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## Report of the Director of Environment and Neighbourhoods

### Executive Board

Date: 17 June 2009

Subject: Area Committee Roles for 2009/10

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#### Electoral Wards Affected:

All

Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Eligible for Call In

Not Eligible for Call In

(Details contained in the report)

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### EXECUTIVE SUMMARY

This report outlines the delegated Area Functions, the Well Being Function and other roles for the 10 Area Committees in 2009/10.

Executive Board is asked to agree the Area and Well Being Function for 2009/10.

### Purpose of this report

1.1 To seek Executive Board agreement for the 2009/10 Area Function Schedules.

### 2.0 Background information

2.1 Each year the Executive Board agrees the functions delegated to the Area Committees. The Area Functions Schedule section in the Council's Constitution (Part 3, section 3C) is then amended accordingly and this information is presented to each of the 10 Committees.

2.2 The Constitution also sets out the role of Area Committees in the governance framework of the Council. The Terms of Reference for Area Committees are set out in the Council's Constitution (Part 3, section 2B). They include Council Functions and Executive Functions. Executive Functions in turn include Area Functions and the promotion and improvement of the economic, social and environmental well being of the Committee's area or Well Being Function. Executive Functions are exercised

concurrently by the Executive Board and in accordance with the officer delegation scheme (executive functions) by Directors; and decisions flowing from them are subject to call in.

- 2.3 This report does not propose any changes to the Terms of Reference for Area Committees or to their relationship to the Executive Board and its Members. Whilst a key function of the Area Committees is to champion the concerns of their local communities the appropriate channel for that role is in their ability to make representations to the Council as set out in their Terms of Reference. Area Committees cannot make Area Function or Well Being decisions which contradict the policies and priorities agreed by the Executive Board. Officers will ensure that proper advice and support is available to Area Committees and their Chairs to ensure that delegated Executive Functions continue to be exercised in accordance with this principle.
- 2.4 In 2008/09 Area Committees and service managers across the Council, embarked on an ambitious programme of local service delegations. The implementation of these, has been taking place throughout the year, and will continue to the end of 2009/10. This report therefore does not propose any alterations to the number or scope of Area Functions delegated to Area Committees in 2008/09. A summary of each of the functions agreed in 2008/09, highlighting any proposed changes for 2009/10 is detailed within this report. There are no significant changes proposed, which would require amendments to the constitution.
- 2.5 Throughout 2009/10 work will continue to further develop the roles for Area Committees in relation to a number of services where they will have increased influencing, developmental and consultative responsibilities. This includes the enhanced role of Area Committees in relation to Ground maintenance and Area Based Regeneration Schemes and Town and District Centre Projects, which are included at appendix 1 of this report.

### 3.0 **Area Functions for 2009/10**

- 3.1 The table below gives a summary of the Area Functions for 2009/10, highlighting any changes for 2009/10. Updated function schedules for 2009/10 will be circulated to Area Committees in the June / July 90 cycle of meetings.

<b>Role</b>	<b>Summary</b>
Area Well Being Budgets	This covers the annual capital and revenue allocation to each Committee to support the promotion and improvement of the economic, social and environmental well being of the Committee's area. Area Committees are responsible for taking decisions and monitoring activity relating to the use of well being budgets.
<b>Changes for 2009/10</b>	<b>No change to role of Area Committees.</b>

Community Centers	This covers responsibility for a portfolio of 72 community centers now vested with the Regeneration Service, 50 directly managed by the Council and 22 currently managed by community organisations. This covers overseeing revenue budgets, operational arrangements and the use of the centres, agreeing and implementing a schedule of charges and discounts for directly managed centres and making asset management and investment proposals to ensure the portfolio is sustainable and meets local needs.
<b>Changes for 2009/10</b>	<b>No change to role of Area Committees.</b>
Neighbourhood Wardens	This covers responsibility for a team of 30 Neighbourhood Wardens deployed in specific areas which provide a local patrolling function, assistance in dealing with anti-social behaviour, co-ordination to maintain the physical appearance of areas and offer support to local residents with environmental and community safety issues.
<b>Changes for 2009/10</b>	<b>Key issues for Area Committees to be aware of:</b> Area Committees will be consulted on the deployment of Wardens in 2009/10. This will form the basis of a restructure of the service. The 2009/10 function schedule, reflects the current role and deployment of wardens across the City prior to the implementation of the restructure.
CCTV	This covers 385 Public Space CCTV cameras across the city (including Urban Traffic Control cameras) and CCTV operators who are employed to carry out 24/7 monitoring operations. Area Committees will maintain an overview of the service in their area and receive regular information about it. The function schedule reflects the current deployment of cameras across the City.
<b>Changes for 2009/10</b>	<b>No change to role of Area Committees.</b>
Neighbourhood Management Co-ordination	This covers the identification of priority neighbourhoods across Leeds that require more intensive resources to drive service improvements and better local outcomes. This includes improving the co-ordination of key services across the council and local partners and piloting new ways of working. Area Committees will be responsible for agreeing priority neighbourhoods through Area Delivery Plans and will agree and monitor Neighbourhood Improvement Plans for each individual area. Area Committees will approve plans for the use of locally targeted budgets for neighbourhood improvement work (e.g. SSCF, Area Committee Well Being).
<b>Changes for 2009/10</b>	<b>No change to role of Area Committees.</b>

