



Report of the Director of Environment and Neighbourhoods

North West (Inner) Area Committee

Date: 17th September 2009

Subject: Inner North West Committee Sub-Groups

Electoral Wards Affected:

ALL



Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council
Function

Delegated Executive
Function available
for Call In

Delegated Executive
Function not available for
Call In Details set out in the
report

Executive Summary

This report examines how the sub-groups and other partnerships contribute to the development and management of thematic areas of work and explores how strengthening the function of Area Committee sub-groups will allow the committee to drive forward significant improvements for the Inner North West Area of Leeds.

The report outlines the purpose and objective of each of the various sub-groups of the North West (Inner) Area Committee. It identifies the current chairs and ward member representation for each group and asks the committee to agree member involvement. It recommends that the committee approve the role of the sub-groups in co-ordinating partnership activity and managing the administration of the Area Delivery Plan.

1.0 PURPOSE OF THIS REPORT

- 1.1 This report outlines the role and functioning of the various sub-groups of the North West (Inner) Area Committee. It seeks to clarify the purpose of the sub-groups and to formalise how they support the functioning of the Area Committee. It will consider how the sub-groups can engage service delivery partners in addressing local issues and support the work of the Area Committee

2.0 MAIN POINTS

- 2.1 The Inner North West Area Committee has a history using sub-groups to undertake actions on behalf of the full committee. Often chaired by a ward member who has been identified as the theme lead for the activity in question, these groups have representation of members from each ward, officers from council departments and key partner agencies like West Yorkshire Police or the NHS.
- 2.2 The sub-groups are able to allocate far more time and attention to certain issues than would be appropriate for full committee and enable priority projects and initiatives to be managed in a more intensive way. The Environment Sub-group for example, provides a steering group function for the Well-being funded Environmental Action Officer Post. By using this approach the area committee is able to undertake detailed interventions and significantly increase the benefit achieved at the neighborhood level.
- 2.3 Although the Area Committee has significant authority delegated to it by the Executive Board of Leeds City council, it benefits from the contribution of staff and resources from various council department and external agencies to drive forward improvements for the area. This commitment to working in partnership is fulfilled through the functioning of the sub-groups.
- 2.4 The key purposes of the sub-groups are as follows:
- To undertake work on behalf of the Area Committee
 - To oversee the delivery of thematic programmes of work
 - To drive forward the delivery of the Area Delivery Plan
 - To make recommendations and bring reports to Area Committee
 - To co-ordinate the joint working of council departments and partner agencies
- 2.5 It may be necessary for the sub groups to secure the involvement of resident groups. The chair will determine if resident representation is appropriate for the sub-group in question. In these circumstances representatives from resident groups may be co-opted by the relevant sub-group. It is recommended that sub-groups limit the number of co-opted resident representatives per ward so as to ensure that the business of the meetings can be conducted efficiently.
- 2.6 There are currently six sub-groups of the North West Inner Area Committee. The frequency of the meetings for each group is dictated by the individual work programmes. The purpose and functioning of each of the sub-groups is explored in more detail in the terms of reference enclosed in appendices 1 through 5. These terms of reference are to serve as a guide to the sub-group chairs and members for how the groups should function. It is recognised however that these are live documents and may need to be revised occasionally to reflect the priorities of the area.
- 2.7 The list below shows the sub-groups, their frequency of meeting and their current ward member representation:

- 2.7.1 Environment sub-group (meets bi-monthly)
- Cllr Jamie Matthews, Headingley (Chair)
 - Cllr Kabeer Hussain, Hyde Park and Woodhouse
 - Cllr Lucinda Yeardon, Kirkstall
 - Cllr Judith Chapman, Weetwood
- 2.7.2 Planning sub-group (meets monthly)
- Headingley
 - Hyde Park and Woodhouse
 - Kirkstall
 - Weetwood
- 2.7.3 Transport sub-group (meets bi-monthly)
- Headingley, To be confirmed
 - Hyde Park and Woodhouse, Cllr Penny Ewens
 - Kirkstall, Cllr John Illingworth
 - Cllr Ben Chastney, Weetwood (Chair)
- 2.7.4 Community safety sub-group (meets quarterly)
- Headingley, Cllr Jamie Matthews (Chair)
 - Hyde Park and Woodhouse, Cllr Penny Ewens
 - Kirkstall, Cllr Lucinda Yeadon
 - Cllr Sue Bentley, Judith Chapman
- 2.7.5 Students in the Community sub-group (meets as needed)
- Co-ordination of student change-over and student commencement response
 - Headingley, Cllr Jamie Matthews
 - Hyde Park and Woodhouse, Cllr Penny Ewens
 - Kirkstall, Cllr Atha
 - Cllr Sue Bentley, Weetwood
- 2.5.6 Shared Housing Group (meets as needed, last met in March 2009)
- Headingley, Cllr Martin Hamilton (Chair)

