines of enquiry	Facebook and twitter accounts would need to be set up and promoted

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COMMUNITY COMMITTEE ENGAGEMENT PLAN		
TOPIC : Older People (Social Isolation)		
Consultation Period	Ongoing 2014/15	
Why has this been chosen (background)	<ul style="list-style-type: none"> Recognised as a priority nationally Recognised priority across the city by the main Health & Social Care Organisations Older people are high users of both Health, Housing & Social Care Services Loneliness and social isolation have direct effects on older people's health and life span. Isolation is detrimental to quality of life and sustaining healthy communities. 	
What is hoped maybe done or achieved through engagement on this topic?	<ul style="list-style-type: none"> Draw isolated older people into supportive communities where they are both valued and can make contributions of their own Delivering care close to where people live, or within their own homes Maintaining and promoting independence for as long as possible Extending choice for Older People within the context of flexible, accessible services Developing a much wider range of services and options Outreach work Helping older people to access multiple services 	
Stakeholders	Stakeholders are individuals or organisations who have a direct interest in the topic	
Community	Local Authority & Public Sector	Third Sector
Farsley Helping Hands	Pudsey Health & Wellbeing Centre	Leeds Older People's Forum
	Pudsey and Farlsey Live at Home	
	Neighbourhood Action for Farnley	
	Libraries	
	Housing Leeds	
	Adult Social Care	
	Public Health	
	Lower Wortley and Calverley Wednesday Luncheon Club	
Proposed consultation activity (Who will be consulted & how)		
Activity	Method	Lead organisation
Themed forums	Invites speakers around the key lines of enquiry	Area Support Team
Agenda item on existing partnership meetings	Ask existing partnership groups to consider the key lines of enquiry at their meetings such as Community Health Partnerships	Adult Social Care / Public Health
Group discussions	A combination of panel discussion, focus groups and general conversations with Older people and service deliverers	Adult Social Care / Public Health / Area Support Team
Scribble board and questionnaires at community buildings /GP Surgeries	Ask GP Surgeries / leisure & community centres / libraries to host a poster or display board for a week for customers to leave comments on	Swinnow Community Centre, Cow Close Community Corner, Pudsey Leisure Centre, Pudsey Wellbeing Centre, Libraries
Other potential consultation activity		
Activity	Method	Resources required
Identify current provision and work with key partners. Possible desk top exercise.	Consult with partners and identify provision currently available and identify gaps in service	Support staff to contact partners and research provision.
Social media discussion (where possible)	Use the community committee's facebook / twitter page to host a discussion on the key lines of enquiry	Facebook and twitter accounts would need to be set up and promoted

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COMMUNITY COMMITTEE ENGAGEMENT PLAN		
TOPIC : Delivering actions which support Business, Enterprise and Economy in the Outer West linking in with employment opportunities for local people		
Consultation Period	Ongoing 2014/15	
Why has this been chosen (background)	<ul style="list-style-type: none"> The Outer West Area Committee have historically had a great interest in innovative local business engagement, to support business growth and deliver private sector resources and investment Outer West Area Committee have funded the Business Support local project which is currently being piloted in the LS28 post code There is also an opportunity to support and elevate proposals being presented to the Committee for an Employment, Skills and Welfare Priority Neighbourhood Board. 	
What is hoped maybe done or achieved through engagement on this topic?	<ul style="list-style-type: none"> To support economic growth and enterprise in the Outer West To take advantage and further enhance the work being undertaken by the Business Support Local project currently being piloted in the Outer West Create employment opportunities by working together with key partners operating in the area. 	
Stakeholders	Stakeholders are individuals or organisations who have a direct interest in the topic	
Community	Local Authority & Public Sector	Third Sector
Farsley Business Forum	Employment & Skills	Ahead Partnership
Retail Businesses	Libraries	Cow Close Community Corner
	One Stop Centres	
	Department of Works & Pensions	
Proposed consultation activity (Who will be consulted & how)		
Activity	Method	Lead organisation
Themed forums	Invites speakers around the key lines of enquiry	Ahead Partnership / Employment & Skills Leeds / Third Sector Partners / Area Support Team
Agenda item on existing partnership meetings	Ask existing partnership groups to consider the key lines of enquiry at their meetings such as Employment, Skills and Welfare Priority Neighbourhoods Board	Ahead Partnership / Employment & Skills Leeds / Third Sector Partners / Area Support Team
Online survey	Open a survey online around the key lines of enquiry and promote widely	Employment & Skills Leeds / Ahead Partnership / Area Support Team
Group discussions	A combination of panel discussion, focus groups and general conversations with service users and deliverers. Exploring the barriers to work, what local services are accessed, what local services are known about, what additional support would be beneficial.	Employment & Skills Leeds / Area Support Team
Other potential consultation activity		
Activity	Method	Resources required
Understanding of statistics, mapping of provision provided, highlighting of gaps from an organisational perspective.	Focus group with third sector agencies working in the locality	Partnership working and resources to collect data.

<p>Social media discussion</p>	<p>Use the community committee's facebook / twitter page to host a discussion on the key lines of enquiry</p>	<p>Facebook and twitter accounts would need to be set up and promoted</p>
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