



INNER WEST COMMUNITY COMMITTEE

**Meeting to be held in The Armley Lazer Centre, Lenhurst Avenue, Armley, Leeds, LS12 2RE
on
Wednesday, 16th July, 2014 at 5.00 pm**

MEMBERSHIP

Councillors

A Lowe	Armley;
J McKenna	Armley;
A Smart	Armley;
C Gruen	Bramley and Stanningley;
T Hanley	Bramley and Stanningley;
K Ritchie	Bramley and Stanningley;
J Illingworth	Kirkstall
F Venner	Kirkstall
L Yeadon	Kirkstall

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

Item No	Ward	Item Not Open		Page No
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information within the meaning of Section 100I of the Local Government Act 1972, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If the recommendation is accepted, to formally pass the following resolution:-</p> <p>RESOLVED – That, in accordance with Regulation 4 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 or Section 100A(4) of the Local Government Act 1972 as appropriate, the public be excluded from the meeting during consideration of those parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-‘</p> <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>	
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Item No	Ward	Item Not Open		Page No
4			DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS 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.	
5			APOLOGIES FOR ABSENCE To receive any apologies for absence.	
6			OPEN FORUM / COMMUNITY FORUMS In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.	
7			MINUTES - INNER WEST AREA COMMITTEE 25TH MARCH 2014 AND INNER NORTH WEST AREA COMMITTEE 27TH MARCH 2014 To receive and note the minutes of the final meeting of the Inner West Area Committee meeting held on 25 th March 2014 and the minutes of Inner North West Area Committee.	1 - 18
8			MATTERS ARISING	

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9	Armley; Bramley and Stanningley; Kirkstall		INTRODUCTION TO COMMUNITY COMMITTEES To receive the report of the West North West Area Leader 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. The report also asks members to consider and approve the priorities for the committee for the rest of 2014/15.	19 - 22
10	Armley; Bramley and Stanningley; Kirkstall		COMMUNITY COMMITTEE APPOINTMENTS AND SUB GROUPS To receive the report of the City Solicitor the 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. 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.	23 - 36
11	Armley; Bramley and Stanningley; Kirkstall		APPOINTMENT OF CO-OPTES To receive the report of the City Solicitor the report seeks to gain approval of the appointment of co-optes to the Community Committee for the remainder of the municipal year.	37 - 42
12	Armley; Bramley and Stanningley; Kirkstall		EMPLOYMENT, SKILLS AND WELFARE PRIORITY NEIGHBOURHOODS REPORT To receive the report of Head of Service Employment and Skills the report seeks endorsement from the Inner West Community Committee for the proposal to develop a West North West Employment, Skills and Welfare Priority Neighbourhoods Board.	43 - 48

Item No	Ward	Item Not Open		Page No
13	Armley; Bramley and Stanningley; Kirkstall		WELLBEING UPDATE REPORT To receive the report of the West North West Area Leader the report provides Members with the new budget position for the Wellbeing Fund for 2014/15 following the creation of the new Community Committee. It also presents two new large grants for consideration.	49 - 68
14	Armley; Bramley and Stanningley; Kirkstall		COMMUNITY COMMITTEE TOPIC: DISTRICT CENTRES Report of the West North West Area Leader the purpose of this report is to launch the 'District Centres' Community Committee topic to investigate how to promote sustainable district centres across the inner West area. The reports sets out the challenges and opportunities facing the district centres in the years ahead and sets out a community engagement plan to find out what local residents want from their high street.	69 - 86
15			VENUE MAP - ARMLEY LAZER CENTRE, LENHURST AVE, LEEDS, WEST YORKSHIRE LS12 2RE	87 - 88

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			THIRD PARTY RECORDING PROTOCOL Third Party Recording 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. Use of Recordings by Third Parties – code of practice 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.	
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a)				
b)				

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WEST (INNER) AREA COMMITTEE

TUESDAY, 25TH MARCH, 2014

PRESENT: Councillor C Gruen in the Chair
Councillors T Hanley, J Harper, A Lowe,
J McKenna and N Taggart
Co-optees Boutle, Bowes and Ritchie
Apologies Councillor

87 Chairs opening comments

The Chair welcomed everyone to the meeting.

The Chair informed the meeting that it was the last Inner West Area Committee meeting for the Area Leader West North West who is moving to take up the Area Leader role in the East of the city. The Chair thanked the Area Leader for her support.

The Chair also informed the Area Committee that it was the last meeting for Councillor Taggart who will not be standing for Council at the forthcoming elections. The Chair thanked Councillor Taggart for his contributions to the Inner West Area.

88 Appeals Against Refusal of Inspection of Documents

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

89 Exempt Information - Possible Exclusion of the Press and Public

There was no exempt information.

90 Late Items

There were no late items.

91 Declaration of Disclosable Pecuniary Interests

No declarations were made.

92 Apologies for Absence

There were no apologies for absence.

93 Open Forum / Community Forums

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

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the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.

At this meeting there were some members of the public, Head Teachers, Assistant Principals and Principals and officers. No representations or questions were received at the Open Forum. However, the Chair gave permission for those present to join in the discussions on the items on the agenda if they so wished.

94 Minutes - 19th February 2014

RESOLVED – That the minutes of the meeting held on 19th February 2014 be approved as a correct record.

95 Matters Arising

Minute 83 Employment & Skills

Head of Employment and Skills was to make contact with Premier Farnells in relation to recruiting locally.

Outcome

A meeting was arranged for 18th March 2014 with officers from Employment and Skills and Farnells.

Members were pleased with the contributions from Farnells.

96 Area Panel Minutes

The Committee considered the minutes of the Inner West Area Panel meeting held on 10th February 2014.

RESOLVED – That the minutes be noted.

97 Area Chairs Forum Minutes

The minutes of the Area Chairs Forum meeting held on 20th January 2014 were considered by the Committee.

The Area Leader informed Members that the Chief Officer for Strategy and Commissioning had produced a report on Domestic Violence.

RESOLVED – That the minutes be noted.

98 Community Forum Minutes

The Committee received the minutes of the Armley Community Forum meeting held on 18th February 2014 and the Bramley and Stanningley Combined Police PACT meeting held on 30th January 2014.

RESOLVED – That the minutes be noted.

99 Children's Services Performance Report

The report of the Director of Children's Services was presented by the Chief Officer Partnership Development. The report provided Members with a comprehensive set of children's information. The Chief Officer Partnership

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Development informed the Members that feedback from Area Committee's showed that they wanted performance information against the obsessions. The Inner West Area Lead for Children has requested more detailed reports.

The Area Committee were informed that looked after children in the area had reduced by a larger proportion than the citywide reduction. Fewer children were entering care, and greater numbers were leaving as permanent options such as adoption were rising.

The Area Committee were also informed that the number of Children on a child protection plan had reduced by almost 50 per cent, the second highest reduction of all area committees.

The Chief Officer Partnership Development reported that detailed information on looked after children would be brought to a future committee meeting.

The Chief Officer Partnership Development told the Committee that there were still areas of concern including:

- The attainment and achievement levels in the area;
- The reduction in the take up of free school meals; and
- Attendance levels remained a concern although attendance at secondary schools in the area had risen slightly.

It was noted that Members are due to attend an OBA workshop on school places and local engagement on Thursday 27th March.

The Area Committee discussed all the issues raised in the report. Members also were of the view that it was important to ensure that the emphasis for performance was on the children attaining and achieving, not only on whether an establishment received a good Ofsted report.

RESOLVED – That the Area Committee

- Lead Member for Children's Services to discuss with the Area Head of Targeted Services additional local priorities to the Children's Services Obsessions.
- Use the basic need workshop to provide local intelligence for consideration in school place planning and to instruct officers on improved methods of member engagement in school planning.
- Promote the use of the Igen centre on Eastgate and the Leeds Pathways website, to NEET young people and their families.

100 Readiness for learning and the inequality gap at age 5

The Director of Children's Services report 'Readiness for learning and the inequality gap at age 5' was presented by the Early Years Foundation Stage Improvement Manager. The report provided a brief overview of the statutory assessment outcomes at the end of the foundation stage at both citywide and local level. The report presented information on the composition of early years providers and local outcomes within the area, providing Members with a greater understanding on the notion of 'readiness to learn' as children move into key stage one from their foundation years experience.

Members were informed that all early years providers, including schools, must adhere to the requirements of the Early Years Foundation Stage (EYFS) Framework. The framework sets standards for development, learning and care of children from birth to the age of five. There are two headline indicators when measuring performance in the early years: the percentage of children achieving a good level of development and the Department of Education term the 'inequality gap in achievement' indicator.

On the good level of development indicator, performance in Leeds is above or in line with all core cities and above or in line with eight out of ten statistical neighbour authorities.

The 'inequality gap in achievement' indicator showed Leeds as the lowest ranked authority in the country.

Members raised their concerns with the figures set out in the submitted report particularly in 3.4.3 Ethnicity highlighting children whose first language is not English.

Members were concerned that Leeds was ranked 152 out of 152 local authorities for the 'inequality gap' measure. Members were of the view that this issue could not be worked through in isolation, links between health, jobs, and housing and culture were required to ensure that performance improved.

Members of the Area Committee sought clarification on the points system used to calculate the indicators. The Area Committee requested that this issue was brought back to the Committee as an agenda item

The Area Committee also requested that an item in relation to the 'inequality gap' measure be brought to a future meeting to look at ways of improving the measure at a local level. The Members also requested that the Executive Member for Children's Services to be engaged with the West Inner Area Committee on this issue.

RESOLVED- That the Area Committee:

- Within the context of Priority 4 – support children to be ready for learning – discuss whether local priorities may be required to ensure children are ready for key stage one.
- Use existing local partnerships to encourage and support collaborative working between schools and non-school settings to ensure children are meeting age related expectations at the end of the EYFS. Such learning communities will provide the opportunity to find local solutions to the readiness to learn issue.
- Provide opportunities for partners across the foundation years to discuss and agree what 'readiness for learning' looks like at a local level. Do partners across health education and others recognise and acknowledge the significant period of growth, development and learning that takes place between the birth of a child and the time they

enter school? Ensure they use this as a key driver to improve young children's development through local priorities.

Cllr. McKenna left the meeting at 18:25 at the end of this item.

Cllrs Lowe and Taggart left the room at 18:30 returning at 18:35.

101 OFSTED Framework & Future Leaders Bespoke Programme in Bramley

The Director of Children's Service report in relation to the Ofsted update and Future Leaders Bramley Pilot was presented to the Committee by the Head of Learning Improvement. The report provided Members with information in relation to changes to Ofsted inspections and an overview of the Future Leaders Bramley Pilot.

The Head of Learning Improvement presented Members with copies of the following papers:

- Powerpoint presentation – OfSTED framework and Future Leaders bespoke programme in Bramley
- Inner West Area Ofsted information
- Inner West Area Committee learning outcomes

The Area Committee was informed that a new Ofsted framework was introduced in September 2012, with more changes introduced in January 2014. Members were provided with an overview of what inspectors focused on for their report, highlighting two of the areas as:

- The behaviour and safety of pupils at the school;
- The quality of leadership in, and management of, the school.

Members were informed that of the 18 schools within Inner West area, 2 secondary schools and 16 primary schools. Both secondary schools are sponsored academies.

1 school is rated 'outstanding', 13 schools in the area are 'good', 3 schools are rated as 'Satisfactory / requires improvement'. Swallow Hill Community College is yet to be inspected but as a maintained school was last rated as 'satisfactory'.

The Head of Learning Improvement informed the Area Committee about the Future Leaders programme aimed at teachers who want to become inspirational headteachers in challenging schools in an accelerated timeframe. Members were informed that the leadership development programme takes place over three years and places teachers into senior leadership positions in challenging schools. They are supported through training and development.

There are currently 350 Future Leaders working in 240 challenging secondary schools across the country. The programme is to be extended to include teachers in a primary setting.

