

**Report of Area Leader – South East Leeds**

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

**Date: Wednesday 6<sup>th</sup> November 2013**

**Subject: A Summary of Key Work**

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

**Summary of main issues and corporate governance considerations**

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

**Recommendations**

2. The Area Committee is asked to:
  - a) note the contents of the report and make comment as appropriate;
  - b) agree that the proposed model at **Appendix 2b** be adopted;
  - c) agree funding to be provided for after school activities and the February 2014 half term;
  - d) agree that projects to be progressed outside of the Area Committee following consultation with Member.

## **1.0 Purpose of Report**

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

## **2.0 Background Information**

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

## **3.0 Main Issues**

### **3.1 Area Chairs Forum**

- 3.1.1 The minutes of the meeting held on 28<sup>th</sup> June were approved at the meeting on 6<sup>th</sup> September 2013 and are attached at **Appendix 1**. The minutes from 6<sup>th</sup> September were approved at the meeting on Friday 4<sup>th</sup> October and are attached at **Appendix 1b**. The minutes of 4<sup>th</sup> October will be approved at the next meeting which will take place on 25<sup>th</sup> November 2013 and will be presented to a future Area Committee.

## **4.0 Updates by theme: Children & Families – Cllr Angela Gabriel**

### **4.1 Children & Young People's Sub-group**

- 4.1.1 The Children and Young People' sub group met on 8<sup>th</sup> October and the draft minutes are attached at **Appendix 2**.
- 4.1.2 Members will recall that The Inner South Area Committee is charged with delivering a programme of activities and ensuring that children and young people are involved in the planning, decision making and evaluation of those activities. The Youth Activities Fund delegated to Area Committees will be used to fund this programme.
- 4.1.3 The model outlined in **Appendix 2b** proposes a process that will allow the group to commission activities for Children & Young People.
- 4.1.4 **2013/14 – Year 1 proposal**  
Children & Young People have been engaged in determining which activities should be funded via consultation already carried out by a range of partners. Providers will be required to confirm their own consultation process with Children & Young People about the activities that they are requesting funding for. Activities need to be delivered by 31<sup>st</sup> March 2014.

4.1.5 Given the short timescales for making decisions and ensuring activities are delivered, it is proposed that Area Committee agree:

- that the activities funding is used to provide funding for after school activities and for the February 2014 half term.
- to make decisions about youth activities funding outside of the Area Committee meeting via email. Members will be asked to indicate their support to projects.
- to note and make comments on the attached flyer at **Appendix 2c** inviting organisations to apply for funding to deliver activities.

The remaining activities fund balance is outlined in the table below:

| <b>Inner South Area Committee Activities Fund Delegation 2013/14</b> |                   |  |                               |                           |
|--|-------------------|--|-------------------------------|---------------------------|
|  |                   | <b>Ward Split<br/>8-17 Population (8322)</b> |                               |                           |
|  |                   | <b>2549</b>                                  | <b>2335</b>                   | <b>3438</b>               |
|  |                   | <b>Beeston<br/>&amp;<br/>Holbeck</b>         | <b>City &amp;<br/>Hunslet</b> | <b>Middleton<br/>Park</b> |
| <b>Income</b>  | <b>£24,864.00</b> | <b>£7,615.76</b>                             | <b>£6,976.38</b>              | <b>£10,271.86</b>         |
| <b>Expenditure</b>   |                   |  |                               |                           |
| Mini Breeze Events September 2013                                    |                   | £3,750.00                                    | £3,750.00                     | £3,750.00                 |
| Total spend per ward   | £11,250.00        | £3,750.00                                    | £3,750.00                     | £3,750.00                 |
| <b>Balance Remaining per ward September 2013</b>                     | <b>£13,614.00</b> | <b>£3,865.76</b>                             | <b>£3,226.38</b>              | <b>£6,521.86</b>          |

#### 4.1.6 **2014/15 – Year 2 proposal**

For the second tranche of youth activities funding in 2014/15, the process outlined will be reviewed and the views of Members will be sought at a future date.

#### 4.2 Procurement Pilot

4.2.1 The completion of the Transforming Procurement project within Leeds City Council produced a new procurement strategy that uses a category management system to improve outcomes and value for money from the goods, works and services it buys. The strategy highlights the importance of engagement with Elected Members, service users and providers throughout the procurement process. This ensures the procurement takes into account locality working and reflects needs and opportunities.

