



Outer North West Community Committee

Adel & Wharfedale, Guiseley & Rawdon, Horsforth,
Otley & Yeadon

**Meeting to be held in St. Margaret's Parish Centre,
Church Lane, Horsforth, LS18 5LA
Monday, 26th January, 2015 at 1.30 pm**

Councillors:

B Anderson
J L Carter
B Flynn

Adel and Wharfedale;
Adel and Wharfedale;
Adel and Wharfedale;

G Latty
P Latty
P Wadsworth

Guiseley and Rawdon;
Guiseley and Rawdon;
Guiseley and Rawdon;

B Cleasby
D Collins
C Townsley

Horsforth;
Horsforth;
Horsforth;

C Campbell
R Downes
S Lay

Otley and Yeadon;
Otley and Yeadon;
Otley and Yeadon;





Agenda compiled by: Phil Garnett 0113 395 1632
Governance Services Unit, Civic Hall, LEEDS LS1 1UR
West North West Area Leader: Shaid Mahmood Tel: 395 1652

Images on cover from left to right:

Adel & Wharfedale - Golden Acre Park

Guiseley & Rawdon - Guiseley Clock; Aireborough One Stop Centre

Horsforth – Town Street and Olympic letter box

Otley & Yeadon – Yeadon Town Hall; Wharfemeadows Park

A G E N D A

Item No	Ward/Equal Opportunities	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). (*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>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>	
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration (The special circumstances shall be specified in the minutes)</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS'</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>MINUTES OF THE PREVIOUS MEETING - 8TH DECEMBER 2014</p> <p>To confirm as a correct record the minutes of the previous meeting held on 8th December 2014.</p>	1 - 6
7			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 4.16 and 4.17 of the Community 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 Community 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>	
8			<p>WELLBEING FUND UPDATE REPORT</p> <p>To consider the report of the West North West Area Leader providing an update on the budget position for the Committee's Wellbeing fund for 2014/15. In addition, the report also presents the current position of the Small Grants and Skips funding allocation and provides an update on the Youth Activity Fund.</p>	7 - 16

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9			<p>OUTER NORTH WEST COMMUNITY COMMITTEE TOPIC ENGAGEMENT WITH CHILDREN AND YOUNG PEOPLE</p> <p>To consider the report of the West North West Area Leader which sets out the progress made by the Committee's Children's Services and Family Health sub group in arranging an engagement event for the children and young people of Outer North West Leeds. In addition, the report seeks to inform the Community Committee of the arrangements for the event and provide some background information.</p>	17 - 26
10			<p>COMMUNITY COMMITTEE SUB GROUPS: UPDATE REPORT</p> <p>To consider the report of the West North West Area Leader seeking to provide an update on the ongoing work undertaken by five of the Community Committee's sub groups.</p>	27 - 30
11			<p>STREETSCENE GROUNDS MAINTENANCE REPORT</p> <p>To consider the report of the Chief Officer (Parks and Countryside) which sets out the progress made in responding to the recommendations arising from the Safer and Stronger Communities Scrutiny Board review on the Council's Grounds Maintenance Contract. Furthermore, the report seeks to inform the Community Committee of the latest position in respect of the contract arrangements.</p>	31 - 48
12			<p>DATE AND TIME OF NEXT MEETING</p> <p>Monday, 9th March 2015 at 1.30 p.m.</p> <p>MAP OF TODAY'S VENUE</p> <p>St. Margaret's Parish Centre, Church Lane, Horsforth, LS18 5LA.</p>	49 - 50

Item No	Ward/Equal Opportunities	Item Not Open		Page No
			<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> <ul style="list-style-type: none"> 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. 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. 	

OUTER NORTH WEST COMMUNITY COMMITTEE

MONDAY, 8TH DECEMBER, 2014

PRESENT: Councillor P Wadsworth in the Chair

Councillors B Anderson, C Campbell,
J L Carter, B Cleasby, R Downes, B Flynn,
G Latty, P Latty and C Townsley

22 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

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

23 EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC

There were no resolutions to exclude the public.

24 LATE ITEMS

There were no late items submitted to the agenda for consideration. However supplementary information relating to agenda Item 10, "European Capital of Culture Bid" had been published and circulated prior to the commencement of the meeting.

25 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS'

There were no declarations made.

26 Apologies For Absence

Apologies for absence were received from Councillors Collins and Lay.

27 Minutes - 13th October 2014

RESOLVED – The minutes of the meeting held on 13th October 2014 were approved as a correct record.

28 Matters Arising

Minute No.16 Open Forum

The Chief Officer (Housing Management) was in attendance and provided Members with detailed information surrounding the future of Rosemont Flats, in Bramhope. It was confirmed that options would be discussed with residents

and that a full assessment of the structure of the building will take place with architects.

Members questioned the officer present about the cost of any work at Rosemont Flats and how this would be funded. It was confirmed that costs would not be taken from any Outer North West budget. Members also wished to be kept informed of any future developments.

RESOLVED – That the Outer North West Community Committee be a part of any consultation surrounding the future of Rosemont Flats.

29 Open Forum

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

The Committee heard from a representative of the Citizens Advice Bureaux (CAB) in Otley, who explained that the funding for the CAB going forward would be concentrated on areas of deprivation and as such it was likely that the Otley CAB would be shut down. The Committee were informed about the range of people that use the CAB in Otley and also about the short period of consultation for the new proposals. Members were requested to write to the CAB Chief Executive and the trustees.

Members discussed the contract that Leeds City Council has with the CAB and how the requirements within this had changed. The Committee wished to note its support for keeping Otley CAB and debated how best to influence any decision taken on the future of Otley CAB.

RESOLVED – The Committee resolved to:

- (a) Write a letter of support for Otley CAB to remain open as part of the consultation process being undertaken;
- (b) Write a letter to the relevant Executive Board Member requesting that the decision on Otley CAB be delayed in order that the matter could be discussed at full Council;
- (c) Write a letter to the Chair of Scrutiny Board (Resources and Council Services) requesting that an inquiry be brought forward with regards to the CAB contract; and
- (d) Write to the Chief Executive of CAB expressing the Committee's support for the Otley CAB remaining open.

30 Wellbeing Fund Update Report

The report of the West North West Area Leader provided the Committee with an update on the budget position for the Wellbeing fund for 2014/15. It also highlighted the current position of the small grants and skips pots and provided an update on the Youth Activity Fund.

Draft minutes to be approved at the meeting
to be held on Monday, 26th January, 2015

Members' attention was brought to available funds and these were described in the report on a ward basis. Approval was also sought for project applications that had been received since the last meeting.

RESOLVED – The Committee resolved:

- (a) That the current budget position for the revenue Wellbeing fund for 2014/15 be noted.
- (b) That the following be agreed with regards to the large grant applications received:

Project	Adel& Wharfedale	Guiseley & Rawdon	Horsforth	Otley& Yeadon	Decision
Speed Indicator Device for Guiseley and Rawdon		£3,182			APPROVED
Pool Village Memorial Hall	£5,000				APPROVED
Burras Lane zebra Crossing				£4,665	APPROVED

- (c) That the following be agreed with regards to the Youth Activity Fund applications received:

Project	Amount	Decision
Aireborough Performing Arts	£2,000	APPROVED
Let's Cook Programme	£1,206	APPROVED

- (c) That the Wellbeing small grants and skips that had been approved since the last meeting be noted; and
- (d) That the current budget position for the Capital Wellbeing Fund for 2014/15 be noted.

31 Community Committee Sub Group's Update Report

The report of the West North West Area leader updated members with the work of the six Community Committee sub groups.

The Chairs of the following sub groups provided verbal update
Children's Services and Family Health

Draft minutes to be approved at the meeting
to be held on Monday, 26th January, 2015

The Committee were informed about the upcoming Childrens workshop which is in the final stages of preparation and will take place on 30th January 2015.

Adult Social Care, Health and Well-being

The Committee were informed that the sub-group has adopted social isolation and loneliness as a theme and that the workshop held prior to the meeting of this Committee focussed on that issue and had been a success.

Highways and Transportation

It was highlighted that a recent Government report had detailed that road improvements might be built to Leeds Bradford Airport in the near future rather than a rail link.

Employment, Learning and the Local Economy

Ongoing work connecting the business community with the education sector was discussed.

32 Should Leeds Bid for European Capital of Culture 2023

The report of the Principal Officer, Culture and Sport informed the Committee about the opportunity presented by making a Leeds bid for European Capital of Culture 2023. The report sought Members' views on this opportunity and advice on engaging Leeds residents in the outer north west wards; if ultimately it was decided that Leeds should make a bid, to advise officers in Culture and Sport on how to engage residents in the outer north west in shaping their contribution to the Leeds bid.

Members discussed the report, noting that as Leeds City Council becomes a smaller organisation with less available money to spend, funding the bid would need to be carefully considered. Following questions It was confirmed to Members that funding the bid would cost approximately £150K per annum for three years leading up to the decision to grant the status upon a city.

Members also viewed it important to know what the costs of being City of Culture for a year would be, if Leeds was to win the title and what the benefits would be.

Other Cities rumoured to be bidding for European Capital of Culture were discussed, Members felt it would be helpful to know what competition Leeds would face.