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There is a proposal for Future Leaders to work with the Bramley Cluster.

The Members welcomed the information and discussed issues raised within the report and the presentation. Members were informed that training would be given to Governors on the Ofsted Framework using the toolkit.

RESOLVED – That the Area Committee received the presentation for its consideration, input and discussion.

102 Families First

The Interim Project Manager for Families First presented the report of the Director of Children's Services. The report outlined the Families First programme, providing Members with highlight data related to Families First in the Inner West area, which outlined a number of the challenges and successes of the programme.

Members of the Area Committee were informed that at a national level the programme is known as Troubled Families. The programme uses a set criteria, and is built around delivering family support utilising a whole family approach.

The Area Committee was informed that Bramley has the highest number of families in the Families First Programme. The programme had been running for two years and had seen reduction in Anti-Social Behaviour and increased attendance rates in schools, the programme also supports adults into employment.

Members discussed the Families First programme requesting detailed information for the Armley and Bramley areas to be brought to a future meeting.

RESOLVED – That the Area Committee:

- Note the content of this report and recognise that the programme is in continuous development, with a good evidence base of impact.
- Identify ways in which clusters and service, area committees and the Families First Programme can deliver further improvements, particularly in respect to supporting adults into employment.
- Identify how the Area committee's and Children's Services can work towards sustainably embedding the Families First model the future and beyond the life of the programme.

103 NEET (Not in Education, Employment or Training) Update Report

The report of the Director of Children's Service was presented to the Area Committee by the Head of Service for Young People and Skills. The report provided an update on activity that is taking place across the City and locally

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to support the reduction of numbers of young people who are not in Education, Training or Employment (NEET). The report also provided an update on activities to improve access to employment opportunities across the area.

The Head of Service for Young People and Skills highlighted the following areas of the submitted report:

- Post 16 pathways work with the two academies in the area
- Youth Contract Support Programme to re-engage with 16 and 17 year olds working in partnership with IGEN
- Use of the Character and Resilience Framework
- Effective Transition Personal Advisors who provide support for vulnerable year 11 pupils giving support to young people to make choices and apply for post 16 options.

Discussion took place with Members on the areas highlighted in the submitted report.

RESOLVED – That the Area Committee:

- Continue to facilitate partners working together (including Leeds West Academy, Swallow Hill, IGEN, Colleges, LCC Services, Third Sector – ACES and Bramley clusters) on activities which can demonstrate impact and is based on mutual support and challenge;
- Further promote and celebrate the success of young people from Inner West Leeds developing a positive and optimistic narrative about aspirations, behaviours and character;
- Develop a destinations Team (made up of partners) working at an individual learner level to improve access to opportunities.

104 Wellbeing Fund Report

The report of the Assistant Chief Executive (Citizens and Communities) advised the Area Committee on the current position of the Inner West Wellbeing revenue and capital budget.

Members were informed that the Area Committee's budget for 2014/15 is to be £123,670, this represented a reduction of just under 10% on the budget from last year. Including the carry forward, the budget for the new financial year would be £139,921 with the split being as follows:

- Armley - £74,565
- Bramley – 65,356

The Area Committee were asked to consider new Wellbeing grant applications for the 2014/15 financial year as listed at Appendix 3 of the submitted report. Members had reviewed the applications at Ward Member meetings and the General Purposes Sub Group.

The report also sought permission from the Area Committee to introduce an open application process for the 2014/15 Youth Activities Fund budget as outlined at 3.10 of the submitted report.

RESOLVED – That the Area Committee:

- Note the current balance of the 2013/14 Wellbeing revenue budget and the new revenue allocation.
- Approved the following 2014/15 Wellbeing applications

Project Name	Armley	Bramley & Stanningley	Total	Resolved
Small grants and skips	£3,000	£3,000	£6,000	Approved
Festive Light Motif Hire	£2,030	£2,615	£4,645	Approved
Priority Neighbourhoods Budget	£2,000	£2,000	£4,000	Approved
Armley Festive Lights Switch On	£5,500		£5,500	Approved
Bramley Festive Lights Switch On		£2,500* (applied for £3,370)	£2,500	Approved
Police Off Road Bikes	£567	£567	£1,135	Approved
Armley Hanging Baskets	£950		£950	Approved
Fairfield Community Centre		£5,000* (applied for £9,630)	£5,000	Approved
New Wortley Community Centre	£8,000* (applied for £20,000)		£8,000	Approved
1213 Got Talent – Angels of Youth	£2,500* (applied for £2,920)	£2,500* (applied for £2,920)	£5,000	Approved
World War One Commemorations	£1,000	£1,000	£2,000	Approved
Bramley Carnival		£3,000* (£3,192 applied for. £3k approved subject to match funding approvals)	£3,000	Approved
Bramley Music Festival		£2,500* (£5,092 applied for. £2,500 approved subject to match funding approvals)	£2,500	Approved
Multi Sports Holiday Camp	£1,344	£1,344	£2,688	Approved
Boys Brigade Gala	£1,500		£1,500	Approved

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Armley Saturday Night Project	£4,107		£4107	Approved
Armley Brownie Sleepover	£1,000* (£3,060 applied for)		£1,000	Approved
Winter Warmer Packs	£2,300	£1500	£3,800	Approved
POMOC	£700* (£7,500 applied for)		£700	Approved
Active After Work	£2,170	£2,170	£4,340	Approved
Bramley Community Shop		£12,500	£12,500	Approved
Armley Food Bank Christmas Donation	£2,000		£2,000	Approved
Money Buddies	£1,065	£1,065	£2,130	Approved
Broadleas CCTV		£1,784	£1,784	Approved
Bramley Grit Bins		£600	£600	Approved
Bramley Site Based Gardener		£9,602* 4 days per week for 6 months per year	£9,602	Approved
TOTAL	£41,733	£55,247	£96,980	

- Agree to introducing an open application process for the 2014/15 Youth Activities Fund as described at 3.10 of the submitted report.

105 Area Update Report: Business Plan End of Year Update

The report of the Assistant Chief Executive (Citizens and Communities) provided the Members with a summary of the Area Committee's Business Plan for the year 2013/14 and successes in meeting objectives.

Members were informed that objectives set out in the 2013/14 Business Plan were progressing well and that the Area Committee had achieved what it set to do.

The report asked Members to discuss and agree upon a name for the new Community Committee.

RESOLVED – That the Area Committee:

- Recommended future direction for the next years Business Plan including;
 - Progressing the Business plan at the General Purposes Meeting
 - Incorporating reference to Premier Farnells under Best City for Business
- Agree that the name for the Community Committee will be Armley and Bramley Community Committee

106 Dates, Times and Venues of Community Committee Meetings 2014/15

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The report of the City Solicitor requested Members considered the options detailed within the report and to agree the Committee's proposed meeting schedule for the 2014/15 municipal year, so that it could be included in the Council diary for 2014/15.

The report also requested Members to consider as to whether they wished to change the Committee's current meeting and venue arrangements or request amendments to such arrangements.

Members were requested to consider and agree the proposed date for the meeting on the 5th June 2014 scheduled to elect a Chair for the 2014/15 municipal year.

Members briefly discussed the issues within the report.

RESOLVED- That the Area Committee

•Agreed the dates and times as proposed:

- Wednesday, 16th July 2014 at 5.00pm
- Wednesday, 15th October 2014 at 5.00pm
- Wednesday, 21st January 2015 at 5.00pm
- Wednesday, 18th March 2015 at 5.00pm

- The proposed date for the meeting to elect a Chair for the 2014/2015 municipal year is 4.00 p.m. on Thursday, 5th June 2014.

107 Venue Map

NORTH WEST (INNER) AREA COMMITTEE

THURSDAY, 27TH MARCH, 2014

PRESENT: Councillor J Akhtar in the Chair

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

46 Late Items

There were no late items.

47 Declarations of Interest

There were no declarations of interest.

48 Open Forum

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

- Concern regarding ongoing problems with noise nuisance. The Area Committee was also informed of a Temporary Event Notice that had been applied for to host a party at a residential property. It was reported that Noise Nuisance would be considered at future meetings of the Environment Sub-Group.
- Headingley Train Station – a member of the public raised concern regarding the lack of disabled access at Headingley Station when there were plans to carry out other improvements at Burley Park Station. It was reported that the stations were the responsibility of Northern Rail as the franchise holder and they would be contacted regarding these concerns.
- Royal Park School site – possibility of using the former caretakers house as a police base – meetings had been planned with the Area Commander and Police and Crime Commissioner; retention of the site as a community space. Reference was made to the forthcoming application for development at the Leeds Girls High School site and mention that Royal Park would be kept as a community space.
- West Park Centre – further to previous reports it was reported that not all previous users of the West Park Centre had been satisfactorily relocated. The Eleanor Lupton centre was suggested and it was requested that Asset Management be contacted regarding this and other potential venues.
- Concern regarding landlords acting illegally in offering tenancies without the correct permissions.

49 Minutes - 13 February 2014

RESOLVED – That the minutes of the meeting held on 13th February 2014 be confirmed as a correct record.

50 Area Chair's Forum Minutes

RESOLVED – That the minutes of the Area Chairs Forum meeting of the 20th January 2014 be noted.

51 New Locality Services and Development of the 2014/15 Service Level Agreement and Performance Update

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

Issues highlighted from the report included the following:

- Proposed changes to operation and delivery.
- Services in need of changes and improvement.
- New responsibilities including the collection of bulky waste.
- Move to developing multi-skilled teams to meet service needs.
- Support during the student change over period.
- Development of operational zones – it was proposed to meet Ward Members on a ward by ward basis.

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

- Concern regarding gully cleaning in Weetwood ward.
- Garden clearances – these would be done on void properties.
- Arrangements for the collection of bulky waste.
- Litter clearing in parks – the larger parks would still be covered by Parks and Countryside.

RESOLVED –

- a) That the proposals for a new working model for Locality Team services be noted.
- b) That the approach to consulting on proposals for changes to the Locality Team operating model, the priorities within the SLA for 2014/15 and proposals for future waste management arrangements be agreed.
- c) That the performance of the West-North West Locality Team since July 2013 be noted.

- d) That officers be authorised to agree a phased and planned withdrawal of the dedicated area committee co-ordination officer with any potential interim well-being fund budgetary implications to be considered by the area committee at a future meeting.
- e) That the guidance and direction in respect of service delivery be noted as necessary.

52 Wellbeing and Youth Activity Fund Allocation

The Assistant Chief Executive (Citizens and Communities) submitted a report advising the Area Committee of the following;

- The Wellbeing Budget available for allocation in 2014/15.
- The Youth Activities Fund budget available for allocation in 2014/15.
- The projects for consideration and approval from Wellbeing Revenue Budget allocation for 2014/15.
- The projects for consideration and approval from Youth Activities Fund allocation for 2014/15.

Amendments to the recommendations highlighted in the report were brought to Members attention. These included reductions to the skips budget and the provisional amount ring-fenced for Community Development Work. The revised recommendations also included provision for resources for Changeover which would be sought from mainstream funds in future.

RESOLVED –

- a) That the available Wellbeing Budget and Youth Activities Fund for allocation in 2014/15 be noted.
- b) That the projects listed in Sections 3.2 ,3.3 and 3.4 of the report and set out below be approved from the Wellbeing Budget allocation for 2014/15.

