

Area Committee Roles for 2009/10

Other Roles

Newly defined for 2009-10 only

Note: This gives details of services where Area Committees have an enhanced role in influencing, developmental and consultative responsibilities.

***Other Area Committee Roles – 2009/10
Newly Defined Roles Only***

Regeneration Projects & Programmes

Pages 3 - 7

Grounds Maintenance

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Area Committee Roles – 2009 / 10

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| FUNCTION: | Regeneration Projects & Programmes |
| DESCRIPTION | |
| <p>HEADLINE INFORMATION:</p> <p>The Projects and Programmes' teams primary function is to respond to the Council's Narrowing the Gap agenda through the development and implementation of major physical regeneration programmes across Leeds. This includes maximising major opportunities for growth and prosperity that all citizens of Leeds can share.</p> <p>Area based programmes include EASEL and Aire Valley in the East, West Leeds Gateway, South Leeds, Chapeltown Corridor, Leeds and Bradford Corridor and the Town and District Centre schemes operating across 17 neighbourhoods. Other projects include PFI housing schemes in Beeston Hill and Holbeck and Little London and the Lifetime Neighbourhoods for Leeds Extra Care scheme and the Chapeltown and Kirkstall JSC schemes funded under LIFT.</p> <p>OVERVIEW OF RESOURCES:</p> <p>The service is resourced through mainstream staffing and revenue budgets of the Council (and Bradford MDC in relation to the Leeds Bradford Corridor), private sector investment and in some areas with additional match funding secured TD&C schemes) through the ALMO's and Town Councils in some cases and the Heritage Lottery (Armley and Chapeltown only).</p> <p>Procurement of the PFI schemes, including staffing costs, land assembly, feasibility and specialist advisor input is funded through the Council. PFI Credits are provided by central government to attract private sector investment in works and services over a 20-30 year period.</p> <p>TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL:</p> <p>Reports and briefings will be provided to engage, consult and inform Members at key stages of project and programme development and delivery i.e. start up, initiation, delivery, closure and evaluation.</p> | |
| <p>EXECUTIVE MEMBER:</p> <p>Councillor Andrew Carter (Development) Councillor Les Carter (Neighbourhoods and Housing)</p> | |
| <p>RESPONSIBLE OFFICERS:</p> <p>DIRECTOR: Neil Evans CHIEF OFFICER: Stephen Boyle LEAD OFFICER FOR FUNCTION SCHEDULE: Christine Addison, Head of City Projects</p> | |

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| <p>OUTCOMES AND PERFORMANCE INFORMATION</p> |
| <p>LINK TO LEEDS STRATEGIC PLAN OUTCOMES:</p> <p><i>Thriving Places:</i> Improved quality of life through mixed neighbourhoods offering good housing options and better access to services and activities/</p> <p><i>Harmonious Communities:</i> More inclusive, varied and vibrant communities through empowering people to contribute to decision making and delivering local services.</p> |
| <p>IMPROVEMENT PRIORITIES:</p> <p><i>Thriving Places:</i> Increase the number of ‘decent homes’, increase the number of affordable homes; develop extended services, using sites across the city to improve support to children, families and communities.</p> <p><i>Harmonious Communities:</i> Increase the sense of belonging and pride in local neighbourhoods that help to build cohesive communities.</p> |
| <p>GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:</p> |
| <p>(E.g. SOA, ward, quarterly, yearly)</p> |
| <p>Projects and Programmes operate on a city-wide basis in priority regeneration areas.</p> <p>Local performance information will be provided to Area Committees at key points in the life cycle of the projects, where this takes place within and/or impacts on the Committees’ areas i.e. start up, delivery, closure, evaluation. The timing of this will vary between individual projects and programmes.</p> |