Members discussed the positive impact European Capital of Culture had on Liverpool during 2008 and that it was possible that a similar impact could be felt in Leeds, should a decision to bid be made.

Members agreed that the issue should be discussed at sub groups to help establish what benefits European Capital of Culture could bring.

RESOLVED – The Committee resolved to request that sub groups discuss what benefits could be had if Leeds did bid for the European Capital of Culture.

33 Date and time of next meeting

1:30pm Monday 26th January 2015 at

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Report of Shaid Mahmood, West North West Area Leader

Report to Outer North West Community Committee

Report author Gerry Burnham 0113 336 7870

Date: 26th January 2015

Wellbeing Fund Update Report

For Decision

Purpose of report

1. This report provides members with an update on the budget position for the Wellbeing fund for 2014/15. The report also shows the current position of the Small Grants and skips pots and provides an update on the Youth Activity Fund.

Main Issues

2. Community 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.
3. Currently the Outer North West Community Committee operate a pre-sift process for Wellbeing fund applications. This involves discussions with appropriate ward members for that particular project, in the context of the current areas priorities. Where projects do not have support from all three ward members, they are not progressed. All applicants are offered further discussions and feedback if helpful. In order to provide further assurance and transparency to all applicants, where schemes do not garner support these will be reported to a subsequent area committee meeting for noting.
4. In 2014/15, the Outer North West Community Committee received a sum of **£140,672** of Wellbeing revenue. The Community Committee have previously agreed that this allocation is split equally by the 4 wards (£35,168 per ward).
5. After deducting any existing commitments and taking account of the 2013/14 carry forward position, the Community Committee has **£49,995** of funding available for allocation.

Wellbeing Budget Statement 2014/15 and Quarterly Monitoring

6. 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 Community 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.
7. Table 1 below includes details per ward of the total revenue available for allocation in 2014/15 including any carry-forward from previous years, the total amount committed this financial year and the allocation currently available.

Table 1 – Revenue

	Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
Total available for allocation in 2014/15	£61,289	£33,045	£38,803	£34,162
Total amounts committed in 2014/15 financial year	£41,890	£33,045	£25,260	£17,108
Allocation currently available	£19,398	£0	£13,543	£17,054

Details of new projects for consideration

8. Hall Park Cricket Club Improvement Project
Delivery Organisation: Hall Park Cricket Club
Amount requested: £10,000 (Horsforth)

Funding is requested to replace the existing scoreboard and to refurbish the clubs kitchen.

Youth Activity Funding

10. The budget for the Outer North West Youth Activity Fund for 2014/15 is £57,350 which includes the new allocation of £56,470 and an underspend from 2013/14.

The community committee has £347 of Youth Activity Funding still available for allocation.

Wellbeing Budget – Small Grants & Skips

11. Table 2 below provides details of the small grants which have been approved this financial year. There is £7,442 still available for allocation for small grants.

Table 2: Small Grant Approvals (01/12/2014 – 15/01/2015)

Project Name	Ward	Amount Requested	Amount Approved
Banardos Vulnerable Children's Christmas Party	Adel & Wharfedale	£50	£420
	Guiseley & Rawdon	£130	
	Otley & Yeadon	£80	
	Horsforth	£160	
Vehicle Crime Initiative Packs	Adel & Wharfedale	£450	£450
Otley Carnival	Otley	£500	£500

12. There have been no skip requests since the last community committee meeting. There is £2,569 still available for skip hire in 2014/15 budget.

Wellbeing Budget – Capital Receipts Programme

13. Table 4 below provides details of the amount of capital available to spend in 2014/15 per ward.

Table 4 Capital

	Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon
Allocation currently available	£2,521	£2,521	£2,521	£5,021

14. In 2012, the Area Committee approved an interest free capital loan of £5,000 to Yeadon Cricket Club, repayable over 4 years. To date £2,500 has been repaid and this amount is reflected in table 4. The third instalment of £1,250 has been requested and payment is due in February 2015.

3 Corporate Considerations

a. Consultation and Engagement

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

b. Equality and Diversity / Cohesion and Integration

16. All Wellbeing funded projects are assessed in relation to Equality, Diversity, Cohesion and Integration. In addition, the Community 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.

c Council polices and City Priorities

17. Projects submitted to the Community 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 2011 – 30
- Leeds Strategic Plan
- Health and Wellbeing City Priorities Plan
- Children and Young People's Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

d Resources and value for money

18. Aligning the distribution of Community Wellbeing funding to local priorities will help to ensure that the maximum benefit can be provided.

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

e. Legal Implications, Access to Information and Call In

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

f. Risk Management

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

4 Conclusions

21. The Outer North West Community Committee Wellbeing Fund provides an important opportunity to support local organisations and drive forward improvements to service. This report provides members with an update on the Wellbeing programme for 2014-15

5 Recommendations

22. The Outer North West Community Committee is asked to:

- Note the current budget position for the Wellbeing Fund for 2014/15 (Table 1 and Appendix 1).
- Consider the large grant applications detailed at sections 8 to 10 which have been received since the last Community Committee.
- Note the small grants and skips that have been approved since the last meeting (Table 2 and 3).
- Note the current budget position for the Capital Wellbeing Fund for 2014/15 (Table 4).

6 Background Information

None.

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OUTER NORTH WEST AREA COMMITTEE

2014-15 Wellbeing Statement

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 each ward of the Outer North West Area Committee, details of the carry forward from 2013-14 and any existing commitments.

2014/15 ONW Revenue Budget	ONW Area Committee	A&W	G&R	H	O&Y
Balance Brought Forward from 13/14	£219,639	£58,783	£36,576	£66,662	£43,812
ONW Revenue Allocation for 2014/15	£140,672	£35,168	£35,168	£35,168	£35,168
Total	£360,311	£93,951	£71,744	£101,830	£78,980
Schemes Approved from 2013-14 budget to be paid in 2014-15	£198,217	£32,663	£38,699	£63,028	£44,818
Projects approved in 14/1/5	£117,303	£41,890	£33,045	£25,260	£17,108
Total Commitments	£315,520	£74,553	£71,744	£88,288	£61,926
Remaining to Allocate (Wellbeing)	£44,791	£19,399	£0	£13,543	£17,054
Remaining to Allocate (Youth Activities)	£347	-	-	-	-

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	Total Project	Adel & Wharfedale			Guiseley & Rawdon			Horsforth			Otley & Yeadon		
			Earmarked	Paid	Remaining	Earmarked	Paid	Remaining	Earmarked	Paid	Remaining	Earmarked	Paid	Remaining
Small Grants	WNW Area Support	£20,000	£5,000		£5,000	£5,000		£5,000	£5,000		£5,000	£5,000		£5,000
Skips	WNW Area Support	£4,000	£1,000		£1,000	£1,000		£1,000	£1,000		£1,000	£1,000		£1,000
Nether Yeadon Conservation Area Appraisal	Sustainable Development Unit LCC	£5,000	£0		£0	£5,000	£0	£5,000	£0		£0	£0	£0	£0
Rebranding of area to Pool Riverside	Pool in Wharfedale Recreation Ground Management Committee	£6,000	£6,000	£622	£5,378	£0		£0	£0		£0	£0	£2,487	£-2,487
Additional Litter Bins in Adel & Wharfedale	WNW Locality Team	£3,690	£3,690		£3,690	£0		£0	£0	£0	£0	£0		£0
Otley Summer of Play	Otley Clusters	£2,398	£0	£163	£-163	£0	£163	£-163	£0	£163	£-163	£2,398	£163	£2,235
Summer of Play	Aireborough Extended Services	£6,508	£0		£0	£6,508	£885	£5,624	£0		£0	£0		£0
Horsforth PCSO's	Horsforth Town Council	£8,100	£0		£0	£0	£1,158	£0	£8,100		£8,100	£0		£0
AWMA All Weather Sports Pitch	Adel War Memorial	£10,000	£10,000		£10,000	£0	£2,500	£0	£0		£0	£0		£0
Kelcliffe Lane	Friends of Parkinson's Park	£4,000	£0		£0	£4,000	£0	£4,000	£0		£0	£0		£0
Guiseley & Rawdon festive Lights	Leeds Lights	£4,110	£0		£0	£4,110	£0	£4,110	£0		£0	£0		£0
Yeadon Festive Lights	Leeds Lights	£4,045	£0		£0	£0	£0	£0	£0		£0	£4,045		£4,045
A Pitch for Everyone	Yarmbury Rugby Club	£8,820	£0		£0	£0	£0	£0	£8,820		£8,820	£0		£0
Sports & Active Lifestyles	0	£6,408	£0		£0	£0	£0	£0	£0		£0	£0		£0
Christmas in Pool in Wharfedale	0	£1,200	£1,200		£1,200	£0	£0	£0	£0		£0	£0		£0
Horsforth Festive Lights	0	£2,340	£0		£0	£0	£0	£0	£2,340		£2,340	£0		£0
Moving Forward Together	0	£10,000	£10,000		£10,000	£0	£0	£0	£0		£0	£0		£0
Guiseley Theatre Refurbishment	0	£4,245	£0		£0	£4,245	£0	£4,245	£0		£0	£0		£0
SIDS Guiseley & Rawdon	Highways and Transport	£3,182	£0		£0	£3,182	£0	£3,182	£0		£0	£0		£0
Pool Village Memorial Hall Development	Pool Village Memorial Hall	£5,000	£5,000		£5,000	£0	£0	£0	£0		£0	£0		£0
Burras Lane Zebra Crossing	Highways and Transport	£4,665	£0		£0	£0	£0	£0	£0		£0	£4,665		£4,665
					£0			£0			£0			£0
Total		£123,711	£41,890	£785	£41,105	£33,045	£4,706	£31,997	£25,260	£163	£25,097	£17,108	£2,650	£14,458