- 1.
2. Revenue

	Project	Project Applicant	Amount
1	Small Grants	WNW Area Support Team	£10,000
2	Skips	WNW Area Support Team	£2,000
3	Festive Lights	WNW Area Support Team	£13,005
4	Woodsley Employability Project	Woodsley Road Community Centre	£6,338
5	Kirkstall Festival	Kirkstall Festival Committee	£5,900
6	Hyde Park Unity Day	Hyde Park Unity Day Committee	£5,000
7	Headingley LitFest 2015	Headingley LitFest 2015	£3,500
8	Door to Door Supermarket Shopping	Older Wiser Local Seniors (OWLS)	£2,500
9	Leeds Music Hub	Leeds Music Hub	£5,000
10	Community Development Work	Area Support Team	£14,000 (Provisional)
11	yOUR Neighbourhood	Leeds Met Student's Union	£4,600
12	Off Road Bikes	West Yorkshire Police	£1,135
13	Out of Hours Noise Nuisance Service	LCC Community Safety	£10,000
14	Children's Champion	St Mary's Church, Hawksworth Wood	£5,500
15	Fit Kids	Young Minds	£4,073
16	INW Mini Projects	LCC Youth Services	£8,000
17	Aireborough Summer Activities Scheme	Aireborough Summer Activities Scheme (ASAS)	£5,000
18	Community Planner	LCC Planning	£24,000
19	Leave Leeds Tidy	Leeds University Union	£8,000
20	Additional Enforcement Staff on Woodhouse Moor	LCC Parkswatch – Safer Leeds	£11,879
21	Rosebank Urban Wildlife Oasis	Groundwork Leeds	£3,000
22	Community Engagement	OPAL	£9,000
23	Keep Fit, Keep Healthy, Be Happy	Caring Together	£6,575
24	Healthy Lifestyle Group	Behno (Sisters) Group	£5,907
25	BME Sedentary Occupation Project	LCC Public Health	£5,000
26	Eastern Media & Arts	Eastern Media & Arts	£4,500
27	Resources for Changeover	Localities Team	£10,223
Total Value of Applications			£193,635

3.

4. Capital

5.

	Project	Project Applicant	Amount
1	STEP - Works at Queenswood Drive	STEP – (Supporting The Elderly People)	£8,000
2	Hawksworth Wood Village Hall Improvements	HOPS	£10,000
3	Making Rosebank Friendly Project	Rosebank Millennium Green	£5,000
4	Hindu Temple Community Centre Improvements	Leeds Hindu Charitable Trust	£10,000
5	Dobby Row BMX Track	INW Area Committee	£5,800
Total Value of Applications			£38,800

6.

7.

- c) That the projects listed in Section 3.4 of the report and set out below be approved from the Youth Activities Fund allocation for 2014/15.

	Project	Project Applicant	Amount
--	---------	-------------------	--------

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to be held on Date Not Specified

1	Trapeze – Youth Aerial Project	Urban Angels	£2,335
2	Holiday Activities	YMCA – Hawksworth Wood	£2,505
3	Multi Sports Holiday Camp	LCC Sports & Active Lifestyles	£2,688
4	INW Summer Mixtape 2014	Equilateral Media	£2,000
5	Woodhouse Kickboxing	Youth Point @ Cardigan Centre	£1,046
6	Friday Night Project & Junior Youth provision	Leeds YMCA	£4,272
7	Left Bank Skate	Left Bank Leeds	£3,645
Total Value of Applications			£18,491

53 Health and Wellbeing in Inner North West Leeds

The Director of Public Health submitted a report providing the Area Committee with information on the ways health and wellbeing is led and organised in Leeds. This provided basic background information for discussion about ways of working together with the Area Committee.

The report also looked at opportunities for Councillors in Inner North West Leeds and GPs from Leeds West Clinical Commissioning Group (CCG) to work more closely together with Public Health (PH) to achieve shared objectives as set out in Appendix A of the report.

The report also looked at the following:

- Changes in way health and wellbeing is led and organised.
- Leeds West CCG priorities.
- The key Inner North West challenges.
- Case study of where Councillors, CCGs and Public Health have worked together.
- Next steps and opportunities to work together.

Further issues highlighted from the report included the following:

- Priorities for the next year –
 - Domestic Violence
 - Gypsy/Travellers
 - Patient Engagement
- Re-organisation of services to provide a more local focus.
- Opportunity for GPs to have more say in the commissioning of services.
- Patient engagement - ways of improving links between GPs and patients.

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

- Concern regarding reduced surgery opening times in Little London.
- Patient involvement panels and opportunity for Elected Members to become involved.
- The health check programme.
- Provision of greenspace, exercise areas and sports facilities.
- Work with BEN communities.

RESOLVED –

- a) To note the changes in health and wellbeing, and the significant challenges in Inner North West Leeds.
- b) To build on developing local relationships and look at new ways of working to tackle long term issues.

54 Children's Services Update Report

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

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

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

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

Members' attention was brought to a table in the report which showed performance in Inner North West Leeds compared with the rest of the city. The following was highlighted:

- A reduction in the number of Child Protection Plans.
- Reduction in the number of looked after children.
- Attendance – reduction in primary attendance and improvement in secondary attendance.
- Larger rise of NEETs than citywide.
- Reduction in free school meal uptake.

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

- English as a second language being a factor in attainment levels – further information was requested in Level 4 English at Key Stage 2.
- Members were encouraged as school governors to promote the uptake of free school meals.
- Improved Ofsted rating at Brudenell Primary School – one of the top 50 most improved schools in the country.

RESOLVED –

- a) That where local priorities may be required in addition to the Children's Services obsessions, these would be agreed between the local lead member for Children's Services and the area head of targeted services. These priorities may include a focus on a specific element of one of the obsessions.
- b) That the basic need workshops be used to provide local intelligence for consideration in school place planning and to instruct officers on improved methods of member engagement in school place planning.
- c) To promote use of the igen centre on Eastgate, and the Leeds Pathways website, to NEET young people and their families, so igen are aware which 18 and 19 year olds are claiming out of work benefits and are eligible to receive support, so that young people's routes to employment and training is enhanced.

55 Area Committee Update Report

The Assistant Chief Executive (Citizens & Communities) submitted a report providing members with an update on recent Sub Group business and the current position relating to other project activity.

Members were asked to consider a new place based name for the Community Committee which would be formally constituted at the Annual Council meeting in June 2014.

RESOLVED –

- a) **That the Key Messages from Sub Groups and Forums be noted and actioned as appropriate.**
- b) **That a place-based name for the new community committee be agreed as follows – Inner North West Community Committee.**

56 Dates, Times and Venues of Community Committee Meetings 2014/15

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

In addition, Members were requested to give consideration as to whether they wished to continue with the Committee's current meeting and venue

Draft minutes to be approved at the meeting
to be held on Date Not Specified

arrangements or whether they would like to request any amendments to such arrangements.

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

- Thursday, 5 June 2014 at 10.00 a.m. (Election of Chair meeting)
- Thursday, 10 July 2014 at 7.00 p.m.
- Thursday, 9 October 2014 at 7.00 p.m.
- Thursday, 15 January 2015 at 7.00 p.m.
- Thursday, 12 March 2015 at 7.00 p.m.

Election of Chair meeting to be held in the Civic Hall, Leeds. Venues for other meetings to be confirmed.



Report of: Shaid Mahmood, West North West Area Leader

Report to: Inner West Community Committee: Armley; Bramley & Stanningley; Kirkstall

Date: 16th June 2014

Your 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. The report also asks members to consider and approve the priorities for the committee for the rest of 2014/15.

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. forge strong links with any local Town and Parish Councils; and
 - f. 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, with new agenda front sheets ready for the next meeting;
 - 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.

Topics for Inner West Community Committee 2014 to 2015

8. In preparation for the new Community Committee, the Area Support Team were asked to identify topics that Members may wish to focus their meetings around. A number of topics that may resonate across the three wards as suggestions for discussion are:
 - Engaging and increasing the influence of young people
 - Parks, outdoor play and recreation
 - Free school meal take up and family health
 - District centre sustainability
 - Mental health

For the first community committee meeting, a decision was taken in conjunction with the Chair to facilitate a discussion around district centre sustainability. Members are

asked to consider and agree topics for the remainder of the 2014/15 community committee cycle. If more than three topics are chosen, Members may wish to hold an additional Community Committee meeting.

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 Inner West Community Committee now has the opportunity to shape the way forward for the communities of Armley, Bramley & Stanningley and Kirkstall.

Recommendations

11. Members are asked to welcome the introduction of Community Committees.
12. 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.
13. Members are recommended to consider and approve the topics for engagement as detailed in paragraph 8.

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](#).

Report author: Rory Barke, Tel: (0113) 22 43103 / Stuart Byrne, Tel: (0113) 33 67635



Report of the City Solicitor

Report to Inner West Community Committee

Date: 16th July 2014

Subject: Community Committee Appointments

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Armley, Bramley & Stanningley, and Kirkstall	<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 bodies as appropriate, and consider establishing a new sub group structure to support the work of the Community Committee:-

- 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
- Children's Services Cluster Partnerships, also listed within Section 3.
- Community Committee sub groups as required
- Chair of Armley forum

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.

4 To nominate a new Chair for the Armley forum

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 Inner North West Area Committee had three sub groups covering Children & Young People, Environment and Planning. The Inner West Area Committee did not have themed sub groups but a General Purposes Sub Group to discuss matters outside of formal Committee meetings.

2.11 Armley Forum

- 2.12 The Armley Forum is a well attended community meeting held ten times per year. The role of Chair is currently vacant, and in accordance with the constitution the Community Committee is asked to nominate an Armley Ward Member to fill this position.

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 three appointments to be made in relation to the following organisations:-

- Inner West local housing advisory panel (Bramley and Stanningley)
- Mary Jane Butler Trust (Kirkstall)
- Bramley Poors Allotment Trust

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:

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

- 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.
- 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**
- **Fuel Poverty Champion**

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	No of Elected Members suggested	Suggested Ward link	Current Elected Member Representation
Bramley	1	Inner West	C GRUEN Bramley
ACES (Armley cluster extended services)	1	Inner West	A LOWE Armley

Inner NW Hub	2	Inner West	J ILLINGWORTH 1 Vacant Kirkstall
		Inner North West	To be appointed by INW CC

Community Committee Sub Groups

- 3.22 The Community Committee may wish to establish a sub group structure to support the Committee's delegations, currently Environmental Service Locality Team and Youth Activities Fund.
- 3.23 The Inner North West Area Committee had three sub groups covering Environment, Planning and Children & Young People. The Inner West Area Committee had a General Purposes Sub Group that met six times a year to discuss matters outside of the formal committee meetings.
- 3.24 Appendix 2 outlines a proposed sub group structure the Committee may wish to adopt.

Armley Forum

- 3.25 The Armley Forum is a well attended public meeting held ten times per year and is a consultative forum of the Community Committee. In accordance with the constitution, forum Chairs should be appointed by the Community Committee. The role of Chair of the Armley Forum is currently vacant, and Armley Members are asked to nominate a new 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:
- 1 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.
 - 2 Agree a new Community Committee Sub Group structure and membership.
 - 3 Nominate a new Chair for the Armley forum

7 Background documents²

7.1 There are no Background Documents associated with this report.

Report author: Gerard Watson / Kate Sibson 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.