4.2.2 Area Support Team and the Procurement Unit have been working together on two strands of work. Firstly, to understand how the aims of the procurement strategy around engagement with stakeholders can be practically applied. Secondly, as increasing resources are delegated to Area Committees, how the Procurement Team can support the Area Committee undertake a robust commissioning process that ensures that as a

public body, Leeds City Council decision making processes are open, transparent and legally sound, as well as meeting the needs of communities by improving outcomes for service users, and delivering value for money.

- 4.2.3 This work is focusing on two areas; one where the budget being used to commission services is held centrally, and one where the budget is held locally. The areas of work chosen by Procurement Unit in conjunction with Area Leaders are Public Health (central budget) and Children and Young Peoples Activities Fund (local budget). Paperwork being produced as part of this work includes a framework for what to include in Member briefing notes at the start of a commissioning process, an overview of planning a simple procurement, a flowchart for officers on how to identify when to commission and how to undertake it, and a specification form that will provide details for interested papers on the procurement. For the 2013/14 Activities Fund the Procurement Team is supporting the Area Committee by ensuring promotion of the fund is made as broad as possible. Further work will be completed on paperwork and processes by January 2014 with the view to test them in 2014/15 on the Activities Fund.

## 5.0 Updates by Theme: Sustainable Economy and Culture

### 5.1 Employment and Skills Board – Cllr Kim Groves

- 5.1.1 The next meeting of the board is due to take place on the 29<sup>th</sup> November 2013. Amongst the items to be discussed at the meeting is an update on the strategy for engagement with business in South Leeds.
- 5.1.2 Jobshops at Dewsbury Road One Stop Centre and St Georges centre opened in September 2013. The table below outlines activities during the period 5<sup>th</sup> September to the 3<sup>rd</sup> October 2013.

|                          | Dewsbury Road One Stop Shop | St Georges Centre |
|--------------------------|-----------------------------|-------------------|
| <b>New registrations</b> | 99                          | 47                |
| <b>Jobs found</b>        | 15                          | 1                 |

- 5.1.3 Community Learning  
Following the last Area Committee meeting, from the 24 providers appointed, 18 have proposed to deliver training within three of the Inner South wards. **Appendix 3** provides a summary of the community learning providers.

### 5.2 Town and District Centres Programme (T&DC)

- 5.2.1 Since last Area Committee meeting, Area Support Team has been informed that Dewsbury Road district centre is to be funded under T&DC2 programme, following consideration by the THI/TDC Programme Board and the Asset Management Board. The approval provides authority to take the above scheme to detailed design stage, prior to seeking a design and cost report approval by the Director of Development.

- 5.2.2 The nomination for Middleton Circus has been put on the reserve list and will not be funded under T&DC2 but will be retained as a reserve scheme that may be considered for funding if additional resources become available in future.
- 5.2.3 In total six district centres were nominated for funding under T&DC2 scheme. These were appraised against the eight criteria for T&DC2. Based on these appraisals, the THI/TDC Programme Board recommended three nominations for funding to Asset Management Board (AMB). On 5<sup>th</sup> September 2013, AMB approved following three district centres for funding:
1. Harehills Lane
  2. Kirkstall Road
  3. Dewsbury Road
- 5.2.4 The delivery of the projects will be co-ordinated by a small project team, led by the Regeneration Service, consisting of officers from the Area Support Teams, Economic Development, NPS (Leeds), Highways Service and Planning Service.
- 5.2.5 The project management and reporting to the Programme Board will be undertaken by Regeneration Service. The AST will be responsible for keeping the relevant Area Committees informed and for consulting with the local councillors, traders and residents. The AST will also work with Economic Development in developing a Town Team for each of the chosen district centres.
- 5.2.6 The Regeneration Service will prepare design brief and instruct NPS Ltd (LCC's strategic design partner), draft a business plan based on final design, seek all financial and procurement approvals, manage the budget and prepare highlight reports for Programme Board and update reports for AMB.
- 5.2.7 The provisional programme for T&DC2 is as follows:

- |  |                  |
|--|------------------|
| • Design brief for NPS                                 | September 2013   |
| • Draft design with itemised budget costs and drawings | November 2013    |
| • Business Plan to THI/T&DC Programme Board            | December 2014    |
| • 1 <sup>st</sup> scheme final design and final costs  | January 2014     |
| • 1 <sup>st</sup> scheme DCR/DDN to PB (Design freeze) | March 2014       |
| • 1 <sup>st</sup> Scheme tender procurement            | April / May 2014 |
| • 1 <sup>st</sup> scheme start on site                 | September 2014   |

## **6.0 Updates by theme: Environment & Community Safety – Cllr Adam Ogilvie**

### **6.1 Inner South Environmental Sub-Group**

- 6.1.1 The last meeting of the group took place on the 18<sup>th</sup> September 2013 and the draft minutes are attached as **Appendix 4**. The next meeting is scheduled for 12<sup>th</sup> November.