A review of the work of the Shared Housing Group since it first meet in 2005 has been undertaken which has identified significant progress on a range of issues including: the establishment of a citywide Private Rented Sector Partnership and the development of the Shared Housing Action Plan (SHAP).

This investigation has concluded that much of the work proposed for the Shared Housing Group has either been completed or handed over to other area committee sub-groups and the citywide Private Rented Sector Partnership to co-ordinate. It is therefore recommended that the Shared Housing Group ceases to meet and that the remaining actions in the SHAP continue to be progressed through other means. Cllr Hamilton would like to thank the members of the Shared Housing Group for their hard work.

3.0 CONCLUSIONS

- 3.1 The sub-groups of the Inner North West Area Committee have made a significant contribution towards the delivery of the priorities for the area and should be provided the necessary authority to work on behalf of the area committee to direct the work of council departments as identified by the committee's delegated functions, to work in partnerships with key external agencies and make recommendations to area committee.
- 3.2 The collective work programmes of the individual sub-groups should be co-ordinated through the Inner North West Area Delivery Plan. This document will be used to set out priorities, identify delivery partners and resources, and monitor progress against agreed targets.
- 3.3 Full minutes of the sub-groups are not necessary to be included in the minutes of the Area Committee. These are available upon request should they be required. A key messages report is sufficient to provide feedback and recommendations to full committee. It should be noted however that key messages to the area committee should only contain recommendations that fall within the delegated authority of the area committee.

4.0 RECOMMENDATIONS

- 4.1 The Committee is asked to note the contents of this report.
- 4.2 The Committee is asked to approve the mechanism for securing representation as identified in section 2.5.
- 4.3 The Committee is asked to approve the membership of the sub-groups as identified in section 2.6,
- 4.4 Headingley Ward members are asked to identify a representative to attend the Transport Sub-Group as identified in section 2.5.3
- 4.5 The Committee is asked to approve the dissolution of the Shared Housing Group as recommended in 2.5.6.
- 4.6 The Committee is asked to approve the terms of reference for each sub-group.

Background Papers

- Appendix 1: Community Sub Group Safety Terms of Reference (attached)
- Appendix 2: Environment Sub Group Terms of Reference (attached)
- Appendix 3: Planning Sub Group Terms of Reference (attached)
- Appendix 4: Students and the Community Sub Group Terms of Reference (attached)
- Appendix 5: Transport Sub Group Terms of Reference (attached)

North West Inner Area Committee: Community Safety Sub-Group Terms of Reference

Vision:

An Inner North West Leeds free of crime and disorder where people feel safe in their community.

Aim:

To provide support, assistance and leadership in reducing crime and anti-social behaviour (ASB) and provide reassurance to the people of the in the North West Inner wards of Headingley, Hyde Park and Woodhouse, Kirkstall and Weetwood through targeted multi agency responses to local priorities, better co-ordination of service delivery and investment in community safety priorities.

Objectives:

- 1.** To create safer neighbourhoods in North West Leeds by tackling crime and anti-social behaviour.
- 2.** To support victims of crime and reduce the risk of victimisation
- 3.** To improve community confidence and public satisfaction

Ways of Working:

- This group is directly accountable to the Inner North West Area Committee and will set the strategic priorities for how resources are targeted at resolving crime and anti social problems in the area.
- The group has a direct link to Multi-Agency Tasking (MAT) and will seek to provide strategic assistance to the MAT where local problems require additional resources or long-term or strategic solutions.
- The group will seek to identify local crime and ASB priorities though the undertaking of local research and through consultation with key stakeholders (including the community).
- The group will co-ordinate the working of partners who have a role in reducing crime and ASB in the Inner North West and monitor performance and evaluate delivery.
- The work of the group will be managed through an annual work programme with measurable targets and actions. Key activity will be recorded in the Inner North West Area Delivery Plan.

- Officer and administrative support to undertake the business of the Community Safety Sub-Group will be provided by the West North West Area Management Team.