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Appendix 1 – Appointments to outside bodies

Outside Body	Charity /Trust	No of Places	Review Date	No of places to review	Current appointees	Cllr Y/N	Review Period
Inner West Local Housing Advisory Panel	No	2	Jun-14 Jun-14	1 1	J McKenna Vacant	Y Y	Annually Annually
Mary Jane Butler Trust	Yes	2	Jul-16	1	L Yeadon	Y	4Years
				1	Vacant	Y	4 Years
Bramley Poors Allotment Trust	Yes	2	Jun-15	1	Mr M Law	N	3 years
(3 year term of office)			Jun-15	1	Vacant	Y	3 years

6

6

Number of places	6
Places held pending review	6
Places currently filled beyond June 14	3
Number of places to fill	3
Number of Members in the Committee Area	9

Percentage of
Members on the
Committee

Notional
Places
Allocated

Labour	9				100		0
Liberal Democrat	0				0		0
Conservative	0				0		0
Total	9						0

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Children and Young People and Corporate Carer Area Leads	Establish: Children and Young People Sub Group	Meets: as directed by Area Leads	Primary focus: Youth Activity Fund	Opportunity to: Enable consideration to be given to a wider range of issues and conditions as experienced by children and their families. Monitoring of performance and delivery of these services. Provide a forum for consultation. Influence the development of a Youth Panel/ Children's Board. Direct links through the Area Lead for Children's Services to the Executive Member for Health and Well-being.
Environment and Community Safety Area Leads	Establish: Environment and Community Safety Sub Group (links to DCSP)	Meets: as directed by Area Leads	Primary focus: Environmental Services delegation	Opportunity for: Cleaner, stronger and safer communities. Influence key priorities. Monitoring performance and delivery of services. Forum for consultation. Direct line of accountability from the Executive Member for Cleaner, Stronger and Safer Communities to the Area Lead and subsequently the sub group.
Health and Wellbeing and Adult Social Care Area Leads	Links to: WNW Health and Wellbeing partnership.			Opportunity for: Support the considerable amount of change that is currently taking place including the integration of Neighbourhood Health and Social Care Teams. Influence key priorities in relation to ASC and Public Health. Provide linkages to Neighbourhood Networks and Community Groups. Provide a forum for consultation. Direct links through the Area Lead for Health, Well-being and Adult Social Care to the Executive Member for Adult Social Care.
Employment, Skills and Welfare Area Lead	Links to: proposed WNW Employment, Skills and			Opportunity for: Responsive employment and skills services (Council and Partners/Providers).

	Welfare Priority Neighbourhood Board.			<p>Learning provision – including skills to meet the needs of the local communities.</p> <p>Working with local businesses to develop a sustainable local economy.</p> <p>Work readiness for local school, college and university leavers</p> <p>NEETs and maximising the support to SME's for apprenticeship opportunities</p> <p>Influence S106 opportunities to maximise local employment prospects including apprentices.</p> <p>Direct links from the Area Lead for Employment, Skills and Welfare to the Executive Member for Development and the Economy and Leisure and Skills.</p>
	General Purpose Sub Group	Meets: 4 times a year		<p>Opportunity for:</p> <p>More in depth discussions on matters that do not fit within the other sub groups.</p> <p>Area Lead Member led discussions.</p> <p>Wellbeing and Youth Activity Fund discussions.</p>



Report of the City Solicitor

Report to Inner West Community Committee

Date: 16th July 2014

Subject: Appointment of Co-optees to Community Committees

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

Summary of main issues

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

Recommendations

2. The Community Committee is asked to approve the approach of appointing two co-optees per ward as outlined within this report.
3. The Community Committee is requested to approve the appointment of those co-optees named within the report, nominate co-optees at the Committee meeting or defer the nomination of co-optees to a future meeting.

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

- 2.1 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’.

- 2.2 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.

- 2.3 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 and keeping the forums updated on Area Committee business.

- 3.2 Members are asked to consider the proposal to appoint two co-optees per ward, to participate in the work of the Inner 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.
- 3.4 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;
- 3.5 The following names have been put forward by Ward Members as nominees for Armley and Bramley and Stanningley wards. Kirkstall Members may wish to nominate co-optees at the meeting or defer a decision on the appointment of co-optees to a future meeting.
- 3.6 Armley Ward: Hazel Boutle and Eric Bowes
- Bramley & Stanningley Ward: Stephen McBarron and Annabel Gaskin

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 The Community Committee is asked to approve the approach of appointing two co-optees per ward as outline within this report.
- 6.2 The Community Committee is requested to approve the appointment of those co-optees named within the report, nominate co-optees at the Committee meeting or defer the nomination of co-optees to a future meeting.

7 Background documents¹

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

Report author: Gerard Watson and Alison Szustakowski

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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 Inner 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 inner west area of Leeds.
2. Have an understanding of the Inner 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 Inner West Community Committee, set out in the Council's calendar.

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Report of Head of Service Employment and Skills

Report to Inner West Community Committee

Date: 16 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 Inner 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.

1.0 Purpose of this report

To seek endorsement from the Inner 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, 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 areas of multiple deprivation are the Wyther Parks, Raynvvilles and Edinburghs in Armley; the Broadleas and Landseer's in Bramley & Stanningley and Broad Lane, the Vespers and the Hawkswoods in Kirkstall.

- 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 Inner West Employment, Skills and Welfare Area Lead Member was consulted on the proposals in April 2014. The Area Lead Members for Employment Skills and Welfare for Inner North West, Outer 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 Inner 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 of the West North West Area Leader

Report to Inner West Community Committee

Date: 16th July 2014

Subject: Wellbeing Update Report

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

Summary of main issues

1. This report provides the Inner West Community Committee with an update on the budget position for the Wellbeing Fund 2014/15 which has been revised for the new Community Committee boundary. The report outlines the current balance of the small grants and skips budgets including those small grants and skips that have been approved since the last meeting.
2. An update is provided on the Youth Activities Fund and the delegated decisions taken to allocate funding for summer holiday provision.
3. The report also presents two new large grant applications for consideration.

Recommendations

1. Note the current budget position for the Wellbeing Fund for 2014/15 (Appendix 1 and Appendix 2)
2. 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, and agree an upper limit for new small grant applications for 2014/15.

3. Note the current position of the Youth Activity Fund and projects funded through a delegated decision.
4. Consider the two projects deferred from the March 2014 Inner West Area Committee meeting presented at 3.10
5. Consider the two new Wellbeing applications presented at 3.14

1 Purpose of this report

- 1.1 This report provides Members with the new budget position for the Wellbeing Fund for 2014/15 following the creation of the new Community Committee. It also presents two new large grants for consideration.

2 Background information

- 2.2 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.
- 2.3 In 2014/15, the former Inner West Area Committee received a Wellbeing revenue budget of £123,670. After deducting any existing commitments and taking account of the 2013/14 carry forward position, the Area Committee had £191,605 of funding available to allocate. The majority of this funding was committed in March 2014 to 25 projects, as listed in **Appendix 1**.
- 2.4 The new Inner West Community Committee was established at full council on 16th June 2014. With the creation of the new Inner West Community Committee, the Wellbeing budget of the former Inner North West Area Committee has been reviewed, and projects relating to Kirkstall Ward are listed at **Appendix 2**. As the former Inner North West Area Committee allocated its total large grant budget to projects in March 2014, there is no available balance for large grants transferring into the Inner West Community Committee budget during 2014/15. There will however be funds transferring into the new Committee's small grants and skips pot, and the Youth Activities Fund budget, details of which are outlined later in this report.

The unallocated revenue budget for each ward is as follows:

Armley Ward: £33,246

Bramley & Stanningley Ward: £12,206

Kirkstall Ward: £0

Total: £45,452

- 2.5 The Inner West Community Committee has no available Capital Wellbeing or Capital Receipts Incentive Scheme at this time.

3 Main issues

3.1 Wellbeing Budget Statements 2014/15

3.2 The latest Wellbeing Budget Statement, detailing all projects currently funded for 2014/15, is included as **Appendix 1** covering Armley and Bramley and **Appendix 2** for Kirkstall.

3.3 Wellbeing Budget – Small Grants & Skips

3.4 A sum of £2,500 will be transferred into the Inner West Wellbeing small grants and skips budget from the Inner North West Wellbeing budget.

3.5 This gives a total balance of the small grants and skips budget at 1st July 2014 as: £8,593

3.6 The Community Committee is asked to confirm the approval process for small grants and skips, and set a limit for small grant requests.

3.7 The current small grant approval process is that a summary of the application is circulated to all Committee members with a two week deadline for comments. If a Member declines the application or queries cannot be resolved via email, the application is referred to the full Committee for a decision.

3.8 The former Inner West Area Committee set a small grant application limit of £300, and the former Inner North West Area Committee had a limit of £500. The Community Committee is asked to set an upper limit for small grant applications.

3.9 The table below outlines small grant and skip approvals since 25th March 2014.

Project Name	Organisation /Department	Amount Approved
New equipment	Bramley Buffaloes	£300
Training courses	Esprit Gymnastics	£300
Skips	4 approved	£500

3.10 Projects deferred from the March 2014 Inner West Area Committee meeting

3.11 At the Inner West Area Committee meeting held on 25th March 2014, Members deferred a decision on two Wellbeing applications for Bramley & Stanningley Ward:

3.12 **1) AIM Education Playful Parents & Back to Sports Leaders £7,710 Bramley & Stanningley Ward**

AIM Education applied for funding for two projects, one to support young parents build a positive family unit through play and education, the second is a project to encourage young people not in employment, education or training to become sports leaders. The application was deferred pending a match funding decision

from the Outer West Area Committee, who declined the application. A summary of the project is at **Appendix 3**.

3.13 **2) Burglary Other and Number Plate Theft Initiatives
£3,000 split Armley and Bramley & Stanningley wards**

Community Safety originally requested £5,000 towards the purchase of shed alarms and car security number plate kits. The application was deferred as Members requested a contribution from West Yorkshire Police. A summary of the project is at **Appendix 4**.

3.14 New Wellbeing Applications

3.15 **1) Revisit Programme - LCC Youth Service - £1,800**

The Youth Service is requesting £1,800 to fund a programme to support up to 30 vulnerable and challenging young people. The programme will be delivered in three ten week blocks themed around health, relationships and crime. A summary of the project is attached at **Appendix 5**.

3.16 **2) Ley Lane summer activities – Ley Lane working group - £1,960**

The Ley Lane area of Armley is a priority area for the Neighbourhood Policing Team and Community Safety following an increase in reported drug dealing and youth nuisance. A multi-agency working group has been established to support local residents to report crime and identify actions to address these issues.

The group is seeking £1,960 for Leeds City Council's Breeze team to run four outdoor multi-media and games sessions to engage with young people and provide positive activities to deter anti-social behaviour. The sessions will be attended by the police, Leeds Anti-social behaviour team and youth offending team who will work towards building productive relationships with the local youths. A full project summary is attached at **Appendix 6**.

3.17 Youth Activities Fund

3.18 The 2014/15 budget for the Inner West Area Committee's Youth Activities Fund was £32,400. Bramley cluster agreed to contribute towards to the Youth Activities Budget for projects in Bramley and Stanningley Ward plus the Wythers in Armley Ward.

3.19 An additional sum of £6,814 will be transferred from the unallocated balance of the Inner North West Youth Activities Fund for Kirkstall Ward.

3.20 The Youth Activities Fund must be allocated in consultation with young people. Over the past year, the Area Support Team and Ward Members consulted with more than one hundred 8-17 year olds through schools, youth groups and community events. Children's Services have attempted to establish a regular Children & Young People's Panel for the Inner West, however there has little progress made, and work is underway to review how these meetings can be better promoted and made easier for young people to attend.

3.21 In March and April, the Inner West and Inner North West Area Committees ran an open application process for organisations seeking funding to run activities over the summer holidays and into the autumn term. Both Committees requested that the funding be allocated via delegated decision in consultation with Ward Members and Area Committee Chairs. **Appendix 7** lists all the projects approved this year so far.

3.22 The unallocated Youth Activities Fund balances by ward are as follows:

Armley - £0

Bramley & Stanningley - £6,215

Kirkstall - £6,814

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Local priorities were set through the Area Business Plan process and the 2014/15 Wellbeing application round was advertised to all Area Committee contacts. The Youth Activity Fund application rounds were promoted through the Breeze Culture Network and local providers. Feedback from young people was presented to Ward Members and the Bramley Cluster steering group alongside the Youth Activities Fund applications.

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 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 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
- 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 Community Committee Wellbeing funding to local priorities will help to ensure that the maximum benefit can be provided.

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 Wellbeing 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.
- 5.2 Projects funded via the Wellbeing fund and Youth Activities Fund are presented in appendices 1-4.

6 Recommendations

- 6.1 The Committee is asked to:
1. Note the current budget position for the Wellbeing Fund for 2014/15 (Appendix 1 and Appendix 2)
 2. 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, and agree an upper limit for new small grant applications for 2014/15.
 3. Note the current position of the Youth Activity Fund and projects funded through a delegated decision.
 4. Consider the two projects deferred from the March 2014 Inner West Area Committee meeting presented at 3.10
 5. Consider the two new Wellbeing applications presented at 3.14

7 Background documents¹

- 7.3 None

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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.