1.3 Revenue Projects Live from Previous Years

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

Project Name	Lead Organisation	Total Project	Adel & Wharfedale			Guiseley & Rawdon			Horsforth			Otley & Yeadon			
			Earmarked	Paid	Remaining	Earmarked	Paid	Remaining	Earmarked	Paid	Remaining	Earmarked	Paid	Remaining	
ONW/12/30/R	Aireborough Summer Activities (2013/14)	Aireborough Summer Activities Association	£5,265	£1,316	£1,316	£0	£1,316	£1,316	£0	£1,316	£1,316	£0	£1,316	£1,316	£0
ONW/12/33/R	Off-Road Bikes (2013/14)	West Yorkshire Police	£2,683	£671	£671	£0	£671	£671	£0	£671	£671	£0	£670	£670	£0
ONW/12/35/R	Guiseley Cold Calling Zone	Guiseley Neighbourhood Watch Association	£3,000	£0	£0	£0	£3,000	£604	£2,396						
ONW/13/YAF	Youth Activity Fund (2013/14)	Youth Activity Fund	£19,011												
ONW/13/04/R	CASAC 2013	CASAC	£16,325	£4,081	£788	£3,294	£4,081	£788	£3,294	£4,081	£788	£3,294	£4,081	£788	£3,294
ONW/13/12/R	Site-based gardeners	Parks & Countryside	£24,007	£0	£0	£0	£13,626		£13,626				£10,381		£10,381
ONW/13/13/R	Quad Bikes	Parks & Countryside	£9,000	£2,250	£2,250	£0	£2,250	£2,250	£0	£2,250	£2,250	£0	£2,250	£2,250	£0
ONW/13/15/R	Acoustic Treatment St Margarets	St Margarets Parish church	£3,000	£0	£0	£0	£0	£0	£0	£3,000	£3,000	£0	£0	£0	£0
ONW/13/16/R	Bramhope Tree Planting	Bramhope & Carlton Parish Council	£4,500	£4,500	£0	£4,500	£0	£0	£0	£0	£0	£0	£0	£0	£0
ONW/13/17/R	Broadgate Parking Bays	Housing Leeds, Horsforth	£12,000	£0	£0	£0	£0	£0	£0	£12,000	£12,000	£0	£0	£0	£0
ONW/13/18/R	Arthington Church Clock	0	£2,000	£2,000	£2,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
ONW/13/19/R	Off Road Bikes (2014/15)	West Yorkshire Police	£1,136	£284	£0	£284	£284	£0	£284	£284	£0	£284	£284	£0	£284
ONW/13/20/R	No Cold Calling Zones (A&W)	Adel Association	£2,000	£2,000	£1,377	£623	£0	£0	£0	£0	£0	£0	£0	£0	£0
ONW/13/21/R	Cookridge Village Hall Roof Resurface	Cookridge Village Association	£9,000	£9,000		£9,000	£0	£0	£0	£0	£0	£0	£0	£9,000	£0
ONW/13/22/R	Scotland Lane Road Safety Scheme	Highways & Transportation	£30,000	£0	£0	£0	£0	£0	£0	£30,000	£0	£30,000	£0	£0	£0
ONW/13/23/R	Coppice Woods 20 mph Zone	Highways & Transport	£2,100	£0	£0	£0	£2,100	£0	£2,100	£0	£0	£0	£0	£0	£0
ONW/13/24/R	Broadgate Nursery	Broadgate Primary School	£2,050				£0	£2,050	£-2,050						
ONW/13/25/R	Healthy Lifestyles for Older People	OPAL	£1,920	£1,920	£0	£1,920	£0	£0	£0	£0	£0	£0	£0	£0	£0
ONW/13/26/R	Aireborough Activities Scheme (2014/15)	ASAS	£19,900	£2,700	£2,043	£657	£6,575	£2,043	£4,532	£4,050	£2,043	£2,007	£6,575	£2,043	£4,532
ONW/13/27/R	Otley CCTV	Leeds Watch LCC	£11,863	£0	£2,966	£0	£0	£2,966	£0	£0	£2,966	£-2,966	£11,863	£2,966	£8,897
ONW/13/28/R	Yeadon CCTV	Leeds Watch LCC	£6,442	£0	£1,611	£0	£0	£1,611	£0	£0	£1,611	£0	£6,442	£1,611	£4,832
ONW/13/29/R	Horsforth Farmers Market	0	£3,200	£0	£800	£0	£0	£800	£0	£3,200	£800	£2,400	£0	£800	£0
ONW/13/30/R	Rawdon Cricket Club	0	£1,000	£0	£250	£0	£1,000	£250	£750	£0	£250	£-250	£0	£250	£0
ONW/13/23/S	A&W Grit Refills	AST	£500	£500	£0	£500	£0	£0	£0	£0	£0	£0	£0	£0	£0
ONW/13/19/S	Guiseley & Rawdon grit bins	AST on behalf of AC	£1,000	£0	£250	£0	£1,000	£250	£750	£0	£250	£-250	£0	£250	£0
ONW/13/26/S	G & R Grit refills	Parks & Countryside	£840	£0	£0	£0	£840	£0	£840	£0	£0	£0	£0	£0	£0
ONW/13/27/S	AW-OY Litter & dog fouling signs	WNW Locality team	£945	£0	£0	£0	£0	£0	£0	£0	£0	£0	£11,863	£0	£11,863
ONW/13/28/S	ASB & Burglary Packs	West Yorkshire Police	£500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£6,442	£0	£6,442
ONW/13/31/S	Sustrans Project	Yeadon Westfield Junior School	£1,000	£0	£0	£0	£1,000	£0	£1,000	£0	£0	£0	£0	£0	£0
ONW/13/32/S	G&R Litter & dog fouling signs	WNW Locality team	£630	£0	£0	£0	£0	£0	£0	£3,000	£2,700	£500	£0	£0	£0
ONW/13/33/S	Developmental Movement Play	Yeadon & Rawdon Childrens Centre	£400	£500	£0	£500	£0	£0	£0	£0	£0	£0	£0	£0	£0
ONW/13/34/S	Provision of covers for the square	Arthington CC	£1,000	£0	£0	£0	£1,000	£0	£1,000	£0	£0	£0	£0	£1,000	£-1,000
		Total	£198,217	£31,723	£16,321	£21,278	£38,743	£15,599	£28,522	£63,852	£30,645	£35,019	£62,167	£22,944	£49,525

1.4 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 underspend.

Project Name	Lead Organisation	Wards Benefiting	Amount Earmarked	Amount Paid
ONWYAF/14/01	Aireborough Play Days	G&R	£ 3,256.00	£ 3,256.00
ONWYAF/14/02	Oddball Theatre	G&R	£ 4,095.00	£ -
ONWYAF/14/03	Aireborough Sports Days	G&R	£ 1,446.00	£ -
ONWYAF/14/04	Aireborough Sk8	G&R	£ 1,390.00	£ 1,390.00

ONWYAF/14/05	Groove Generation	Tranmere PS	G&R	£	1,800.00	£	-
ONWYAF/14/06	Horsforth Boiler Room	Horsforth Cluster	H	£	2,950.00	£	-
ONWYAF/14/07	Horsforth Inters	Horsforth Cluster	H	£	6,218.00	£	-
ONWYAF/14/08	Lets Get Baking	Horsforth Cluster	H	£	865.00	£	-
ONWYAF/14/09	Lets Get Creative	Horsforth Cluster	H	£	865.00	£	-
ONWYAF/14/10	Revisit	Horsforth Cluster	H	£	1,037.00	£	-
ONWYAF/14/11	Acting Up	The Big Hoo Ha	O & Y	£	3,789.00	£	-
ONWYAF/14/12	Autumn Lanterns	Otley Courthouse	O & Y	£	1,746.00	£	-
ONWYAF/14/13	Otley Play Days	Aireborough Ext Services	O & Y	£	2,000.00	£	2,000.00
ONWYAF/14/14	Otley Sk8 Ambassadors	Sk8 Safe UK	O & Y	£	1,472.00	£	1,472.00
ONWYAF/14/15	Poetry Workshops	Headingley Lifest	A & W	£	900.00	£	-
ONWYAF/14/16	Friday Night Project	Leeds YMCA	A & W	£	3,849.00	£	1,360.00
ONWYAF/14/17	Mini Breezes	Breeze	A & W	£	14,000.00	£	14,000.00
ONWYAF/14/18	Sk8 Safe Ralph Thoresby	Sk8 Safe UK	A & W	£	530.00	£	-
ONWYAF/14/19	Sk8 Safe Horsforth Hall Park	Sk8 Safe UK	H	£	1,995.00	£	-
ONWYAF/14/20	Aireborough Performing Arts	Aireborough Cluster	G&R	£	2,000.00	£	-
ONWYAF/14/21	Let's Cook programme	Mighty Chef	O	£	1,206.00	£	-
Total				£	57,009.00	£	23,478
Budget for Year				£	57,356.00		
Available to Allocate				£	347.00		

2 Capital

The establishment of a Capital Receipts Incentive Scheme (CRIS) was approved by Executive Board in October 2011. At its meeting on 17/11/13, Executive Board approved that the existing 5% allocation from 2012/13 (£112.6k) and future CRIS receipts available for allocation across wards, be allocated to the Area Committees based on the existing Area Wellbeing needs based formula. This has resulted in 8.96% allocation to the Outer North West, meaning that £10,086

Project Name	Organisation	Ward	Earmarked	Amount Paid
Total				£ - £ -
Budget for Year				£ 12,584.00
Available to Allocate				£ 12,584.00

2.1 Yeadon Cricket Club

In September 2011, the Area Committee approved a £5,000 revenue payment and a £5,000 loan to Yeadon Cricket Club from the Otley & Yeadon ward. Yeadon Cricket Club are repaying the grant in equal parts for 4 years with 0% interest. The first instalment was paid in 12/13 and the next instalment is due in February 2014.