Membership:

- Cllr Bentley (Chair) - Weetwood Ward Member
- Cllr Matthews- Headingley Ward Member
- Cllr Ewens - Hyde Park and Woodhouse Ward Member
- Cllr Atha- Kirkstall Ward Member
- Zahid Butt – Area Community Safety Co-ordinator
- Frances Naughton – Neighbourhood Policing Inspector
- Simon Jessop - Neighbourhood Policing Inspector
- Suzanne Wainwright – Youth Services
- Christine Tordoff – Anti Social Behaviour Unit

North West Inner Area Committee: Environment Sub-Group

Terms of Reference

Vision:

An Inner North West Leeds with a clean and tidy streetscape and high quality public greenspaces that the whole community can enjoy and take pride in.

Aim:

To provide strategic direction for the improvement of service delivery and the quality of the environment for the North West Inner wards of Headingley, Hyde Park and Woodhouse, Kirkstall and Weetwood through targeted response to local priorities, better co-ordination of service delivery and investment in public green spaces.

Objectives:

- 1.** To drive forward improvements to **public greenspaces** including parks, play areas and sports pitches, and to ensure they meet the highest standards of quality and reflect local needs.
- 2.** To ensure that **street cleansing** services for the area are responsive to unique social and geographic characteristics of the Inner North West and they are undertaken with a high degree of quality and efficiency.
- 3.** To co-ordinate a joined up approach to **environmental action** ensuring that residents, tenants, landlords and private businesses and any visitors to the area adhere to relevant environment policy and that litter, fly-tipping, waste in gardens and other similar issues do not negatively impact the area.

Ways of Working:

- This group is directly accountable to the Inner North West Area Committee and will set the strategic priorities for how resources are targeted at resolving environmental problems in the area.
- The group has a direct link to Multi-Agency Tasking Team (MATT) and will seek to provide strategic assistance to the MATT where local problems require additional resources or long-term or strategic solutions.
- The group will seek to identify local environmental priorities through the undertaking of local research and through consultation with key stakeholders (including the community).

- The group will co-ordinate the working of partners who have a role in the state of the environment in the Inner North West using a performance monitoring approach
- The work of the group will be managed through an annual work programme with measurable targets and actions. Key activity will be recorded in the Inner North West Area Delivery Plan
- Reflecting the high priority of the environment in the Inner North West, the group will meet bi-monthly or six times a year.
- Officer and administrative support to undertake the business of the Environment Sub-Group will be provided by the West North West Area Management Team.

Membership:

- Cllr Hussain- Hyde Park and Woodhouse Ward Member
- Cllr Matthews- Headingley Ward Member (Chair)
- Cllr Yeadon- Kirkstall Ward Member
- Cllr Chapman- Weetwood Ward Member
- Steve Smith- Streetscene
- Phil Staniforth- Parks and Countryside
- Ruth Lees- Environmental Action Team
- Chris Dickinson- Area Management

North West Inner Area Committee: Planning Sub-Group

Terms of Reference

Vision:

An Inner North West Leeds that physically develops in a manner that supports existing communities and contributes to the creation of safe, sustainable, livable, and mixed communities with good access to key services for all members of the community.

Aim:

To advise Area Committee and provide a connection between Planning Services and the Inner North West wards to ensure community involvement in relation to key planning applications, awareness of legislative change and local planning policy, and how planning regulations can be used to improve the local environment.

Objectives:

- 4.** To advise the local community and Area Committee on **significant planning applications**.
- 5.** To ensure that, where appropriate, **planning mechanisms** are used to support the local community, improve the streetscape, and reduce negative impacts upon amenity.
- 6.** To enable the local community to contribute to changes in **local and national planning policy** where appropriate.

Ways of Working:

- This group is directly accountable to the Inner North West Area Committee and will advise the committee of any concerns, actions, or points of note that are relevant to planning.
- The group will review the suitability of planning mechanisms and policies to assist with local concerns, and where appropriate consult with key stakeholders (including the community).
- The group meets once a month, due to the 8 and 13 week targets associated with planning applications.
- An elected member from each ward together with a co-opted resident representative will form the planning sub group.

- Officer support to undertake the business of the Planning Sub-Group will be provided by the West North West Area Management Team.