Inner West Community Committee Wellbeing revenue statement Armley and Bramley & Stanningley Wards

Budget overview:

2014/15 IW Revenue Budget	IW Area Committee	Armley	B&S
Balance Brought Forward from 13/14	£60,487	£38,471	£18,814
2014/15 New Allocation	£123,670	£61,835	£61,835
Youth Activity Fund	£32,400		
Total	£216,557	£100,306	£80,649
Schemes Approved from 2013-14 budget to be spent in 2014-15	£35,532	£22,282	£11,540
2014/15 Commitments	£130,697	£31,555	£46,460
Remaining to Allocate	£50,328	£46,469	£22,649

2014/15 Large Grants

Project Name	Lead Organisation	Total Project Cost
Youth Activity Fund	WNW Area Support Team	£35,603
Small Grants & skips	WNW Area Support Team	£8,113
Festive light motif hire	WNW Area Support Team	£4,645
Armley Light Switch On	WNW Area Support Team	£5,500
Bramley Light Switch On	Bramley Lights Project	£2,500
Police off road bikes	West Yorks Police	£1,135
Armley hanging baskets	Armley Common Right Trust	£950
Fairfield community centre	Fairfield Partnership	£5,000
New Wortley community centre	New Wortley Community Association	£8,000
1213 Got Talent	Angel of Youths	£5,000
WWI Commemerations	WNW Area Support Team	£2,000
Bramley Carnival	Bramley Carnival	£3,000
Bramley music festival	Bramley Music Festival	£2,500
Multi sports holiday camp	LCC sport and active lifestyle	£2,688
Boys Brigade gala	Boys Brigade 11th Leeds Co	£1,500
Armley SNP	Breeze (LCC)	£4,935
Armley Brownie sleepover	Armley district Brownie / Guides	£1,000
Winter warmer packs	WNW Area Support Team	£3,800
Help for Eastern European community	POMOC	£700
Active after work	Hollybush TCV	£4,340
Bramley community shop	UpBEAT - Bramley Elderly Act	£12,500
Armley food bank	WNW Area Support Team	£2,000
Money buddies	WNW Area Support Team	£2,130
Broadleas CCTV	Leedswatch	£1,784
Bramley grit bins	LCC Highways	£600
Bramley site based gardener	LCC P & C	£9,602
	Total	£131,525

Small Grants and Skips Armley & Bramley & Stanningley Wards

IW/14/01/S	Scout hut loft access	17th South west leeds scout group	Armley	270.00
IW/14/02/S	New equipment	Bramley Buffaloes	A B&S	300.00

Skips

27/03/2014	Broadlea Road	125.00
04/04/2014	New Wortley Com Centre	125.00
24/04/2014	Wyther Park Crescent	125.00
06/05/2014	Moorfield Crescent	150.00
06/06/2014	Haleys Field allotments	125.00

Inner North West Wellbeing projects with a Kirkstall contribution

Project Name	Organisation / Department	Ward	Total Approved	Kirkstall Share
Small Grants	WNW Area Support Team	All Wards	£ 10,000.00	£ 2,500.00
Skips	WNW Area Support Team	All Wards	£ 2,000.00	£ 500.00
INW Festive Lights	Leeds Lights	All Wards	£ 13,005.00	£ 2,340.00
Woodsley Employability Project	Woodsley Rd Multicultural Comm Centre	HP&W, H ,K	£ 6,338.00	£ 1,000.00
Kirkstall Festival	Kirkstall Festival Committee	K	£ 5,900.00	£ 5,900.00
Headingley LitFest 2015	Headingley LitFest	HP&W, K, H	£ 3,500.00	
Door-to-Door Supermarket Shopping	Older Wiser Local Seniors (OWLS)	All Wards	£ 2,500.00	£ 1,000.00
Leeds Music Hub	Leeds Music Hub	HP&W, K, H	£ 5,000.00	£ 1,000.00
Community Development	AST	W	£ 14,000.00	£ 3,500.00
yOUR Neighbourhood	Leeds Met Student's Union	H	£ 4,600.00	£ 920.00
Off Road Bikes	West Yorkshire Police	All Wards	£ 1,135.00	£ 284.00
Out of Hours Noise Nuisance	Community Safety	All Wards	£ 10,000.00	£ 2,500.00
Childrens Champion	St Marys Church, Hawksworth Wood	K	£ 5,500.00	£ ,500.00
Fit Kids	Young Minds	HP&W, K, H	£ 4,073.00	£ 500.00
INW Mini Projects	LCC Youth Service	HP&W, K, W	£ 8 ,000.00	£ 2,000.00
Aireborough Summer Activities	Aireborough Summer Activities	K, W	£ 5,000.00	£ 2,500.00
Community Planner	LCC Planning	All Wards	£ 4,000.00	£ 6,000.00
Leave Leeds Tidy	Leave Leeds Tidy	HP&W, H, K	£ 8,000.00	£ 1,334.00
Healthy Lifestyle Group (inc. £5,000 contribution from Public Health)	Behno (Sisters) Group	HP&W, H, K, W	£ 10,907.00	£ 2,180.00
Healthy Living Project Focusing on Sedentary Occupational Groups (inc. £5,000 contribution from Public Health)	Cardigan Centre	HP&W	£ 10,000.00	£ 2,000.00
Support for Changeover	Localities Team	All Wards	£ 10,223.00	£ 1,700.00
			£ 143,681	£ 45,158.00

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Project Name	AIM Playful Parents & Back to Sports Leaders
Amount applied for	£7,710 (originally applied to outer West for half)
Lead Organisation	AIM Education
Ward/Neighbourhood	Bramley

Business Plan Objective	<ul style="list-style-type: none"> • Provide opportunities and facilities to enable local people to access and engage in sport and cultural activities • All children and young people have access to out of school activities • Engage with local communities to strengthen community activity and involvement in local decision making
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Project Summary
<p>The grant will be used to fund two community enrichment provisions that will be run at the Arthur Miller Stadium.</p> <p>Playful Parents Development Sessions;- £3,140 targeting young parents who have Children aged between 4— 10 years old and delivering workshop sessions on topics that will support the positive development of the family unit. It will be an opportunity to identify to parents the positive impact physical activity and play time has on young children. Highlighting the health benefits, mental stimulation and social skills through positive play time experiences</p> <p>Back to Sport Sports Leaders Provision; - £4, 570 targeting 17-24 year olds that are currently Not in Education, Employment or Training and have demonstrated a keen interest in sport. Using a multisport approach the targeted groups will be split into 4 groups of 4/6 and they will spend 10 weeks designing and completing a project to support the delivery of sport in the shape of out of school activity sessions to children from low income households. Training in all aspects of sports leadership, health and safety, first aid, coaching, behaviour support and session planning.</p>

Targets for the project and how success will be measured
<p>Playful Parents will target 16 - 20 parents entering onto the provision with a target of 10 completing all sessions and a further 4 completing a minimum of 7 sessions.</p> <p>The Back to Sport provision will target between 18 - 22 young people with a target of 12 completing all aspects of the provision. A further 6 completing 9 out of the 13 sessions.</p> <p>Success will be measured in retention of numbers and completion of workbooks and attainment of certification. Feedback forms will be used to identify strengths and development areas for future provisions and also to monitor the next steps for each of those that attended.</p>

How the project will be promoted and/or participation encouraged
<p>Along with advertising on websites and social media sites I will also be asking local agencies such as connections, Barca, Positive Futures to refer anyone they feel would benefit along with attending local job centres, and community hubs with flyers.</p>

Exit strategy/How the project will continue after the funding
<p>Along with visits from a range of providers and localised employers there will also be people from local sports groups highlighting the benefits of volunteering.</p> <p>Playful parents will have exit routes highlighted to those who wish to volunteer, embark on education or training courses or find working opportunities.</p>

Other organisations involved
<p>Stunningly SARLC will provide premises and use of their equipment to reduce costs of purchasing sports equipment. They will also support with advertising on their website and social media sites.</p>

Financial Information

Revenue funding requested	£7,710
Total cost of project	£9,195
Match funding/Other funding sources	£1,485 AIM Education

Full Breakdown of Costs			
Item	Wellbeing	Other (with funding body)	Date of Decision
Staffing	£4,370		
Facility	£2,760		
Advertising	£80		
Management and Planning		AIM Education £1,485	
Qualifications and workbooks	£500		
	£7,710	£1,485	

Details of volunteers	2
Volunteer Hours	

Details of funding from previous years
N/A

Area Support Team Comments
Application deferred pending the Outer West Area Committee decision - it was declined.

Project Name	Burglary Other initiatives
Amount applied for	£3000 (£1,500 Bramley & Stanningley, £1,500 Armley)
Lead Organisation	West Yorkshire Police
Ward/Neighbourhood	Bramley & Stanningley, Armley

Business Plan Objective	<ul style="list-style-type: none"> • Reduce crime and anti-social behaviour
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<p>Project Summary</p> <p>The funding will be used to support multi-agency projects across the Inner West, focussing on ‘burglary other’. Burglary other includes break ins to sheds, out-buildings and garages.</p> <p>Although there have been some solid reductions in burglary across the Inner West ward area, the division has seen an increase in burglary other particularly in the Bramley & Stanningley ward. Armley has seen a reduction however the general trend throughout the whole division is that burglary other is increasing.</p> <p>To help tackle this, the Police would like funding will be used to provide garage and shed alarms for over 1,200 properties, along with crime prevention advice, for repeat victims of thefts from garage/shed and outbuildings, and for those in particularly vulnerable locations. Police data will be used to target the most vulnerable properties and communities and will also form part of multi-agency action days in the burglary other hot spot areas. The PCSO will fit the alarms to garages and sheds of identified properties to make sure that the alarms are utilised.</p> <p>All partners will contribute their time and resources to work collectively to target local issues and provide reassurance to local communities though targeted initiatives in Inner West.</p>

<p>Targets for the project and how success will be measured</p> <ul style="list-style-type: none"> • Reduce burglary and vehicle crime in Inner West • Provide advice on crime prevention and reassurance to communities

<p>How the project will be promoted and/or participation encouraged</p> <p>The Police will explore local community groups that might be able to support the action day and use the Police Volunteers from West Yorkshire Police.</p>

<p>Exit strategy/How the project will continue after the funding</p> <p>The project is a one off request of funding to purchase specific items to support crime reduction and partnership activities.</p>
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<p>Other organisations involved</p> <p>Safer Leeds, Leeds Anti-Social Behaviour Team, Housing Leeds and others will be involved in action days.</p>
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Financial Information

Revenue funding requested	£3,000
Total cost of project	£3,000
Match funding/Other funding sources	£3,000 West Yorkshire Police proceeds of crime funding has been agreed to cover Inner and Outer West. £3,000 has been approved from the Outer West Community Committee in March 2014.

Full Breakdown of Costs			
Item	Wellbeing	Other (with funding body)	Date of Decision
1,200 shed/garage alarms (approx.)	£3,000	£3,000	April 2014
TOTAL	£3,000		

Details of volunteers	Varying numbers of volunteers will be used to deliver the project
Volunteer Hours	The number of hours depends on the availability at action days.

Details of funding from previous years
West Yorkshire Police have received various amounts of funding in the past for crime reduction initiatives.

Area Support Team Comments
The project was deferred as Members asked for a contribution from West Yorkshire Police. The Proceeds of Crime fund has awarded £3,000 to the scheme.