			O&Y	Remaining
Yeadon Cricket Club	Amount loaned		£5,000	
February 2013	1st Repayment paid		£1,250	£3,750
February 2014	2nd Installment due		£1,250	£2,500
February 2015	3rd Installment due			
February 2016	4th Installment due			

3 Small Grants

At its May 2013 meeting, the Area Committee agreed to carry forward the remaining budget from the 12/13 small grants pot to the 13/14 small grants pot and these figures are reflected below. At the June 2013 meeting, a further £20,000 was approved for allocation. Following the February Area Committee approval was given to add £1,000 from the large grants budget to the Guiseley & Rawdon small grant budget.

Project Name	Lead Organisation	A&W	G&R	H	O&Y	Paid	
ONW13/29/S	Learning through Play	Yeadon Westfield Junior School	£0	£500	£0	£0	£500
ONW/14/01/S	Otley Carnival Committee	Otley Carnival Committee	£0	£0	£0	£500	£500
ONW/14/02/S	Bands in the Park	Leeds International Season	£0	£0	£0	£600	£600
ONW14/03/S	Shelters at Tarnfield Bowling Club	Tarnfield Bowling Club	£0	£0	£0	£571	£571
ONW14/04/S	Refurbishment of Heritage signpost	Pool in Wharfedale Parish Council	£1,000	£0	£0	£0	£0

ONW14/05/S	Guisley Clock	Area Support Team	£0	-£115	£0	£0	-£115
ONW14/06/S	Childrens Gala & Christmas Lantern Parade	Friends of Parkinson's Park	£0	£1,000	£0	£0	£1,000
ONW14/07/S	PA System	Yeadon Town Hall Users Group	£0	£0	£0	£500	£500
ONW14/08/S	Wild Flower Area	Parks & Countryside	£572	£0	£0	£0	£572
ONW14/09/S	Adel Tree Replanting	Parks & Countryside	£560	£0	£0	£0	£0
ONW14/10/S	Guisley War Memorial - Rose Planting	Parks & Countryside	£0	£1,000	£0	£0	£1,000
ONW14/11/S	Irish Day	Irish Arts Foundation	£0	£0	£0	£100	£100
ONW14/12/S	Coppice Wood 20mph Zone	LCC Highways & Transportation	£0	£0	£0	£388	£0
ONW14/13/S	Bramhope No Calling Zone	Bramhope & Carlton Parish	£720	£0	£0	£0	£720
ONW14/14/S	Hall Floor Refurbishment	Guisley Methodist Church	£0	£1,000	£0	£0	£0
ONW14/15/S	Tarnfield Bowling Club Shelters	Tarnfield Bowling Club	£0	£0	£0	£600	£0
ONW14/16/S	Cricket Net Restrunging	Green Lane Cricket Club	£0	£1,000	£0	£0	£0
ONW14/17/S	PA System Hire	G&R Remembrance Day	£0	£91	£0	£0	£91
ONW14/18/S	Bands in the Park	Leeds International Season	£0	£0	£0	£600	£0
ONW14/19/S	Banardo's Vulnerable Childrens Christmas Parties	Banardo's	£50	£130	£160	£80	£0
ONW14/20/S	Vehicle Crime Initiative Packs	West Yorkshire Police	£450	£0	£0	£0	£0
ONW14/21/S	Otley Carnival 2015	Otley Carnival Committee	£0	£0	£0	£500	£0
	Total		£3,352	£4,607	£160	£4,439	
	Carry forward from 13/14		£0		£0	£0	
	14/15 budget		£5,000	£5,000	£5,000	£5,000	
	Available to Allocate		£1,648	£393	£4,840	£561	

4 Skips

At its May 2013 meeting, the Area Committee agreed to carry forward the remaining budget from the 12/13 skips pot to the 13/14 skips pot and these figures are reflected below. At the June 2013 meeting, a further £4,000 was approved for allocation.

Skips	Delivery Date	A&W	G&R	H	O&Y	Paid	
Skip/1	Otley Carnival site	20 June 2014	£0	£0	£0	£450	£450
Skip/2	Otley Older People/Ings Lane allotment	10-17 April 2014	£0	£0	£0	£150	£150
Skip/3	Kirk Lane Allotments LS19 7HD (G&R)	25-28 April 2014	£0	£151	£0	£0	£130
Skip/4	Arthington Village Cleanup Apr 14	04-04 April 2014	£150	£0	£0	£0	£150
Skip/5	Holtdale Place LS16 7RH	04-06 June 2014	£260	£0	£0	£0	£260
Skip/6	St Wilfred's Church LS21 1LP	08 -11 Sep 2014	£140	£0	£0	£0	£140
Skip/7	Guisley Allotments	10 - 13 Oct 2014	£0	£130	£0	£0	£130
	Total	£550	£281	£0	£600	£1,410	
	Carry forward from 13/14	£0	£0	£0	£0	£0	
	14/15 budget	£1,000	£1,000	£1,000	£1,000	£1,000	
	Available to Allocate	£450	£719	£1,000	£400		



Report of: Shaid Mahmood, West North West Area Leader

Report to: Outer North West Community Committee

Report author: Rachel Marshall

Date 26th January 2015

To note

Title: Outer North West Community Committee Topic Engagement with Children and Young People

Purpose of report

1. This report sets out the progress of the Children's Services and Family Health sub group in arranging an engagement event for the children and young people of the outer north-west.
2. It seeks to inform the Community Committee of the event and provide some background information.

Main issues

3. The Outer North West Community Committee asked the Children's Services and Family Health sub group to decide on a topic for the January meeting. The sub group decided that engagement with children and young people could be improved with low participation in the Youth Engagement Panel.
4. Discussions with the Clusters took place and a joint event was agreed with the Clusters arranging a training session on Cluster Councils for the young people with the Voice and Influence Team in the morning of the 30th January 2015. This would be followed by an engagement event focusing on young peoples' perception of local Councillors and the work that they do and then a workshop on the Youth Activity Fund.

Recommendations

5. The Outer North West Community Committee is recommended to note the contents of the topic report and the engagement event with children and young people from the outer north-west on the 30th January 2015 at Trinity University

Background information

- Topic report attached



January Community Committee Consultation Event

Adel & Wharfedale, Guiseley & Rawdon, Horsforth
and Otley & Yeadon

Engaging with the children and young
people of the outer north west.





Context

The Outer North-West

In the outer north-west area of Leeds there are;

- 18,329 children and young people aged from birth to 18 years.
- 28 Primary schools
- 6 Secondary schools
- 4 children's centres
- 4 Clusters which are;
 - Horsforth Children's Services (Horsforth Ward)
 - Aireborough Extended Services (Guiseley & Rawdon and Otley & Yeadon Wards)
 - Extended Services North West (Adel & Wharfedale Ward)
 - Otley, Pool and Bramhope Cluster (Otley & Yeadon and Adel & Wharfedale Wards)

Young People and Governance



The 2013 Children's Mayor of Leeds was Charlotte Williams from Rufford Park Primary School, Yeadon (pictured above).

Charlotte submitted a manifesto all about promoting pedal power to children and young people. It aimed to promote cycling by installing cycle paths to schools, leisure centres and the centre of Leeds, with a plan to create a "borrow-a-bike" scheme for youngsters and families that did not have access to a bicycle. What a year for her cycling manifesto to win with the Tour De France coming to the city!

Charlotte hoped her manifesto would promote safe journeys around the city for children and young people and presented it to a meeting of full council in January 2014.

Following her deputation to full council Charlotte had an amazing year in office with highlights including:

- Promoting the Children's Tour De France event at Temple Newsam Park where she was a guest of honour and presented prizes to the winning schools
- Waving the starting flag at the Grand Depart itself in Victoria Gardens
- Endorsing a Leeds City Council campaign to enable children and families to ride their bikes in city parks
- Taking part in the judging panels for the 2014 and 2015 Child Friendly Leeds Awards

Charlotte is now an active member of the Leeds Youth Council representing Benton Park High School

LEEDS CHILDREN'S MAYOR

The Leeds Children's Lord Mayor Programme is a local democratic awareness campaign that has taken place in Leeds since 2003.