- 6.1.2 The meeting focused on performance and delivery of SLA priorities. The main points discussed include:
- New focus on reducing sickness.
  - Quality checks being carried out by supervisors.
  - Cottingley estate has improved with a full time litter picker.
  - Increase in active, more pro-active enforcement work, particularly in Middleton Park Ward.
  - Relevant Elected Members to front the communication of localised key messages. Area Support Team to circulate key messages.
- 6.1.3 A full performance report is attached as **Appendix 4b**.

## **6.2 Community Safety**

### Partnership and priorities

- 6.2.1 The Safer Leeds Executive priorities for 2013/14 are as follows:
- Strengthening the partnership approach to support a reduction in **domestic abuse**.
  - Continued focus on reducing domestic **burglary** and its impact across Leeds.
  - Effectively tackle and reduce **ASB** in our communities
  - Improve our understanding of and approach to deal with **Child Sexual Exploitation**
  - Reduce **re-offending**
  - Deal with increased use of **legal highs and cannabis** in the city
- 6.2.2 The South Leeds Community Safety and Environmental Partnership met on 5<sup>th</sup> September and the Inner South Area Committee was represented by the Area Lead Member Councillor Adam Ogilvie. The meeting approved its revised Operating Principles and updates were provided on the action plan. The action plan has been circulated by email and Members are invited to comment on its progress via the Area Lead Member.

### 6.2.3 Area Lead role

Area Lead Members for Community Safety Safer Leeds were invited to attend a meeting with the Senior Management Team of Safer Leeds in October. The Chief Officer provided an overview of the Safer Leeds strategic priorities and explain roles of the members of SMT. Further work is ongoing with the Area Community Safety Co-ordinator to develop communications between the Area Committee and the local partnership. The Community Safety Annual Report is in preparation for the December meeting of the Area Committee. Members are invited to discuss its content with the Area Lead Member.

### Key achievements

### 6.2.4 Burglary Reduction

Members have been advised in previous reports of ongoing activity and success in reducing the number of burglaries in Middleton Park ward. The downward trend continues with only 161 burglaries reported in the ward in the 12 months to August 2013. Middleton Park ward is now ranked 17<sup>th</sup> in the city. The NPT and partners will continue

to deliver crime reduction activity in order to sustain this reduction. The burglary levels in the ward will continue to be monitored by the local partnership.

Burglary has increased in Beeston and Holbeck ward by 10.2% to 226 offences in the 12 months to August 2013. It's ward ranking has increased to 4<sup>th</sup> in the city. It should be noted however, that the change in ranking is in part due to successes in reducing numbers of offences in other wards. Furthermore, there was a spike in burglary figures in November 2012 that has affected the average for the year. This spike was due to the activity of one individual who is now in prison. Ward Members have been advised by email of a series of short term actions to supplement the ongoing "Darker Nights" activity in order to prevent an increase in burglaries during the winter months. The NPT will continue to monitor burglaries and advise colleagues and Members if the situation alters over the coming months.

#### 6.2.5 Tackling and reducing ASB

Operation Flame is a multi agency plan that seeks to limit the seasonal increase in ASB and secondary fires associated with Mischief and Bonfire Nights. The document for 2013 has been circulated to Members. It will be reviewed at the November meeting of the South Leeds Community Safety and Environmental Partnership. Members are invited to share their views with the Area Lead Member.

#### 6.2.6 Child Sexual Exploitation (CSE)

The September meeting of the South Leeds CSE Practitioners Forum agreed to develop an awareness raising session for practitioners (date, time and venue to be confirmed). Members are invited to liaise with the Area Lead Member in identifying their own training needs in relation to this issue. The December meeting of the Practitioners Forum will consider awareness raising in communities and with parents.

### 7.0 **Updates by theme: Health and Wellbeing – Cllr Paul Truswell**

7.1 The Area Health and Wellbeing Partnership Arrangements 2013-15 have now been agreed and attached at **Appendix 5**.

#### 7.2 Alcohol and related community safety harm reduction programme

7.2.1 The South Leeds licensing guidance framework is being used to set restriction measures on new applications. We've had four cases in LS10/11 since May this year and held meetings with applicants. A representation is currently going through on the ASDA store application for Middleton area which is for 24/7 hour sales and the hope is to connect this in with the planning permission which is from 8-10.