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| <p>GOVERNANCE</p> |
| <p>DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:</p> |
| <p>Each programme will have its own approved governance structure. Area functions will operate within that structure in order to influence key actions and decisions.</p> <p>PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:</p> <p>Responsibilities to include;</p> <p>Influencing:</p> <ul style="list-style-type: none"> • programme development and delivery arrangements <p>Assisting:</p> <ul style="list-style-type: none"> • consultation on project proposals • monitoring of key milestones (via Area Management re TD&C) • equality impact assessments • risk management (to resolve issues and offer guidance) • project evaluations (to assess local impact and realisation of benefits) <p>Endorsing:</p> <ul style="list-style-type: none"> • scope of project and business plans • locally based communication plans • project closures prior to Programme Board sign off. <p>Practical arrangements to ensure Area Committees are able to fulfil the responsibilities will be dealt by way of regular reports, briefings/presentations and consultation.</p> |
| <p>HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:</p> |
| <p>(e.g. formal and informal arrangements, frequency)</p> <p>Through approved governance structures and as part of the regular cycle of project Board meetings.</p> <p>If appropriate, Area Committees may consider setting up a time limited sub-group in order to effectively take forward specific projects or areas of work relating to local major regeneration programmes. This group would then report back to the Area Committee at agreed intervals.</p> <p>Where appropriate or requested, additional briefings or reporting will take place as part of the Area Committee planned cycle of meetings.</p> |

MANAGEMENT AND CO-ORDINATION**PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:**

The Director of Environment & Neighbourhoods is responsible for the strategic management and leadership of Environment & Neighbourhoods incorporating Regeneration Services. Operational management for Regeneration Service is led by the Chief Regeneration Officer (CRO).

Arrangements for 2009/10 will be via Area Management who will act as the 'client' and led by the Area Managers who report to the CRO.

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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| Centrally Managed Service With Management Contacts for Each Area | Undertaken by Chief Officer and Head of City Office on behalf of the Director of Environment & Neighbourhoods. |
| Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination | Head of City Projects, Head of East Office and Area Managers (T&DC) on behalf of Chief Officer. |

LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:

Leeds Housing Strategy 2005/06 to 2009/10.
 Regional Spatial Strategy 2004 – 2016
 Local Development Framework and Core Strategy
 Cohesion and Integration priorities and delivery plan 2008-2011.
 Regional Economic Strategy 2006-2015
 Leeds Renaissance Framework
 Leeds Strategic Plan 2008 - 2011
 Area Delivery Plans

LINKS TO OTHER CITY COUNCIL SERVICES:

Planning & Development; Highways; Democratic & Legal; Asset Management; Economic Services, Design Services, Culture & Leisure, Housing Strategic Landlord, Procurement.

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Arms Length Management Organisations (ALMO's)
 NHS Primary Care Trust
 Environment Agency
 HCA
 Yorkshire Forward

CONTRACT / COMMISSIONING

DESCRIPTION OF ANY CONTRACT / COMMISSIONING / SERVICE LEVEL AGREEMENTS FOR SERVICE / FUNCTION:

Commissioning of SDA re design work including highway designs (T&DC); asset management (surveying work).

Area Committee Roles – 2009 / 10

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| FUNCTION: | Grounds Maintenance |
| DESCRIPTION | |
| HEADLINE INFORMATION: | |
| <p>To provide a range of grounds maintenance services to all identified Highways Services and ALMO land across the authority. The services include grass cutting, shrub and rose bed maintenance and hedge maintenance.</p> | |
| OVERVIEW OF RESOURCES: | |
| <p>The above services are currently delivered on behalf of the Council by two grounds maintenance contractors.</p> | |
| TYPE OF INFORMATION TO BE AVAILABLE AT AREA COMMITTEE LEVEL: | |
| <ul style="list-style-type: none"> • Service delivery specification i.e. how the service will be delivered on a day to day basis and the outcome expected. • Contractors annual Service Improvement Plan | |
| EXECUTIVE MEMBER: | |
| Councillor James Monaghan | |
| RESPONSIBLE OFFICERS: | |
| DIRECTOR: Neil Evans | |
| CHIEF OFFICER: Andrew Mason | |
| LEAD OFFICER FOR FUNCTION SCHEDULE: Stephen Smith | |