The purpose of the programme is to actively engage young people in democratic systems as this is the key to establishing long term democratic involvement for our city. It is an opportunity for schools to encourage and support pupils to be aspirational and recognise that their actions can influence change.

2014 marked the tenth year of having an elected Children's Mayor in Leeds - and what a way to celebrate! Over 600 manifestos were written by children in the city and over 6000 votes were cast by the children and young people of Leeds.

www.tinyurl.com/lcm2014

Child Friendly Leeds



Leeds first launched its vision to become a child friendly city in July 2012 in front of Her Majesty The Queen as part of her Jubilee Tour visit to the city.

The original concept of a ‘child friendly City’ was pioneered by UNICEF and inspired by this, our local vision to be the best city for children and young people was born. Over the last two years, over 350 people have signed up to be Child Friendly Leeds ambassadors, making pledges on how they contribute to the vision. We have also recruited close to 400 children and young people as Young Advisors.

Before launching child friendly Leeds, council officers consulted with thousands of children and young people to ask what a child friendly city meant to them. The most popular responses were used to create the “12 wishes for a child friendly Leeds” that has helped shape local priorities.

For more information about Child Friendly Leeds please visit:

www.leeds.gov.uk/childfriendlyleeds

Or to read the 12 wishes of children and young people visit:

<http://www.leeds.gov.uk/c/Pages/childFriendlyCity/12-wishes-for-child-friendly-Leeds.aspx>



VOICE & INFLUENCE TEAM

The VIC Team are based within Children’s Services and run a variety of citywide youth engagement projects such as:

- UK Youth Parliament
- Leeds Youth Council
- Takeover Month
- Children’s Mayor
- Have a Voice Council (Social Care)
- Leaving Care Council

The team also lead on four strategic decision making groups related to the voice and influence of Children and Young People

www.breezeleed.org/haveyoursay

Leeds Youth Council



Locality view.

There are currently Leeds Youth Councillors representing;

- Otley Prince Henry Grammar School,
- Benton Park High School
- Horsforth High School.

For more information about Leeds Youth Council please visit:

https://www.breezeleeds.org/pg/319/Leeds_Youth_Council

LEEDS YOUTH COUNCIL

The Leeds Youth Council (LYC) is a group of 11-19 year olds who live in Leeds and who are passionate about making a difference.

The LYC first started in 2003 and has recently celebrated its 10th birthday! The youth council represents the views of young people in Leeds at a citywide level.

The LYC is supported by Leeds City Council and Youth Councillors have the opportunity to meet with senior decision makers within the council and to attend important meetings such as the Children's Trust Board and the State of the City Address.

Projects funded by the Youth Activity Fund in the Outer North-West

Just some of the type of projects the £56,000 of Youth Activity Fund was spent on in 2014/15

- Friday Night and Thursday Juniors youth clubs at Holt Park
- Poetry workshop at Ralph Thoresby
- Learn to Skateboard and a skateboard jam
- 4 Mini Breezes in the area
- Drama projects in Otley and Guiseley
- Cluster fun Days in the Otley, Pool and Bramhope area
- Multi sports projects at Holt Park
- Let's Get Baking
- Let's get Creative
- Variety show at Yeadon Town Hall
- Otley Lantern Parade
- Mighty Chefs learn to cook project

ONW Youth Engagement Panel

The Outer North-West Youth Engagement Panel is supported by an officer from the Youth Offer team and meets monthly to consider new Youth Activity funded projects and review existing ones. Any young person from the area aged between 8 – 17 can join the panel and be part of the decision making process to decide how money is spent.

YOUTH ACTIVITY FUND

Funding is available to support activities being provided in the area.

These can be a whole range of different types of things from drama to arts and crafts, sports and fun days to cookery.

Breeze Culture Network will advertise the events and keep young people informed as to what is happening in their area.



Activities can be accessed through Breeze cards which are available to all young people in Leeds.

Clusters

The outer north-west area is made up of 4 Clusters;

- Horsforth Childrens Services – Tessa Freer (Horsforth Ward)
- Aireborough Extended Services – Simon Toyne (Guiseley & Rawdon and Otley & Yeadon Wards)
- Extended Services North West – Gill Wyatt (Adel & Wharfedale Ward)
- Otley, Pool and Bramhope Cluster – Phil Temple (Otley & Yeadon and Adel & Wharfedale Wards)

Cluster Services work to bring together the schools and relevant agencies to work effectively in partnership to improve the outcomes for all 0 –19 year olds and their families. By working together and drawing on the knowledge, strengths and capabilities of all our partners, they are better informed to identify the needs of children, young people and families including those who require some additional support.

The aim of the clusters services is to ensure all children and young people reach their full personal potential. It is hoped to achieve this by providing support around families when needed and providing excellent learning and teaching experiences through our schools.

Cluster Core offer

Cluster Services include professionals who are employed directly by the cluster to offer a wide range of targeted and universal support services to all our 0 –19 year olds and their parents within the area.

Some of what they can provide:

- Holiday and after school activities
- Family day trips
- Family Fun sessions
- Parent’s Forum
- School Cluster Council support
- Parenting Courses
- Volunteers and student placements
- Information and training sessions for professionals and parents

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Report of: Shaid Mahmood, West North West Area Leader

Report to: Outer North West Community Committee

Report author: Gerry Burnham / Rachel Marshall (3367870)

Date: 26th January 2015

To note

Community Committee Sub Group's Update Report

Purpose of report

This report updates the Community Committee on the work of five of the Community Committee sub groups.

Main issues

1. The Community Committee currently has six sub groups looking at service provision within the functions of Environment & Community Safety, Employment, Learning and the Local Economy, Children's Services and Family Health, Adult Social Care, Health and Well-being, Highways and Transportation as well as a Policy Group.

2. Environment & Community Safety

Environment

The sub group met on the 4th December 2014 and was attended by members and officers from Housing, Parks and Countryside, Waste Management, Highways, WNW Locality Team and Rob Green from Leeds Empties.

Highways gave an update on roadside seating. Highways are carrying out an inventory on roadside seating in the ONW area and will create a register of seating.

The WNW Locality Team reported that work is being done between the team and the police to tackle dog fouling. Patrols are being carried out in hotspot areas in the ONW. Bulky waste will now be delivered through the WNW Locality Team as part of the new zonal team working.

Leeds Empties attended the meeting and gave an update about the work they do with empty properties in the city. Leeds Empties will arrange a meeting with the WNW Locality Team to further talk about the work they do and how they can work together.

Community Safety

The Environment & Community Safety Sub Group met on the 20th January 2015. A verbal update will be provided at the Community Committee meeting.

3. Employment, Learning and the Local Economy

The sub group met on the 8th January and was attended by representatives from some of the local Neighbourhood Planning groups and Steph Lee from the Otley BID. Discussions took place around ways in which the sub group and Community Committee might support the groups around the subject of employment and the local economy and better understand the issues affecting the outer north-west. Steph gave some background to how the Otley BID had come about, costs and future plans. It was agreed that Steph and representatives from the groups would continue to receive agendas and invitations to attend future meetings.

4. Children's Services and Family Health

The sub group met on the 9th January and focussed on the engagement event planned for the 30th January. Officers and Members discussed the 2 workshops scheduled to take place on the day and considered what the overall aims of the day should be. A stand-alone report for the workshop arrangements appears separately on the agenda.

5. Adult Social Care, Health and Well-being

The Adult Social Care, Health & Well-being sub group had agreed Social Isolation as their Community Committee topic. A workshop to discuss this issue was held on the 8th December prior to the Community Committee. The workshop focused on how we find people who are socially isolated in our area, what are the issues and what can be done about it, as well as hearing about the Time to Shine project and how the Community Committee can influence the project's work in the outer north west area.

The workshop was well attended and feedback will be considered by the Adult Social Care, Health & Well-being sub group when they next meet on the 9th February 2015, before being referred back to the Community Committee.

6. Policy

The Policy sub group met on the 17th December 2014. Members discussed how the new Community Committee and sub groups were working. Overall it was felt that the committee and the sub groups were working well and that the remodelled sub groups were effective. It was felt that where sub groups had a delegation or dealt with issues around localised issues, they were often more productive than those dealing with larger more strategic issues such as transport and Adult Social Care.

7. A community engagement / communication budget for the Community Committee was discussed and how this could be funded. It was agreed that a paper will be brought to a future meeting outlining the current position, what options are available and any associated costs.

8. Engagement with local Parish and Town Councils was discussed. Members were supportive of continuing with the ONW Parish and Town Council Forum and the need to build relationships and engage with Parish and Town Councils. The next meeting with local outer north-west Parish and Town Councils is on the 2nd February.

Conclusion

9. This report provides Members with an update on recent sub group activity undertaken by the Area Support Team.

Recommendations

10. Outer North West Community Committee is requested to note the contents of the report and comment on any aspects of the matters raised.