7.2.2 An alcohol and drugs co-production event is to be held on 11<sup>th</sup> December 2013 focussing on LS11. The aim of the event is to gage community concerns to inform future commissioning and to develop joint local solutions in partnership with local residents. It follows on from events having been run in WNW and ENE localities.

### 7.3 Reducing Harmful Effects of Tobacco in Belle Isle

7.3.1 The cessation clinic established in Belle Isle is due to be reviewed In October 2013. Numbers attending the sessions have dropped which is in line with the pattern for the city. The data for smoking prevalence rates however is showing a gradual increase. Promotion of Stoptober has taken place across the Inner South locality area.

### 7.4 Leeds Let's Get Active

7.4.1 Leeds Lets's Get Active is a Leeds Council Leisure Services programme of free activities. Free gym and swim sessions are available across all leisure centres in Leeds. (See attached leaflet and information on venues and sessions).

### 7.5 Mental Health and Wellbeing

7.5.1 The South East multi agency working group is to send out a survey in November 2013 targeting frontline workers in LS11 as the area having the highest suicide rates for the South East. The survey will scope understanding and knowledge of mental health services to determine level of awareness and any gaps which are to be addressed via a future locality event.

7.5.2 The Middleton and Belle isle NIB health and wellbeing group have prioritised additional activity focussed on becoming a dementia friendly area.

### 7.6 Fuel Poverty

7.6.1 Scottish Power and Southern Electric have successfully bid to run the affordable warmth programme (free insulation; support with boilers etc.) across the south east area. Information on schemes and criteria is to be promoted in the near future.

### 7.7 Welfare Reform

7.7.1 The South East Welfare Reform Group continues to meet. Current discussions are focussing on High Cost Lenders Action Plan and what partners can do to help deliver local actions outlined in the plan, promotion and support for foodbanks in the area and impact of the changes on crime and the development of the South East Debt Forum. Minutes from the meeting held on 8<sup>th</sup> of October are attached at **Appendix 6**.

## 8.0 **Integrated Locality working**

### 8.1 Beeston and Holbeck Neighbourhood Improvement Board (NIB)

8.1.1 The board is due to meet on Friday 1<sup>st</sup> November and minutes will be presented to a future Area Committee meeting. Discussions will focused on the development of an Action Plan in conjunction with partners and agencies.



## 8.2 City and Hunslet Neighbourhood Improvement Board (NIB)

8.2.1 Members will recall that a Neighbourhood Improvement Planning session took place on Thursday, 8<sup>th</sup> August 2013. The aim was to identify and agree set of priorities and joint actions with a range of partners and local residents.

As you know the session was well attended with good representation and positive feedback from organisations across all services. The session focussed on key themes linked to the Council's City Priority Plans.( Best city for ....Communities, ...to Live in, ...Health & Wellbeing, Children & Young people and Business).

Following the session, further work has been done to review the priorities and actions across the 5 groups and distill to key themes while drumming up interest among local groups.

To move this process along and build on the momentum and ideas that were put forward, a further meeting has been arranged which will focus on:

- Agreeing membership and terms of reference for the improvement board
- Identify a small number of priorities/work streams across the Ward that can turn into actions locally
- Identify and agree lead officers/agencies for each work stream
- Agree timeline to take work forward
- Identify and agree one local Neighbourhood to develop a model of work that will tease out issues and solutions

The meeting will take place on the 4<sup>th</sup> November 2013. The meeting will have a workshop style approach providing the opportunity for groups on each table to identify a number of priorities and work strands that can be progressed.

## 8.3 Belle Isle & Middleton Neighbourhood Improvement Board

8.3.1 The last meeting of the board was held on the 2<sup>nd</sup> of September 2013. Minutes of the meeting is attached at **Appendix 7**. Discussions include:

- Dementia Awareness - developing awareness among all sections of the community and creating dementia –friendly environments
- Leeds Active Offer scheme roll out and engagement with partners
- Middleton Active – how partners can collaborate on activities to channel people into this facility
- Progress in reducing levels of smoking in Belle Isle and how partners can support this work
- Work to reduce obesity in the area
- Welfare Reform update
- Promotion of the jobshop and credit union at St Georges

## 8.4 Cottingley Neighbourhood Improvement Plan(NIP)

8.4.1 Following the conclusion of the NIP and implementation of the exit strategy, the NIP group are due to meet. One of the major projects to monitor is refuse and recycling pilot.