3.2 The Authority to exercise Area Functions and the Well Being Function will be held concurrently by the Executive Board, Area Committees and relevant Directors/Chief Officers (within their scheme of delegated authority). Any proposed changes to resources relating to these functions would need to be made in consultation with the relevant service Director/ Chief Officer(s) and with the agreement of the Area Committee and Executive Board where appropriate.

#### 4.0 Other Area Committee Roles for 2009/10

4.1 The table below highlights the enhanced roles for Area Committees in relation to a number of services where they will have increased influencing, developmental and consultative responsibilities. Unless stated below, there are no significant changes proposed to those agreed in 2008/09.

<b>Role</b>	<b>Summary</b>
Community Engagement	This is a specific function and requirement of the Area Committees, flowing from the Area Committees' delegated Council Function 'to advise or make representations to the Council, the Executive Board, Scrutiny Boards or Regulatory Panels on all matters affecting community interests'. Each Committee will agree a local community engagement plan based on an agreed template to ensure consistency across the city and an annual report to each Committee and Executive Board on progress and future proposals will be produced.
<b>Changes for 2009/10</b>	<b>No change to role of Area Committees.</b>
Community Greenspace	This covers 73 community parks vested with the Parks and Countryside Service. These include a wide variety of recreation facilities, sports pitches, play areas, formal and informal horticultural features. Area Committees will influence the development and use of community parks and be consulted about proposals for the development and use of them, for example proposals for refurbishment and installation of new play equipment.
<b>Changes for 2009/10</b>	<b>No change to role of Area Committees.</b>
PCSOs, Neighbourhood Policing Teams and Multi Agency Crime and Grime Operations	This covers the deployment of PCSOs, the work of Neighbourhood Policing Teams (which are now aligned to ward and Area Committee boundaries) and multi agency crime and grime initiatives to tackle local priorities and hot spots. The arrangements enable staff to work more closely together on the ground and improve consultation with and reporting arrangements to the Area Committees.
<b>Changes for 2009/10</b>	<b>No change to role of Area Committees.</b>

Environmental Action Teams	Three area based teams of 20 staff working across the City, are responsible for a range of neighbourhood related enforcement activities including noise nuisance, waste in gardens, overgrown vegetation, littering, placards, A-boards, graffiti, waste from domestic and commercial bins, drainage, pest control. The teams will carry out the enforcement and preventative work, rather than the litter picking, waste collection role which is done by other staff. Area Committees will receive regular reports about this new combined service and be able to influence service planning and local priorities for action based on local knowledge about issues and hotspots. Operational policies will be created for Leeds, but the priority afforded these could be influenced by local issues, such as littering and bin yards. Close working arrangements will be developed with neighbourhood wardens.
<b>Changes for 2009/10</b>	<b>No change to role of Area Committees.</b> <b>Governance issues:</b> Each Area Committee has now determined the best way to link with the EATs
Street Cleansing	This covers teams of staff and specialist equipment to provide mechanical sweeping of adopted carriageways and footpaths, manual litter picking and litter bin emptying. Area Committees would be regularly presented with information about the services in their area and given opportunities to influence service planning and local priorities and hotspots. This would be primarily based on ward level discussions with Elected Members.
<b>Changes for 2009/10</b>	<b>No change to role of Area Committees</b>
Grounds Maintenance	This covers various elements of maintenance work including grass cutting, shrub and rose bed maintenance and hedge maintenance. There are currently two contracts for Grounds Maintenance, which will end in February 2011. Where appropriate Members will be given the opportunity to comment on the development of new specifications and contract packaging. Regular client/contractor meetings take place to address both operational and financial issues relating to the delivery of the contracts. Members will be advised of the schedule of these meetings and through Environmental Services Officers, will have the opportunity to raise issues about the delivery of the grounds maintenance
<b>Changes for 2009/10</b>	<b>Newly defined Service for 2009/10 – schedule attached at appendix 1</b>