Corporate considerations

11. None applicable.

Background information

Sub Group minutes

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Report of: Chief Officer Parks and Countryside

Report to: Outer North West Community Committee

Report author: Simon Frosdick

Date 26th January 2015

To note

Title: Streetscene Grounds Maintenance

Purpose of report

1. This report sets out the progress made in responding to the recommendations arising from the Safer and Stronger Communities Scrutiny Board review on the Council's Grounds Maintenance Contract.
2. It seeks to inform the Community Committee of the latest position with regards to the contract arrangements

Main issues

3. The contract with Continental Landscapes commenced on 1st January 2012 for a period of 5 years (to 31st December 2016), with an option to extend for up to 5 further years (to 31st December 2021). This followed an extensive procurement process involving what were then 5 budget holding clients including ALMOs, BITMO and Highways.
4. The management of the contract was transferred to Parks and Countryside from August 2012. Subsequently from April 2013 Parks and Countryside took on all management and monitoring activities with respect to the contract (along with tree works, enquiries and inspections) ahead of ALMO reintegration into Housing Leeds. In addition, the budget for scheduled horticultural activities and trees on existing highway verges was vired across to Parks and Countryside with effect from the same date.

5. In preparation for the 2013 season some changes were made to the frequency of visits. The frequency of amenity grass cuts was increased to 14 (28 on premium amenity grass areas), and the number of shrub maintenance visits was increased from 2 to 4 visits (3 'light touch' visits during summer and 1 major prune in winter). In general the 2013 season was significantly better than that experienced the previous year assisted by favorable weather in addition to the changes in frequency.
6. Attached to this report is the report of the Head of Scrutiny and Member Development to the Safer and Stronger Communities Scrutiny Board dated 10th November 2014 that sets out responses to the issues raised by the scrutiny review

Recommendations

8. The Outer North West Community Committee is recommended note the contents of the report and of the update provided to the Safer and Stronger Communities Scrutiny Board on the management of the Streetscene Grounds Maintenance contract.

Background information

- Report of the Head of Scrutiny and Member Development to the Safer and Stronger Communities Scrutiny Board, 10th November 2014

Report of the Head of Scrutiny and Member Development

Report to Scrutiny Board (Safer and Stronger Communities)

Date: 10th November 2014

Subject: Grounds Maintenance– recommendation tracking

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input 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

1.0 Purpose of this report

- 1.1 This report sets out the progress made in responding to the recommendations arising from the Scrutiny review on the Council's Grounds Maintenance Contract.

2.0 Background information

- 2.1 In June 2012, the Safer and Stronger Communities Scrutiny Board acknowledged a request for Scrutiny in relation to the new grounds maintenance contract. In taking forward this request, the Scrutiny Board reviewed the key issues that had arisen during the initial stages of contract delivery, the reasons for these and any actions taken to help address such issues in the future.
- 2.2 In November 2012, the Board published a report setting out its findings, recommendations and desired outcomes following its review of the new grounds maintenance contract. There were 10 recommendations arising from this review. The Board received a recommendation tracking report in October 2013 and whilst acknowledging that sufficient progress had been made, the Board felt that the recommendations had not yet been fully implemented and therefore agreed to continue monitoring these.

3.0 Main issues

- 3.1 The Scrutiny recommendation tracking system allows the Scrutiny Board to consider the position status of its recommendations in terms of their on-going relevance and the progress made in implementing the recommendations based on a standard set of criteria. The Board will then be able to take further action as appropriate.

3.2 This standard set of criteria is presented in the form of a flow chart at Appendix 1. The questions in the flow chart should help to decide whether a recommendation has been completed, and if not whether further action is required. Details of progress against each recommendation are set out within the table at Appendix 2.

4.0 Recommendations

4.1 Members are asked to:

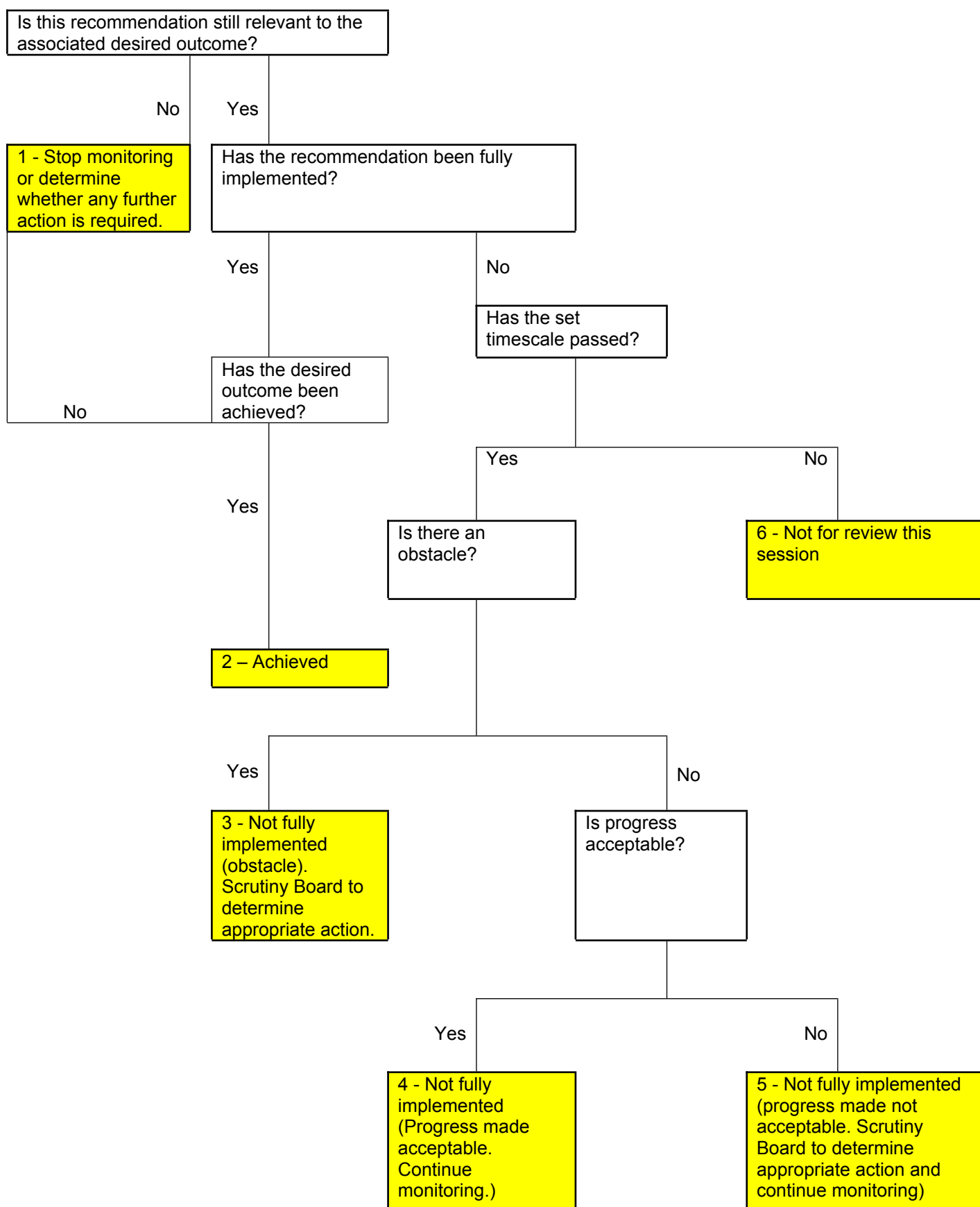
- Agree those recommendations which no longer require monitoring;
- Identify any recommendations where progress is unsatisfactory and determine the action the Board wishes to take as a result.

5.0 Background documents¹

5.1 None.

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.

Recommendation tracking flowchart and classifications:
Questions to be considered by Scrutiny Boards



Position Status Categories

- 1 - Stop monitoring or determine whether any further action is required
- 2 - Achieved
- 3 - Not fully implemented (Obstacle)
- 4 - Not fully implemented (Progress made acceptable. Continue monitoring)
- 5 - Not fully implemented (Progress made not acceptable. Continue monitoring)
- 6 - Not for review this session

Desired Outcome: That necessary grounds maintenance work on miscellaneous grassed areas is scheduled immediately for action.

Recommendation 1 - That the Director of Resources and Director of Environment and Neighbourhoods establish a separate budget to enable the Grounds Maintenance Team to schedule immediate grounds maintenance work on miscellaneous grassed areas pending clarification of land ownership and formal allocation of future maintenance responsibility.

Formal response (January 2013):

This recommendation is agreed, although a budget needs to be identified to enable these areas of land to be brought up to standard, then maintained on an ongoing basis, which will be sought by trying to identify efficiencies in the contract.

Position reported in October 2013:

This issue is currently being managed without the need to identify a dedicated budget line. From April 2013 the budgets for Grounds Maintenance operations have been delegated to Parks and Countryside and are no longer split along the former ALMO boundaries. This flexibility allows for a more holistic approach to asset management that to date has meant that assets are being included in the contract where appropriate. It is important to note that a level of due diligence is required before instructing works to ensure that the land is in public ownership. Once this is established then the contractor has been instructed to undertake works with the funding arrangements resolved later. When land is found to be in private ownership then action is considered using formal enforcement powers where costs can be recovered.