Project Name	Aim For It - Revizit
Amount applied for	£1,800
Lead Organisation	Multi-agency project in partnership with ACES & Bramley Cluster , Inner West Youth Service –, Community Safety, Police, Youth Offending Service, ASB, Stock Hill Day Centre and BARCA
Ward/Neighbourhood	Armley and Bramley & Stanningley

Business Plan Objective	1) Promote healthy lifestyles and tackle health inequalities 2) All children and young people have access to out of school activities 5) Make better use of our community buildings 6) Reduce crime and anti-social behaviour
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Project Summary	
<p>The Youth Service would like to run a targeted programme for vulnerable and challenging young people from Armley and Bramley age 11-16 to promote positive behaviour and build self esteem. The participants will be referred directly through the Anti-Social Behaviour team, youth offending service and police.</p> <p>There will be three 9 week blocks run throughout the year with an average of 10 participants on each one. The sessions will involve boxing / martial arts training as well as personal improvement topics as per the programme below. The sessions will run on Wednesdays from 5pm – 7pm at Stocks Hill Day Centre and transport will be provided.</p> <p>Staff costs will be covered by the Youth Service, and Wellbeing funding is requested as their budget does not cover costs such as transport, refreshments, specialist practitioners (e.g. boxing) and the end of programme trip.</p>	
Week Commencing	Session Titles
Week 1	Ground rules, Introduction to course and socialisation games
Week 2	Self Esteem and Confidence – comfortable, stretched, panicked
Week 3	Communication and Teamwork
Week 4	Sexual Health, The Body and Positive Relationships
Week 5	Drugs and Alcohol Awareness
Week 6	Problem Solving and Anger Management
Week 7	Stereotypes and Diversity - Choices and Consequences
Week 8	Motivation, Aspirations and Goal setting – Princess Trust Ambassadors to speak about the distance travelled and how they were able to overcome negative obstacles.
Week 9	Trip designed by young people's choice through consultation

Targets for the project and how success will be measured
<ul style="list-style-type: none"> The project will enable young people to divert their energy into positive challenges, but also to divert young people away from anti-Social behaviour, poor attendance, disaffection, or potential exclusion and who require additional support/strategies to encourage their attendance in mainstream education. To create an anti-oppressive environment that young people are encouraged to examine their attitudes and

behaviour within school and their neighbourhood
<ul style="list-style-type: none"> To promote employment opportunities To deliver informal programmes and social activity. The project will also help young people with their own personal development in terms of motivation, self-esteem and communication skills.

How the project will be promoted and/or participation encouraged
This will be done in conjunction with various partnership organisations, Referrals from schools, Pre NEET, self-referrals, Police, Leeds Anti-Social Behaviour Team and Outreach programmes

Exit strategy/How the project will continue after the funding
n/a

Other organisations involved
Multi-agency project in partnership with ACES & Bramley Cluster , Inner West Youth Service –, Community Safety, Police, Youth Offending Service, ASB, Stock Hill Day Centre and BARCA

Financial Information

Revenue funding requested	£1800
Total cost of project	£5160
Match funding/Other funding sources	In kind support of approx. £3360 via staff contribution, premises and materials. Approximate costs over the year- £3,360.00 (Youth Service Worker at £10 per hr and Youth Work Manager at £25 per hr)

Full Breakdown of Costs			
Item	Wellbeing	Other (with funding body)	Date of Decision
Mini bus costs	£700		
Activities	£450		
Refreshments	£200		
Driver	£450		

Details of volunteers	N/A
Volunteer Hours	N/A

Details of funding from previous years
A small grant of £600 was provided to run one short block last year.

Area Support Team Comments

Project Name	Breeze Games on Ley Lane
Amount applied for	£1,960
Lead Organisation	WNW Area Support Team / LCC Out of School Activities Team
Ward/Neighbourhood	Ley Lane, Armley

Business Plan Objective	<ul style="list-style-type: none"> • All children and young people in Leeds have access to out of school activities • Reduce crime and anti-social behaviour, with a particular focus on reducing burglary rates
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Project Summary
<p>The Ley Lane area has recently been a focus of anti-social behaviour and drug dealing, some of it perpetrated by children and young people. A multi-agency working group has been established to work with residents to look at ways of addressing these issues. Work carried out so far includes executing drugs warrants, increasing police patrols and securing agreement to pitch the flat roof of the electrical substation to stop it from being used as a meeting place.</p> <p>The working group would like to positively engage with young people in the area, and following consultation with those who currently attend youth service provision or are supervised by the youth offending team, it was agreed that the #BreezeGames sessions with a multi-media van, games and sports would be very popular and attract a good attendance.</p> <p>It is proposed that four sessions be run on the Ley Lane green space on consecutive weeks to give agencies the opportunity to work with the young people and signpost to other local provision.</p>

Targets for the project and how success will be measured
<p>The target is for 30 young people to attend the sessions.</p> <p>Agencies speak to all young people about crime and anti-social behaviour in the area.</p> <p>Success will be measured by a reduction in anti-social behaviour around Ley Lane.</p>

How the project will be promoted and/or participation encouraged
The sessions will be publicised through posters, word of mouth and possibly a banner on site.

Exit strategy/How the project will continue after the funding
There are four sessions planned and participants will be signposted to other provision including the youth service mobile, Christ Church Armley youth project and the Saturday Night Project at the leisure centre.

Other organisations involved
Youth Offending Service, Armley Cluster, Neighbourhood Policing Team, Youth Service, IGEN, Community Safety, local residents

Financial Information

Revenue funding requested	£1,960
Total cost of project	£1,960
Match funding/Other funding sources	0

Full Breakdown of Costs			
Item	Wellbeing	Other (with funding body)	Date of Decision
Staff costs: youth support, sports coach, co-ordinator, admin	275		
Breeze Arts Van, driver & security	150		
Fuel	20		
Games pack per session	45		
	£490		

Details of volunteers	12-15 volunteers per session
Volunteer Hours	36

Details of funding from previous years
The Community Committee is funding Breeze Games on the Wythers during the summer holidays through the Youth Activities Fund.

Area Support Team Comments

Inner West Community Committee Youth Activities Fund 2014/15 – Projects approved so far

Appendix 7

Reference	Project	Applicant	Total	Armley	Bramley & Sta'ley	Kirkstall	Bramley Cluster
IWYAF/14/01	Engage summer activities	Christ Church Youth Project	£3,623.00	£3,623.00			
IWYAF/14/02	Herd Farm on site activity & mini residential	Herd Farm	£ 3,136.00	£1,568.00	£1,568.00		
IWYAF/14/03	EQ Summer music programme	Equilateral media	£2,000.00	£500.00	£500.00		£1,000.00
IWYAF/14/04	Mini Breeze	Breeze	£7,500.00	£3,750.00	£1,875.00		£1,875.00
IWYAF/14/05	#Breeze games	Breeze	£2,800.00	£1,400.00			£1,400.00
IWYAF/14/06	Summer activity camps	AIM Education	£4,028.00		£2,014.00		£2,014.00
IWYAF/14/07	Get outdoors activity sessions	Barca Leeds	£3,700.00		£1,850.00		£1,850.00
IWYAF/14/08	Summer holiday trips	Barca Leeds	£2,538.00	£1,269.00	£1,269.00		
IWYAF/14/09	Outdoor play sessions	Leeds Play Network					
IWYAF/14/10	Learn to skate project	Sk8 Safe	£1,136.00		£568.00		£568.00
IWYAF/14/11	Afternoon fun sessions	Fairfield CC	£1,050.00		£525.00		£525.00
IWYAF/14/12	Afternoon fun sessions	New Wortley CC	£1,557.00	£1,557.00			
IWYAF/14/13	Saturday night project extension	Breeze	£3,279.39	£3,279.39			
IWYAF/14/14	Junior Jam at New Wortley & Fairfield community ctrs	Junior Jam	£562.00	£562.00			
INWYAF/13/02	Burley Chatterbooks	Better Leeds Communities	£895.00			£895.00	
INWYAF/14/02	Holiday Activities	YMCA – Hawksworth Wood	£2,505.00			£2,505	

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Report of: West North West Area Leader

Report to Inner West Community Committee

Date: 16th July 2014

Subject: Introduction to the District Centre Community Committee Topic

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

Summary of main issues

- Community Committees have been designed to engage with residents around topics of local interest. The first topic chosen is District Centres.
- A discussion paper focusing on key issues, challenges and opportunities around the three main district centres in each ward is appended to this report.
- A proposed community engagement plan for the topic is also appended to this report.

Recommendations

- The Community Committee is asked to consider the questions posed in the discussion paper and recommend key lines of enquiry to explore further and identify opportunities for improvement activities that will be reviewed at a future Committee meeting.
- The Committee is asked to review the community engagement plan and make recommendations for other ways to engage with local residents around this topic.

1 Purpose of this report

- 1.1 The purpose of this report is to launch the 'District Centres' Community Committee topic to investigate how to promote sustainable district centres across the inner West area.
- 1.2 The reports sets out the challenges and opportunities facing the district centres in the years ahead and sets out a community engagement plan to find out what local residents want from their high street.

2 Background information

- 2.1 The inner West area has three main district centres; Armley Town Street, Bramley shopping centre and Kirkstall district centre. There are other, smaller centres including Stanningley Bottom, New Wortley, Rodley and Hawksworth Wood, but for the purposes of this report, the focus will be on the three largest.

3 Main issues

- 3.2 A discussion paper is appended to this report that sets out key drivers, challenges and opportunities for the three district centres. It also explains the council's role around planning, assets, environment and community safety in promoting sustainable district centres.
- 3.3 Members are asked to draw out a small number of themes or issues to explore further and speak to local residents and businesses about. A report on how this topic has developed will be presented to a future Community Committee meeting.

4 Corporate Considerations

4.4 Consultation and Engagement

- 4.4.1 Stakeholders and residents will be consulted on the topic and the community engagement plan is appended to this report.

4.5 Equality and Diversity / Cohesion and Integration

- 4.5.2 District centres must be safe and accessible as local centres are often the only place where vulnerable people are able to shop and access services due to the expense or difficulty travelling to another location.
- 4.5.3 There are issues around cohesion and integration outlined in this report, with tensions reported about groups of young people or new migrants gathering in town centres. These must be addressed to ensure that town centres are seen to be open to all members of the community with no-one feeling threatened or excluded.

4.6 Council policies and City Priorities

- 4.6.1 Council policy affecting district centres is outlined in the discussion paper.
- 4.6.2 The District Centres topic directly relates to the Best Council Plan priorities of
 - Promoting sustainable & inclusive economic growth

- Supporting communities and tackling poverty

4.7 Resources and value for money

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

4.8 Legal Implications, Access to Information and Call In

- 4.8.1 There are no legal implications and this report is not eligible for call in.

4.9 Risk Management

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

5 Conclusions

- 5.1 The Community Committee has chosen the district centres topic in recognition of the role they play in supporting local communities.
- 5.2 The discussion paper outlines key drivers, challenges and opportunities around the topic and how the local authority can promote sustainable district centres in partnership with businesses and the local community.

6 Recommendations

- 6.1 The Community Committee is asked to:
- The Community Committee is asked to consider the questions posed in the discussion paper and recommend key lines of enquiry to explore further and identify opportunities for improvement activities that will be reviewed at a future Committee meeting.
 - The Committee is asked to review the community engagement plan and make recommendations for other ways to engage with local residents around the topic.

7 Background documents¹

- 7.1 None

Report author: Kate Sibson

Tel: 0113 3367871

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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Discussion Paper on District Centres

Introduction

The 'District Centres' Community Committee topic will investigate how to support sustainable district centres in the inner West area. This discussion paper sets out the challenges and opportunities facing district centres in the years ahead, and asks the Committee to identify a small number of specific themes or issues that warrant further investigation and consultation with local residents.

The Community Engagement Plan at Appendix 1 outlines how the local authority and its partners will consult with local residents to find out their views on this topic.

Background

The inner West area has three main district centres; Armley Town Street, Bramley shopping centre and Kirkstall Road. There are other, smaller centres including Stanningley Bottom, New Wortley, Rodley and Hawksworth Wood, but for the purpose of this report, the focus will be on the three largest.