Local Children and Young People Plans	Development and review of local area (wedge) Children and Young People's Plans (CYPP), as an integral part of the area delivery plan, which will identify and drive local priorities, and inform and influence the citywide Children and Young People's Plan. Area Committees will continue to take part in the development and review of the local plan thereby influencing the strategic direction of the plan in relation to the 5 Every Child Matters outcomes and local need. The committees will have a local democratic oversight, demonstrated by endorsing the plan and local priorities identified within it. Committees will have an additional monitoring function, ensuring the 5 Every Child Matters outcomes and the improved integration of children's services e.g. as with the Breeze Youth Promise, are embedded as part of the delivery objectives of the wedge based Children Leeds Partnership and Area Delivery plans.
<b>Changes for 2009/10</b>	<p><b>No change to role of Area Committees.</b></p> <p><b>Key issues for Area Committees to be aware of:</b> Further discussion will be required in 2009 / 10 with Area Committees to take consideration of legislative changes through the apprenticeships, skills, children and learning bill.</p> <p>Emerging post 14 requirements – area implications.</p> <p>The Leeds Inclusive Learning Strategy – area implications</p>
Health and Well Being. (including Adult Social Care)	As part of their responsibility to promote local well being Area Committees have an important role in helping to improve health and tackling health inequalities by ensuring coordinated and focused activity across Council services and with key partners such as the Leeds PCT at the local level. Adult Services and the PCT are organising their resources to work more effectively at a local level helping Area Committees through regular reporting arrangements to influence local priorities and action, and monitor the health and well-being targets linked to the Leeds Strategic Plan.
<b>Changes for 2009/10</b>	<p><b>No change to role of Area Committees</b></p> <p><b>Reporting:</b> The City Council and NHS Leeds are working on a joint performance management system to support the delivery of Health and Wellbeing priorities</p>

Area Based Regeneration Schemes and Town and District Centre Projects	Also consistent with the promotion of well-being, Area Committees will have a role in relation to influencing, assisting and endorsing key aspect of area based regeneration schemes and town and district centre projects. They will be supported in this by officers in the Regeneration Service.
<b>Changes for 2009/10</b>	<b>Newly defined Service for 2009/10 – schedule attached at appendix 1</b>
Conservation Area Reviews	This function covers a programme of reviews in 16 designated conservation areas commencing 2008/09; in each case to assess its special character, to propose any changes to its boundary and to make proposals for its management. Area Committees have agreed reviews in these areas and ward members will be directly involved in consultation work.
<b>Changes for 2009/10</b>	<b>No change to role of Area Committees</b> <b>Key issues for Area Committees to be aware of:</b> Of the 16 agreed conservation area reviews for the 2008/9 financial year, four were carried over into the 2009/10 financial year; Rothwell, Morley, Wetherby and Boston Spa and Thorp Arch. These reviews are all currently underway and are on track to be completed during the 2009/10 financial year.
Advertising on Lampposts	To be determined
<b>Changes for 2009/10</b>	The council had agreed a 15 year contract for the installation of advertising on lampposts. A 20% share of the income generated from this contract, was due to come back to Area Committees to support local priorities. However, in February of this year the company awarded the contract went in to administration. The council have since been advised by a company called Redbus that they have concluded a transaction to effectively buy the Street Broadcast business out of administration. The effect of this on the street lighting advertising contract for Leeds still needs to be determined.

4.2 Briefing sessions for Officers and Members will be arranged to provide clarity on this extended range of roles for the Area Committees.

## **5.0 Implications for council policy and governance**

5.1 The work described in this report and the recommendation fits with existing Council policy and governance arrangements.

## **6.0 Legal and resource implications**

6.1 There are no new resource or legal implications arising from the proposed extended roles of the Area Committees.

## **7.0 Recommendations**

7.1 The Executive Board is asked to:

7.1.1 Agree the Area Functions and Well Being Function to be delegated to Area Committees for 2009/10 as summarised above

7.1.2 Endorse the enhanced roles of Area Committees as summarised above and the newly defined roles detailed in Appendix 1

7.1.3 Request that this information is reported to the Area Committees at the next cycle of meetings

7.1.4 Request that the Area Functions referred to remain incorporated into the Council's Constitution at the next available opportunity

### **Background papers**

2009/10 Delegated Functions Schedules

2009/10 Other Roles

Area Committees Terms of Reference

Council Constitution