Current Position:

This issue is being managed as reported in October 2013. This means that where Council ownership is established but management responsibility is unclear then works will be instructed if required. Where Council ownership does not exist or cannot be established then suitable action is considered with enforcement teams to undertake minimal maintenance to prevent public nuisance e.g. where vegetation impacts on the highway.

Position Status (categories 1 – 6) *This is to be formally agreed by the Scrutiny Board*

Desired Outcome: That the specification for grounds maintenance and shrub maintenance is fit for purpose in delivering a good quality service.

Recommendation 2 - That the Director of Environment and Neighbourhoods works with each of the internal clients to explore a move towards an extended shrub maintenance service (6 shrub visits) and a fortnightly grass cut frequency (16 cuts in one season) in order to achieve a better quality of service.

Formal response (January 2013):

This recommendation is agreed in principle as adopting good horticultural practice, but would require an additional contribution from each client to deliver the improvements. Following discussion that took place at the street scene grounds maintenance programme board on 17th December 2012, it was agreed that Aire Valley Homes and Belle Isle Tenants Management Organisation would trial increased shrub and rose bed maintenance in 2013. This will provide an evidence base to inform a review in the light of visible benefits and resident feedback in order to help determine resource prioritisation.

With regard to grass cutting frequency it is not proposed to alter the frequency of mowing at this stage, other than to retain the increased frequency of grass cutting on 'premium' sites, in response to customer concerns raised during 2012. For other grass, it was agreed that a flexible approach to phasing will be adopted in 2013 that will use climatic conditions to direct the overall frequency that may increase above 13. For example a cold spring and a hot, dry summer would enable reduced frequencies, conversely a mild winter and wet summer would require additional mowing activity.

Position reported in October 2013:

Given the realignment of contract and budget control to Parks and Countryside as described in the update to Recommendation 1 above, it was decided to take the opportunity to introduce revised frequencies city wide. The revisions introduced from April 2013 provided a contingency to instruct a maximum of 14 grass cuts for amenity grass (28 cuts for premium amenity), and a doubling of shrub bed maintenance visits to 4 per annum. The major shrub pruning operations will still take place during the 4th quarter visit with the emphasis of other visits being to remove weeds and litter and keep shrubs 'in check'. However the dry summer in 2013 has only required the instruction of 13 cuts as there was little apparent grass growth during the middle of the summer.

Current Position:

There were 14 amenity grass cuts programmed in 2014 with 28 cuts programmed for premium amenity. Weather conditions were exceptional in 2014 with higher rainfall than usual, combined with a mild winter, lack of frost and a warm spring. Rainfall in 2014 was 95% higher between January and May compared to the average of the previous 4 years. This caused vigorous grass growth that was taller than usual making it more difficult and slower to cut. Cutting in these conditions also generates a larger volume of clippings when mown, leading to clumping, and creates further difficulties in clearing grass off paths when wet. A recovery plan was implemented during June 2014 to reduce the mowing interval from 12 to 10 working days at no additional cost to the Council, with the contractor working overtime during weekday evenings and on weekends. This proved successful, and the contractor was back on schedule from July. Ward members and the public were kept informed of the issues and actions taken to address them. Consequently a review is under

way to consider whether increased frequency of mowing is viable in residential areas with a consequent reduction in less sensitive areas e.g. high speed roads. For winter 2014/15, additional work to spread woodchip mulch on some shrub beds has been identified to improve appearance and suppress weeds throughout the growing season which will mean that on treated beds the existing visit profile will be adequate.

Position Status (categories 1 – 6) *This is to be formally agreed by the Scrutiny Board*

Desired Outcome: That the future use and maintenance of old shrub beds is determined in consultation with local Ward Members and relevant Parish and Town Councils.

Recommendation 3 - That the Director of Environment and Neighbourhoods ensures that asset holders consult with local Ward Members and relevant Parish and Town Councils on the future use and maintenance of old shrub beds.

Formal response (January 2013):

This recommendation is agreed and consultation will take place with Ward Members and relevant Parish and Town Councils on any proposals on the future use and maintenance of shrubs beds.

Position reported in October 2013:

This is the current situation and local consultation is undertaken on planned changes to shrub beds prior to removal.

Current Position: No change.

Position Status (categories 1 – 6) *This is to be formally agreed by the Scrutiny Board*

Desired Outcome: That there is a joined up approach between the Council and Continental for undertaking litter picking services across the city.

Recommendation 4 - That the Director of Environment and Neighbourhoods works with the Head of Parks and Countryside, the internal clients, Locality Management and Continental to review existing litter picking responsibilities and opportunities for more joined up working.

That this review is undertaken immediately and an update report brought back to Scrutiny in January 2013.

Formal response (January 2013):

This recommendation is agreed and the report to Scrutiny Board (Safer and Stronger Communities) meeting in December 2012 highlighted that consideration is being given for Continental to expand litter collection to cover adjacent hard surfaces where applicable in co-ordination with street cleansing activities.

Position reported in October 2013:

Continental are once again to be engaged in winter litter picking work supporting locality management in meeting their seasonal pressures. To this end areas of land have been identified that cause particular problems and are often a cause for concern from the public and elected members during winter months when grass cutting operations are not taking place on high priority arterial routes into the city. There is a further advantage in utilising Continental as they are equipped to put in appropriate traffic management arrangements. Examples of the type of work involved includes the following:

- Commuter routes leading into the city centre with a speed limit of 30mph (eg, Woodhouse Lane)
- Main commuter routes outside the city centre with speed limits above 40mph
- Junctions / roundabouts leading from motorways such as Tingley Common, which feeds traffic to the White Rose Centre and Elland Road football ground.
- Routes which would require implementation of traffic management to carry out the works (eg Stanningley, Drighlington Bypass)

Current Position:

Where lane closures are taking place due to traffic management arrangements then locality managers are advised in order to allow coordination of services such as litter picking and gulley cleansing. Highway officers also have the opportunity to coordinate highways activities within the safe working zone as necessary.

Position Status (categories 1 – 6) *This is to be formally agreed by the Scrutiny Board*

Desired Outcome: Utilising available resources to obtain greater added value of service by Continental.

Recommendation 5 - That the Director of Environment and Neighbourhoods reviews where any additional services provided by Continental could lead to further cost savings, with particular attention given to potential winter operations.
That this review is undertaken immediately, with an update brought back to the Scrutiny Board in January 2013.

Formal response (January 2013):

This recommendation is agreed. Locality managers have commissioned Continental to undertake bulk leaf clearance and other cleansing works normally undertaken via temporary staff to support staff retention within Continental.

This issue has also been discussed at the street scene grounds maintenance programme board. Budget holding clients have indicated that they are unable to prioritise funding for Continental to undertake additional winter works. However, clients are asking Continental to tender for individual environmental projects as well as quote for ad hoc work on assets that need additional work to meet specifications.

Position reported in October 2013:

Continental staff are being engaged to undertake litter collection, rubbish removal, ginnel clearances and cut back of Horticultural features during the winter. In addition they will be given the opportunity to compete for additional works in line with the councils approved procurement procedures.

Current Position:

For winter 2014/15, additional work to spread woodchip mulch on some shrub beds has been identified to improve appearance and suppress weeds as well as support staff and skills retention by providing a more balanced workload.

Position Status (categories 1 – 6) *This is to be formally agreed by the Scrutiny Board*

Desired Outcome: That contract monitoring is conducted efficiently and there is parity between the contract monitoring processes of the ALMOs and Highways.

Recommendation 6 - That the Director of Environment and Neighbourhoods reviews the contract monitoring processes to identify efficiencies and consistency.

Formal response (January 2013):

This recommendation is agreed, and a review will be undertaken of existing monitoring processes to ensure a balanced, consistent and efficient approach commensurate with the outcome of monitoring results.

Position reported in October 2013:

The delivery of contract monitoring is now undertaken by Parks and Countryside with some resource TUPE transferred to the service in April 2013 from the ALMOs. The approach taken this year has been to be much more intelligence led using referrals from ward members, Town and Parish Councils, and individual residents to direct monitoring activity. Comparison of queries regarding performance or quality during March to August 2013 have indicated a reduction of 21% when compared to the same period in 2012.

Current Position:

Parks and Countryside continue to provide monitoring and contract management activities in a holistic and consistent way.

Position Status (categories 1 – 6) *This is to be formally agreed by the Scrutiny Board*

Desired Outcome: That contract monitoring is conducted efficiently and there is parity between the contract monitoring processes of the ALMOs and Highways.

Recommendation 7 - That the Director of Environment and Neighbourhoods ensures that Parish and Town Councils are proactively engaged in the contract monitoring process for the grounds maintenance contract.

Formal response (January 2013):

This recommendation is agreed, and Parish and Town Councils will be invited to contribute to monitoring activity as part of the overall review alluded to in recommendation 6.

Position reported in October 2013:

As set out in the response to recommendation 6 above a revised approach to monitoring has been introduced for 2013. Concerns raised by Town and Parish councils have been used to direct monitoring activities thereby directly influencing the quality achieved in the local area. In addition there remains an option for Town and Parish Councils to take on the control of this work in their respective areas should they wish to do so.