The three district centres are very different; Bramley is dominated by a shopping centre with relatively small units, Kirkstall has two retail parks with large stores and a busy high street full of independent shops and a strong night time economy, and Armley's Town Street has been transformed with heritage lottery funding and has a multi-cultural retail mix of retailers serving the local community.

There are many stakeholders that contribute towards the sustainability of a district centre. Retailers and businesses are an obvious one, but the council plays a key role in terms of determining planning policy, cleaning the streets, managing traffic and keeping people safe from crime and anti-social behaviour.

The Inner West District Centres

1) Armley

Armley Town Street has the One Stop Centre and Library at one end and a modern medical centre and Armley Moor at the other. A few years ago, the Council was awarded a heritage lottery grant to install York stone paving, artwork and street furniture and fund heritage shop fronts to a number of retail units in the town.

Armley is one of the most deprived neighbourhoods in the city, and although the main district centre has only a small number of empty shops. Town Street is a Designated Public Place prohibiting the consumption of alcohol on the street, the police make regular patrols and take positive action when necessary.

Drivers:

- Excellent public facilities within the district centre including the library / one stop, leisure centre, medical centre and Armley Moor.
- Several banks and chain stores on Town Street including Boots, Co-op, Jack Fulton and Savers.
- A good mix of independent stores including clothing, hardwares and butchers
- Several stores serving the increasing population of new migrants from Eastern Europe

Challenges:

- No large supermarket, with parking, to bring customers from surrounding areas into the town
- Wilkinsons / Tesco Metro face away from the town centre onto Stanningley Road
- Groups of males gathering by off licenses and betting shops blocking pavements. This is not a crime, but residents report feeling nervous and intimidated.
- Dog mess and litter are an issue on Town Street
- A reduction in the number of factories and businesses near the centre has affected footfall

Opportunities

- Planning permission has been granted for a supermarket on Carr Crofts, however there are currently no firm plans to develop the site.
- Planned redevelopment of eyesore sites including former Theaker Lane medical centre.
- One Stop Centre to become a multi-agency Hub with an increased range of customer facing services.
- Successful community events such as Armley Fun Day and the Christmas light switch on could be used to further promote the town.
- Armley is home to two fantastic arts organisations, Interplay Theatre and Assembly House Studios, as well as several freelance artists. There could be an opportunity to tap into this creative talent and bring it into the public realm.

2) Bramley

Bramley district centre is dominated by Bramley shopping centre with some independent retailers further up Town Street. There is a medium sized Tesco store in the centre along with Farm Foods and a number of smaller retail units. In recent years, the number of pawn brokers and high interest money lenders and domestic goods stores has increased. At a recent Bramley forum, residents reported that this is detrimental to the overall offer at the centre.

New River, the owners of Bramley shopping centre have ambitions to improve the centre. The office block attached to the centre is currently unoccupied and a number of proposals are being explored around the future of this space.

The Bramley housing office is adjacent to the shopping centre, however it is the only municipal building within the district centre, with the library and community run Bramley Baths around a quarter and half a mile away respectively.

Drivers:

- Shopping centre with Tesco and parking brings customers in from the surrounding area
- Plans are at an early stage to redevelop and potentially expand the centre
- Bus terminus at the centre increases footfall.
- District centre is clean and safe

Challenges:

- The number of high cost lenders / pawn brokers limits the mix of retailers at the centre
- Small unit sizes are not suitable for the larger retail chains
- There are some cafes within the centre, but no restaurant which limits the evening economy, some pub closures over recent years
- The centre is set back from the main road, and shops are not visible to passing trade

Opportunities:

- New River are looking to redevelop the office block at the centre if a suitable tenant can be found. The new car park may feature a market and performance space which will create a buzz around the centre and opportunities for local entrepreneurs
- A new Community Shop is opening at the centre run by Bramley Elderly Action offering a range of services including a credit union and financial inclusion advice sessions
- Leeds City Council is looking to rationalise its assets across the city and there is an opportunity to review the council owned buildings around the centre to co-locate services and drive footfall.

Kirkstall

Kirkstall has three distinct retail centres, the large Cardigan Fields complex with a cinema, restaurants and new Aldi supermarket, Kirkstall Road with a range of independent shops, restaurants and cafes, and the retail park just before the Abbey with a Morrisons supermarket and other chain stores.

There are several large developments proposed for this area including a new Tesco store close to the leisure centre, the Kirkstall Forge railway station and the redevelopment of the BHS site opposite Morrisons. Whilst these developments will certainly bring jobs and economic benefit, consideration will be given to how they will impact transport and trade in other parts of the community.

Kirkstall benefits from a well used leisure centre opposite the district centre close to the housing office and historic Kirkstall Abbey and Abbey House attractions. A household waste sorting site is located just off Kirkstall Road. The area around the Kirkstall district centre is due to benefit from the council's Town and District Centre capital scheme.

Drivers

- Kirkstall Road is a main route into Leeds with the independent shops located close to carriageway.
- The Morrisons retail park is on a key junction that also serves Armley and parts of Horsforth, Hyde Park and Headingley.
- The streets adjacent to Kirkstall Road are densely populated with many shared houses for young professionals and students.
- There is a strong community spirit in Kirkstall with the popular Kirkstall festival, farmers market and new Kirkstall in Bloom group.

Challenges

- Traffic is often heavy and there is limited parking around the shops on Kirkstall Road.
- There are some 'eyesore' sites close to the district centre including two former pubs and former waste transfer station.

Opportunities

- The new Kirkstall Forge station will increase footfall in the area.
- Proposed developments including Tesco and the BHS site could bring funding through the new Community Infrastructure Levy to improve the wider area
- The new Town and District Centre scheme will provide a platform for community engagement.
- The Kirkstall Festival and farmers market already play a key role in promoting the area and could be further exploited as a marketing tool.

Question 1: What influence does the Local Authority have over the sustainability of district centres?

Leeds City Council services have some affect on the success of district centres but there are also some limitations in terms of influencing private sector businesses which can present a challenge when looking at a vision for the area.

This section outlines the role of key public sector services on local district centres:

Leeds Policy Background

Over the next 15 years the service is planning for growth in retail and leisure spend overall in Leeds. The Core Strategy has a "Centres First" approach. This means directing new shopping proposals to sites within centres or to the edge of centres. The designated Town Centres within the Inner West Area are Armley, Bramley and Kirkstall. New facilities opening within these centres will help boost their health and vitality, but there is constant pressure from developers to open out-of-centre

facilities. The Site Allocations Plan seeks to identify extensions to the centres of Armley, Bramley and Kirkstall in order to secure improved retail provision in these areas. The Local Authority seeks to resist inappropriate retail developments outside of these centres, whilst being sensitive to the needs of the area in general. As such, the regeneration benefits of certain schemes (e.g. the Aldi proposal on Tong Road) must be balanced against their impact on the nearby town centres. When appropriate, the Local Authority has refused permission for out-of-centre stores, such as the enlarged Tesco proposals at Stonebridge Mills, as result of their likely negative impacts on nearby town centres.

Within town centres we define shopping frontages that contain high concentrations of shops. There is policy to maintain minimum concentrations of shops in these frontages. Within Primary Shopping Frontages we seek to resist any applications which would result in the proportion of A1 shop units falling below 70% of the overall frontage. Within Secondary Shopping Frontages 50% of the frontage should remain in A1 shopping use. Other town centre uses – banks, estate agents, letting agencies, cafes, restaurants, pubs, hotels, offices – should play a supporting secondary role in the defined frontages, or locate elsewhere in the town centre. Shopping frontages are currently being reviewed in the Site Allocations Plan.

A number of issues are regularly highlighted by residents and Ward Members in relation to planning policy:

Betting Shops

The Government has recently signalled their intention to alter the planning status of Betting Shops. They currently fall within the A2 Use Class, which means that changes of use from other services in that class (eg banks, estate agents, employment agencies) to betting shops do not need planning permission. However, in the future, changes to betting shops from all other uses will need planning permission.

Planning application decisions should be taken with regard to planning issues. This cannot include moral standpoints on gambling. Instead we have to consider what tangible impacts might arise. Planning policy seeks to maintain minimum concentrations of shops in shopping parades. So if a betting shop proposal would reduce the concentration of shops unacceptably, this would be a valid reason for refusal. There may also be amenity issues (such as noise and antisocial behaviour) from people coming and going, but these may be addressed through applying conditions to the planning permission. Amenity issues will be a greater concern if there are dwellings nearby.

High Cost Lenders

There is concern that high cost lenders are opening in certain town centres and having damaging effects on vulnerable communities. Whilst sympathetic to the issue, town planning may have a limited role. Further research is being undertaken by the Financial Inclusion Team to explore the effectiveness of other local authorities in trying to use planning control to address this issue. The use of Article 4 Directions has been proposed for discussion, which would mean that any units converting to a High Cost Lender would be required to seek Planning Permission. There are,

however, significant issues that need to be solved before an Article 4 Direction can be implemented, and the Financial Inclusion team are investigating this.

Food and Drink

Planning has greater ability to control hot food takeaways, drinking establishments and restaurants. The uses are separately defined in the Use Class Order. There are often physical nuisances in terms of noise and disturbance from visitors coming and going, noise from inside the premises, parking issues, music, outside seating, cooking smells etc. There can be cumulative impacts where such uses cluster together. Planning control often has good grounds to resist proposals altogether or permit with conditions that lessen the impact on amenity. These considerations are set out in Core Strategy policy which seeks to protect local amenity.

Car Parking

Many town centres do not have enough free or cheap car parking for visitors. The Portas Review highlighted the need for car parking to help town centres to compete with out-of-town, but noted that it is important for spaces to be available for town centre visitors, rather than being taken by commuters and shop workers. The Core Strategy is supportive of provision of car parking for shoppers and visitors to town centres, but there may be limited land opportunities and the Council has limited funding for such provision.

Planning – Development Management

Development Management Planning Officers consider and determine planning applications and provide pre-application advice on schemes taking into account national and local policy.

The key material planning considerations that applications are assessed on are include among others:

- Principle of the development
- Highways Safety
- Visual amenity - design, layout (taking into account character of the area)
- Amenity of neighbouring properties/uses
- Landscaping including trees, esp. if they are protected.
- Conservation Area impact if applicable
- Listed Building impact if applicable

Some developments trigger the requirement for S106 planning contributions for example, towards greenspace within the locality, provision of affordable housing, education contributions, highways improvements and travel plans to encourage different modes of travelling.

The majority of applications are advertised, which can take differing forms, for example site notices, neighbour letters, adverts in the press. Any comments received from the public must be noted and responded to as part of the determination of the application. The submission of an a objection does not necessarily mean an application will be refused.

Assets

The Council owns a number of properties in the district centres, and services like a library or leisure centre attract large number visitors. The Strategic Asset Management service is seeking to use council assets in the localities to focus on the following:

- To assist in the delivery of front facing locality based customer service provision through community hubs, pop up arrangements within individual buildings or clusters
- To work with Services to ensure that buildings are fit for purpose for both staff and visitors
- To use the council's assets to stimulate/assist regeneration, which may be through housing/commercial development
- To rationalise the number of council buildings, through making better use of the retained estate, via new ways of working, maximising space usage and sharing space with the third sector and other government departments via the One Public Estate pilot
- To increase the quality of the Council's investment portfolio

Community Safety

Reported crime around the three district centres is low, with the exception of a slight peak in shoplifting based around the larger stores in the Bramley shopping centre & Kirkstall, and vehicle crime around the Savis Mill retail park.

Despite the low level of reported crimes, members of the public regularly complain about perceived anti-social behaviour related to groups of youths (Bramley shopping centre and Cardigan Fields, Kirkstall) and non English speaking adults (Armley) congregating around the district centres. Whilst no crime is being committed, the police and community safety officers are aware of how issues this can affect community cohesion, and work underway to prevent tensions and improve the perception of crime and community safety in the town centres.