## 9 **Localism**

### 9.1 Holbeck Neighbourhood Plan

9.1.1 Members will be aware of the background to the development of the Holbeck Neighbourhood Plan by the Holbeck Neighbourhood Forum and the Support Group which includes LCC Officers, an Elected Member, Planning Aid and residents.

9.1.2 Members have previously been informed that an application for designation of the area proposed for the Holbeck Neighbourhood Plan has been made to LCC. The relevant Elected Members have been consulted about the proposed designation and a decision about the application is anticipated soon.

9.1.3 The Holbeck Neighbourhood Forum met in September and those present heard about progress with designation of the area and about designation of the Forum. Application for designation of the Forum will shortly be made to LCC. The draft constitution was discussed and will shortly be finalised and will form part of the application for designation.

9.1.4 The content, publicity and community projects task groups support the development of the Plan and of the Forum and gave progress reports to the Forum. There was a live presentation of the website which has been designed by a local resident: <http://www.holbeckneighbourhoodplan.org.uk>. The content task group is currently arranging for walkabouts to be held focussing on the key themes in the proposed Plan.

9.1.5 The Neighbourhood Improvement Officer (NIO) has been supporting the Holbeck Neighbourhood Plan. The NIO facilitates the Community Projects task group which meets regularly to deliver small community projects. There is a focus on working in partnership and co-operation and representatives of various local organisations and residents attend. The group are working toward a Christmas lights switch on event and a pop up space. The NIO attends the Forum meetings reporting back and helping to deliver children's activities at these. The NIO helped to plan and deliver activities at Holbeck Gala and will be involved in upcoming themed walkabouts of Holbeck.

### 9.2 Community First Grants

9.2.1 Community First Grants for all wards are summarised at **Appendix 8**.

## 10.0 **Local Updates**

### 10.1 Wellbeing Projects Evaluation

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

## 10.2 Beeston Festival

10.2.1 The aim of this project was to run a community festival in Cross Flatts Park in June 2013. The Area Committee provided £5,000 wellbeing funding particularly towards the costs of stages, marquees, portable toilets and PA systems hire.

10.2.2 The project has met its aims:

- The event ran smoothly and was enjoyed by about 5,000 people who were mainly local residents, but also included people from across the city
- Over 60 volunteers helped on the day who gave over 300 hours to help stage the festival
- There were over 80 stalls which included information stalls run by local organisations, food, bric-a-brac, fashion, plants, books and tombola stalls. The fees for stall hire were an important source of income as are the stalls run by the Festival Committee including the café, barbeque, cakes, books and jams.
- Entertainment took place on three music stages with a variety of musicians representing different cultures – steel pans, jazz, African, rock and acoustic. The Arena showed off local dance and cheerleading talents as well as local martial arts groups and a clown show.
- The festival committee worked closely with the Youth Service and Hamara to deliver a programme of activities for children and young people including inflatables, climbing wall, arts and crafts. A range of sports was also provided including tennis, football and rugby.

## 10.3. Belle Isle Gala

10.3.1 The aim of this project was to run a community festival at Windmill Primary School in July 2013. The Area Committee provided £2,500 wellbeing funding particularly towards staging costs, inflatables, marquee, equipment, publicity and activities.

10.3.2 The project has met its aims:

- The event ran well and was enjoyed by between 250 and 300 people.
- 18 volunteers helped on the day many of them were BITMO staff and Board members as well as from the local community.
- The gala benefitted from coinciding with Parkside Rugby Club Gala, with rugby matches and other attractions taking place on the field at the side of the school.
- Entertainment included performances by DAZL, by Supreme Starlets Majorettes, and the New World Steel Orchestra.
- There were about 25 stalls offering a range of information, things for sale and refreshments. Attractions on the day including a drumming workshop, Morley exotic Animal Rescue, Breeze inflatables, face painting, clever dogs etc.

## **11.0 Corporate Considerations**

### **11.1 Consultation and Engagement**

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

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

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

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

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

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

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

- Vision For Leeds
- Children and Young Peoples Plan
- Health and Well being City Priority Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

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

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

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

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

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

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

## **11.6 Risk Management**

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

## **12.0 Conclusions**

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

## **13.0 Recommendations**

13.1 The Area Committee is asked to:

- a) note the contents of the report and make comment as appropriate;
- b) agree that the proposed model at **Appendix 2b** be adopted;
- c) agree funding to be provided for after school activities and the February 2014 half term;
- d) agree that projects to be progressed outside of the Area Committee following consultation with Members,

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

There are no background papers associated with this report

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