Current Position:

Officers have attended Town and Parish Council liaison meetings to disseminate information and gather feedback on issues relating to contract performance. Some Parish Councils have enquired regarding taking up the option of budget delegation for service provision and management although to date none have done so once the scope of delegation and available budget has been advised. One issue that has been raised relates to the performance of sight line and rough grass cutting in rural areas. For the cutting season in 2015/16 it has been decided that this work will no longer form part of the contract and instead be conducted by Parks and Countryside.

Position Status (categories 1 – 6) *This is to be formally agreed by the Scrutiny Board*

Desired Outcome: That all Elected Members are fully aware of what is expected from the grounds maintenance service in accordance with the contract.

Recommendation 8 - That the Chair of the Member Development Working Group includes grounds maintenance as part of the Member Development Programme and Induction Programme to promote greater awareness of the expectations of the grounds maintenance service in accordance with the contract.

Formal response (January 2013):

The Chair of the Member Development Working Group will be discussing how best to take forward this recommendation during the Member Development Working Group meeting on 31st January 2013.

Position reported in October 2013:

At its meeting on 31st January 2013, the Member Development Working Group discussed how best to get the information out to Members and agreed it would be better to circulate the information via Area Committees at the start of a municipal year.

With the introduction of Area Lead Members in May 2013, Member Development and the Citizens and Communities directorate are developing an induction programme for Area Lead Members. As such, the issues surrounding grounds maintenance will be incorporated into this programme for Environmental Area Lead Members.

Current Position:

See response to Recommendation 9 which refers to grounds maintenance information shared periodically with Community Committees and their respective environment sub-groups. Training for Environmental Community Committee Champions takes place in a variety of ways as follows:

Induction Training – An overview will be provided by the Senior Management Team from Environmental Action Services, Waste Management, Highways and Parks and Countryside focussing on the environment key areas of responsibility and priorities.

This will be followed by briefings provided by Locality Managers, Waste Management, Highways and Parks and Countryside within 6 weeks of being appointed to the post and will include the following:

- Service provision in the local area including council, partners, third sector and any commissioned providers, key contacts, local partnerships and networks relevant to the functional area. This will be tailored to take account of members' needs.
- On-going support/development which will include where relevant, briefings and updates prior to meetings.

In addition there will be:

- Opportunities for the Community Committee Champions to network and to attend relevant briefings and awareness sessions in areas related to their role.
- Opportunities for peer mentoring which can be accessed through the Group Offices.
- Specific skills training accessed through existing Personal Development Plan arrangements.

Position Status (categories 1 – 6) *This is to be formally agreed by the Scrutiny Board*

Desired Outcome: That Area Committees are regularly updated on the performance of the grounds maintenance service delivered within their area.

Recommendation 9 - That the Director of Environment and Neighbourhoods works with the Area Management Teams to ensure that Area Committees receive regular updates regarding the performance of the grounds maintenance service delivered within their area. Such updates are to include an overview of key issues raised within their areas; how such issues have been dealt with; and any new or pending contract variations that will impact upon their area.

Formal response (January 2013):

This recommendation is agreed. A report to Area Committees is being prepared for the February/March round of meetings that will include a performance review of the first year of the contract as part of the Parks and Countryside annual report. Representatives from Parks and Countryside have been identified to attend Environment Sub-Group Meetings where issues can be raised relevant to each area and responses given, as appropriate.

Position reported in October 2013:

As described in the January update the Annual reports were submitted to Area Committees to inform them of performance of the contract. A performance update will be provided to the February/March 2014 round of area committees with a particular focus on grass cutting operations during the 2013 season. Nominated Parks and Countryside officers are also attending the Environment Sub groups to provide ongoing liaison with regards to any emerging concerns ahead of the next annual report round. Whilst this does not include a formal performance report, officers are briefed ahead of attendance at these meetings in order that they are able to provide verbal feedback on matters relating to the performance of the contract. Any specific queries raised at meetings that the officer attending is not able to deal with are followed up and a response given.

Current Position:

A performance summary in respect of the streetscene grounds maintenance contract was included in the Parks and Countryside annual report to what are now Community Committees in Feb/Mar 2014. It is anticipated that this will form a part of future reports to Community Committees as well as a summary of performance reported at environment sub-groups which are attended by Parks and Countryside officers.

Position Status (categories 1 – 6) *This is to be formally agreed by the Scrutiny Board*

Desired Outcome: That public behaviour does not obstruct the delivery of a good quality grounds maintenance service.

Recommendation 10 - That the Director of Environment and Neighbourhoods works with the Head of Communications and Marketing and the internal clients to develop a Communications Strategy aimed at promoting public awareness of behaviour that is obstructive to the delivery of a good quality grounds maintenance service (e.g. parking on public verges).

Formal response (January 2013):

This recommendation is agreed, and it is proposed that this takes place ahead of the grass cutting season in 2013.

Position reported in October 2013:

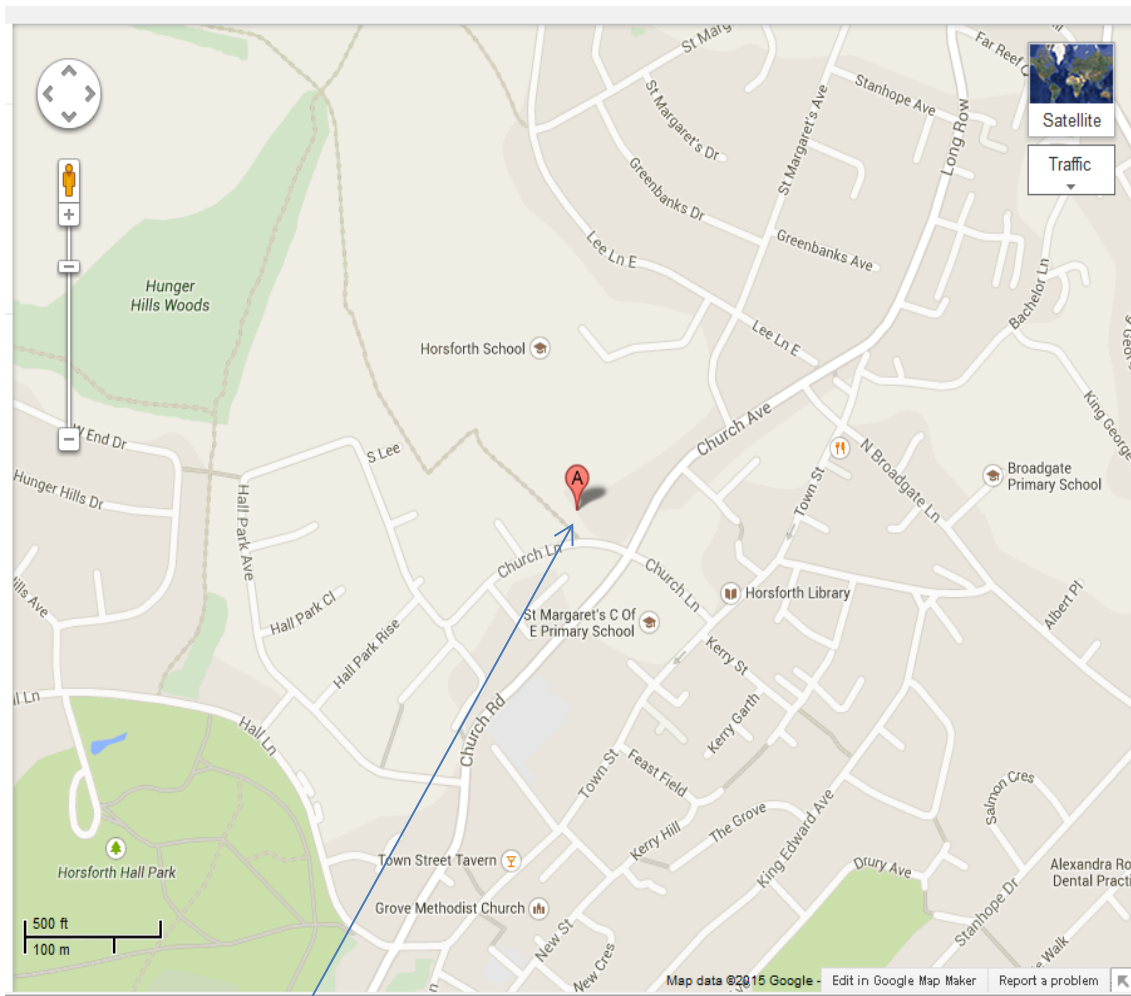
Highways and Transportation have produced a briefing and options paper examining the issue of parking on verges. This examines not only the issue of obstructing maintenance but considers the more damaging and costly effects on the infrastructure and buried services. The paper does note that this behaviour is often due to the design limitations of estate road and parking provision and requires significant capital investment to address. Nevertheless, there are issues with regard to public behaviour and it is intended that work will be conducted in this regard ahead of the 2014 grass cutting season.

Current Position:

We are revising the approach for 2015 with a view to the contractor staff placing advisory notices on vehicles that are impeding mowing operations. Additionally as part of the Housing Area Environmental Programme some improvements to parking provision has been made, and Area Panels are able to support changes to off street parking reducing the incidence of parking on verges.

Position Status (categories 1 – 6) *This is to be formally agreed by the Scrutiny Board*

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St. Margaret's Parish Centre, Church Lane, Horsforth, LS18 5LA.

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