The police and local authority have worked together to introduce a 'Cumulative Impact Policy' in other areas of the city to limit the number of licenced premises in a specific location. There are no current plans introduce a Cumulative Impact Policy in the Inner West, but it could be argued that with seven off licences and three public houses on Town Street, Armley could be considered for this in the future.

Environment Locality Team

The Environment Locality Team has a range of responsibilities in relation to district centres:

Street Cleansing, litter bins and graffiti

All district centres receive a daily litter picking service – and a mechanical clean 4 times a week. Whilst the overall cleanliness of the district centres has improved over recent years, cigarette butts, chewing gum and food cartons remain an issue for the team. The Locality Team is also responsible for litter bins, and each district centre is assessed for litter bin provision and ensuring an appropriate timetable is in place for emptying. Street cleansing operatives and Environmental Enforcement Officers also regularly check district centres for graffiti and make referrals through to the graffiti removal team or work with the building owner to ensure the graffiti is cleared. In recognition of the above challenges - the locality team has recently reviewed its

cleansing regime and has asked all de-litters to enhance the environmental quality of destination district centres by doing more detailed manual cleansing to remove detritus and weeds etc. as part of the service level agreement commitments.

Environmental Enforcement and Business Waste

The Environmental Enforcement Officers work to educate the public around litter and issue fixed penalty notices where appropriate. The officers speak to local businesses to ensure trade waste is disposed of legally and issue Street Litter Cleansing Notices to specific retailers such as takeaways where excess litter is an issue.

A Board and Street Advertising

Council policy attempts to strike a balance between allowing businesses to promote themselves whilst minimising obstructions, litter and clutter on the streets. There are policies around A Boards, advertising on street furniture and flyering. Officers attempt to be supportive by providing advice and guidance in the first instance with enforcement powers used as a later option.

Employment & Skills

The service supports individuals into work placements and training opportunities. It is beneficial to have work placements close to home and creating closer links with local businesses in the Inner West district centres would facilitate this.

Local businesses can be supported to up-skill their existing workforce, for example around customer service, IT or basic skills. The service also works with employers to promote apprenticeships and placement opportunities for young people.

The new Employment, Skills and Welfare Board will review local employability and advice services with a view to improving provision across the priority neighbourhoods and within district centres.

Leeds Rhinos are keen to expand their work in communities and Employment & Skills are currently in discussions about possible options and funding, and there are other specialist providers in Kirkstall who support people with mental health difficulties in up-skilling and securing employment.

Employment Leeds works closely with Economic Development to link to the recruitment processes of new developments as demonstrated with the new Aldi stores Kirkstall and Bramley and Asda in Middleton. Sessions were held in local communities to help job seekers become more competitive for the posts.

Question 2: What are the themes or issues to take forward for further analysis?

The Community Committee is asked to consider the opportunities and challenges in this paper and identify a small number of themes or issues to take forward for further analysis and community consultation.

In 2011, the government carried out research into town and district centres led by the retail specialist Mary Portas. A number of recommendations were made which are listed in appendix 2.

There are examples of successful district centre work in other parts of Leeds. The White Rose Centre agreed to promote Morley town centre through advertising on its internal TV screens, allowing the town council to set up a prominent display and providing a £10,000 grant to fund a specialist adviser to develop the night time economy. The redevelopment of Morrisons in Rothwell was used as a catalyst for improving Commercial Street by improving customer flow and re-designing parking, the shop frontage and pathways.

From the experience of the Portas Pilots and work carried out around Leeds, the following questions may benefit further discussion:

- How to market the offer at the district centres?
- What opportunities exist for long term improvements?
- Does the district centre have a unique selling point, or can one be created?
- How can the not for profit sector influence innovation in district centres?
- What role do businesses and landlords play, how do we engage with them around the improvement agenda?
- How to support start-up businesses?

The Portas Review

An independent review into the future of our high streets

Summary of recommendations

1. Put in place a "Town Team": a visionary, strategic and strong operational management team for high streets
2. Empower successful Business Improvement Districts to take on more responsibilities and powers and become "Super-BIDs"
3. Legislate to allow landlords to become high street investors by contributing to their Business Improvement District
4. Establish a new "National Market Day" where budding shopkeepers can try their hand at operating a low-cost retail business
5. Make it easier for people to become market traders by removing unnecessary regulations so that anyone can trade on the high street unless there is a valid reason why not
6. Government should consider whether business rates can better support small businesses and independent retailers
7. Local authorities should use their new discretionary powers to give business rate concessions to new local businesses
8. Make business rates work for business by reviewing the use of the RPI with a view to changing the calculation to CPI
9. Local areas should implement free controlled parking schemes that work for their town centres and we should have a new parking league table
10. Town Teams should focus on making high streets accessible, attractive and safe
11. Government should include high street deregulation as part of their ongoing work on freeing up red tape
12. Address the restrictive aspects of the 'Use Class' system to make it easier to change the uses of key properties on the high street
13. Put betting shops into a separate 'Use Class' of their own

14. Make explicit a presumption in favour of town centre development in the wording of the National Planning Policy Framework

15. Introduce Secretary of State "exceptional sign off" for all new out-of-town developments and require all large new developments to have an "affordable shops" quota

16. Large retailers should support and mentor local businesses and independent retailers 17. Retailers should report on their support of local high streets in their annual report

18. Encourage a contract of care between landlords and their commercial tenants by promoting the leasing code and supporting the use of lease structures other than upward only rent reviews, especially for small businesses

19. Explore further disincentives to prevent landlords from leaving units vacant

20. Banks who own empty property on the high street should either administer these assets well or be required to sell them

21. Local authorities should make more proactive use of Compulsory Purchase Order powers to encourage the redevelopment of key high street retail space

22. Empower local authorities to step in when landlords are negligent with new "Empty Shop Management Orders"

23. Introduce a public register of high street landlords

24. Run a high profile campaign to get people involved in Neighbourhood Plans

25. Promote the inclusion of the High Street in Neighbourhood Plans

26. Developers should make a financial contribution to ensure that the local community has a strong voice in the planning system

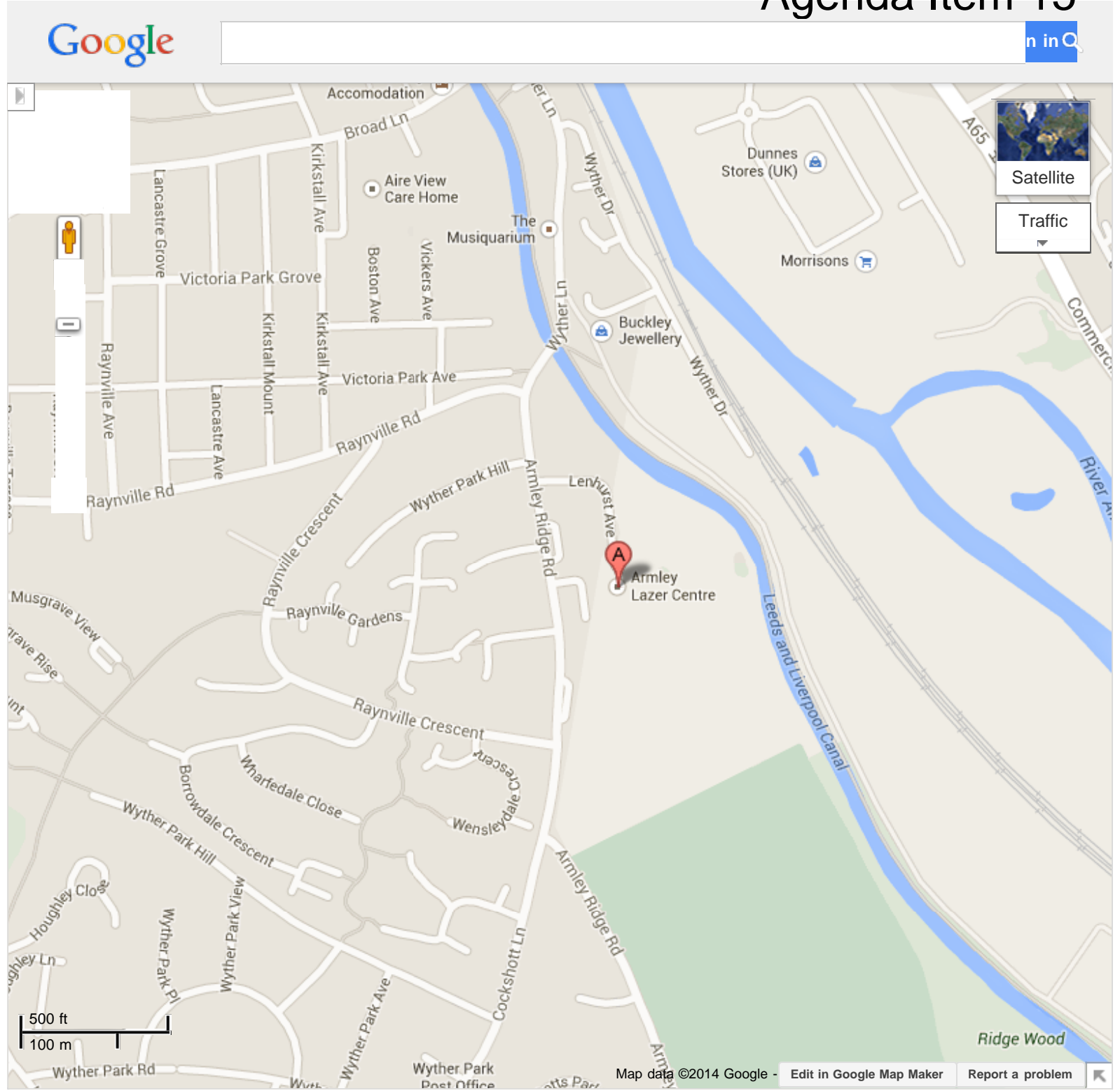
27. Support imaginative community use of empty properties through Community Right to Buy, Meanwhile Use and a new "Community Right to Try"

28. Run a number of High Street Pilots to test proof of concept

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COMMUNITY COMMITTEE ENGAGEMENT PLAN		
TOPIC : DISTRICT CENTRE SUSTAINABILITY		
Consultation Period	July 2014 – October 2014	
Summary of topic	The topic focuses on the three main district centres in each ward - Armley Town Street, Kirkstall Road and Bramley shopping centre. The discussion at the Community Committee will focus on the Local Authority's role in promoting sustainable district centres and establish key lines of enquiry to take forward for consultation with the community and action.	
Stakeholders	Stakeholders are individuals or organisations who have a direct interest in the topic	
Community	Local Authority & Public Sector	Third Sector
Local residents	Planning services	Barca Leeds
Local retailers	Environmental services	Neighbourhood Networks
Local businesses	Employment and skills	Bramley Baths
Commercial landlords	City development (major projects)	Kirkstall In Bloom
	Strategic asset management	Bramley Carnival
	Clinical Commissioning Group	Kirkstall Festival
	Police	Armley Fun Day Cttee
	LCC Community Safety	
	Markets	
	Highways	
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
Shoppers survey	Filmed vox pops or questionnaire	Area Support Team
Business survey	Filmed vox pops, questionnaire	Area Support Team
Agenda item on resident group meetings	Ask existing groups to consider the key lines of enquiry at their meetings	Housing Leeds
Scribble board at community buildings	Ask leisure centres / housing offices to host a poster or display board for a week for customers to leave comments on	Bramley Baths, Kirkstall Leisure Centre, Armley Leisure Centre, Armley Hub, Bramley Housing Office
Online survey	Open a survey online around the key lines of enquiry and promote widely	Area Support Team
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
Business forums	Invite local businesses to a meeting to discuss the district centre and key lines of enquiry	Engaging with businesses in this way has proved difficult in the past and will need time dedicated to making them a success.
Front line worker feedback	Ask front line staff e.g. street cleansing team, environmental enforcement officers, planners, environmental health officers to provide feedback from their own experience and residents / businesses	Will take some time away from normal duties to complete this exercise

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