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| OUTCOMES AND PERFORMANCE INFORMATION |
| <p>LINK TO LEEDS STRATEGIC PLAN OUTCOMES:</p> <p><i>Environment:</i> To create a clean, green and attractive city through effective environmental management and changed behaviour.</p> |
| <p>IMPROVEMENT PRIORITIES:</p> <ul style="list-style-type: none"> To improve cleanliness and access to and the quality of green spaces |
| <p>GEOGRAPHY & FREQUENCY OF RELEVANT LOCAL PERFORMANCE INFORMATION:</p> <p>(E.g. SOA, ward, quarterly, yearly)</p> <p>No local performance information available. Highways grassed areas and shrub beds are monitored after each service on a random sample basis, city wide. ALMO assets are monitored by the individual ALMOs.</p> |

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| GOVERNANCE |
| <p>DESCRIPTION OF WHAT PROPOSED RESPONSIBILITY COVERS:</p> <p>Environmental Services currently has the contract administration function for these contracts which it carries out on behalf of the three ALMOs and Highways Services. The grounds maintenance services include grass cutting, shrub and rose bed maintenance and hedge maintenance.</p> |
| <p>PRACTICAL ARRANGEMENTS – HOW WOULD LOCAL MEMBERS DEAL WITH THE PROPOSED RESPONSIBILITY:</p> <ul style="list-style-type: none"> 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 contracts. The current contracts for grounds maintenance will end in 2011. Where appropriate Members will be given the opportunity to comment on the development of new specifications and contract packaging. |

HOW / WHEN WOULD THE SERVICE / FUNCTION REPORT TO THE AREA COMMITTEE:

(E.g. formal and informal arrangements, frequency)

- Environmental Services could report to Area Committees on an agreed frequency to include contractor performance against the contract specification.
- Unmapped grassed areas identified through Environmental Services for variation into/out of the contract by agreement with the appropriate client

MANAGEMENT AND CO-ORDINATION**PROPOSED ARRANGEMENTS FOR SERVICE / FUNCTION IN 2009/10:**

Environmental Services currently has the contract administration function for this contract which it carries out to all identified Highways Services and ALMO land across the authority. The services include grass cutting, shrub and rose bed maintenance and hedge maintenance.

TYPE AND DETAIL OF PROPOSED ARRANGEMENTS:

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|---|---|
| Centrally Managed Service With Management Contacts for Each Area | Environmental Services is responsible for the overall contract administration for the city wide delivery of grounds maintenance services. Service provision for each area is defined within a fixed contract. |
| Locally Managed Service With Some Central Support/Technical Expertise/Co-Ordination | |

LINKS TO KEY PLANS / STRATEGIES / LEGISLATION / STATUTORY REQUIREMENTS:

- Vision for Leeds to create a cleaner, greener and safer city and contribute towards closing the gap
- Environmental Protection Act – Code of Practice on street litter and refuse

LINKS TO OTHER CITY COUNCIL SERVICES:

- Streetscene Services – grounds maintenance services delivered in accordance with the tender specification will ensure that pavements are kept clear of grass cuttings and litter on grass verges and shrub beds is removed before servicing.
- Highways Services – responsible for ensuring that all adopted highways are maintained in a safe condition and look clean and tidy

LINKS TO OTHER PUBLIC SECTOR PARTNER SERVICES:

Three ALMOs that currently manage the Council's housing stock

CONTRACT / COMMISSIONING

DESCRIPTION OF ANY CONTRACT / COMMISSIONING / SERVICE LEVEL AGREEMENTS FOR SERVICE / FUNCTION:

There are currently two contractors in place to provide grounds maintenance services across the authority on behalf of the Council:

- Glendale Grounds Management LTD – amenity/enhanced grass cutting, shrub/rose bed maintenance and hedge maintenance.
- ATM – rough cut/sight line grass, motorway junctions and 'In Bloom' judging routes grass verges

Contract duration

- Glendale – contract awarded March 2005 initially for three years and now extended by a further three years until February 2011
- ATM – contract awarded February 2008 for one year and now extended by a further year until February 2010 with an option to extend by a further year until February 2011