Membership:

- Headingley Ward Member: Cllr Monaghan (Chair)
- Headingley Ward Resident Representative: Richard Tyler
- Weetwood Ward Member: Cllr Bentley
- Weetwood Resident Representative: David Hall
- Hyde Park and Woodhouse Member: Cllr Ewens
- Hyde Park and Woodhouse Resident Rep: Freda Matthews
- Kirkstall Ward Member: Cllr Illingworth
- Kirkstall Resident Representative: Ken Torode
- Community Planner: Jade Corcoran

North West Inner Area Committee: Students & the Community Sub-Group Terms of Reference

Vision:

That services delivered in the Area of Housing Mix in Inner North West Leeds meet the needs permanent and student residents.

Aim:

To provide strategic direction and promote partnership working to meet the needs of the communities living in the Area of Housing Mix in Inner North West Leeds, specifically relating to the high concentration of student housing.

Objectives:

1. To promote community cohesion and relations between different sections of the community.
2. To ensure services are delivered in a way that meets the needs of Area of Housing Mix.
3. To co-ordinate services around Freshers Week and the student changeover period.
4. To involve local universities and further education colleges in service planning and delivery.

Ways of Working:

- This group is directly accountable to the Inner North West Area Committee and will set the strategic priorities for how resources are targeted to meet the needs of the local area.
- The group will respond to the objectives of the Area Delivery Plan and Shared Housing Action Plan.
- The group will seek to identify local priorities by undertaking local research and through consultation with key stakeholders (including the community).
- The group will co-ordinate the working of partners who deliver services in the Area of Housing Mix that are affected by the high proportion of student accommodation, using a performance monitoring approach
- The work of the group will be managed through an annual work programme with measurable targets and actions. Key activity will be recorded in the Inner North West Area Delivery Plan.

- The group will meet bi-monthly or six times a year.
- Officer and administrative support to undertake the business of the Students and the Community Sub-Group will be provided by the West North West Area Management Team.

Membership:

- Cllr Ewens Hyde Park and Woodhouse Ward Member
- Cllr Matthews- Headingley Ward Member (Chair)
- Cllr Yeadon – Kirkstall Ward Member
- Cllr Chapman – Weetwood Ward Member
- Hyde Park and Woodhouse Resident Representative (TBC)
- Sue Buckle – South Headingley Resident Represent Representative (TBC)
- Kirkstall Resident Representative (TBC)
- Richard Tyler - Leeds HMO Lobby
- Chris Firth- Streetscene
- Ruth Lees- Environmental Action Team
- Rachel Charlton - Environmental Services
- Gill Niven – Parking Services
- Steve Ackroyd - West Yorkshire Fire Service
- Kate Sibson- Area Management
- Zahid Butt - Area Community Safety Officer
- Carole Munsey - West Yorkshire Police
- Linda Sherwood - Health & Environmental Action Services
- Amanda Jackson - Leeds University
- Sue Holmes - Leeds Metropolitan University
- Trinity and All Saints Representative
- James Murphy - Leeds Art College
- Isobel Swift - Leeds University Students' Union
- Liam Challenger - Leeds Metropolitan University Students' Union
- Scott Blakeway - UNIPOL
- Sarah Powell - Pickard Properties
- Pickering Homes
- Jaq McNee - Groundwork Leeds
- Barrie Payne – Leeds HMO Lobby

North West Inner Area Committee: Transport Sub-Group Draft Terms of Reference

Vision:

An Inner North West Leeds free of parking and traffic congestion with clean, efficient and safe transport options that serve the whole community.

Aim:

To provide strategic direction for the improvement of transport links and car alternatives for the North West Inner wards of Headingley, Hyde Park and Woodhouse, Kirkstall and Weetwood through a targeted response to local priorities, better co-ordination of service delivery and investment in initiatives which promote less congestion and more environmentally friendly travel.

Objectives:

7. To reduce **congestion** on the main A660 and A65 corridors by supporting a range of public transport options that seek to reduce the number of car journeys from both the local community and from commuters traveling through the Inner North West
8. To reduce the problems associated with **parking** in residential neighbourhoods by pursuing the implementation of Traffic Regulation Orders (TROs) encouraging residents, students and visitors to become less dependant on cars.
9. To promote **cycling and walking** as alternatives to car journeys that make a significant impact on reducing the effects of climate change.
10. To address **road safety** in the area by supporting initiatives such as speed restrictions, enforcement of obstructive parking and improvement to the condition of footpaths and roads.

Ways of Working:

- The group will identify possible improvements to the transport network in the Inner North West and work to encourage their implementation.
- This group plays a key consultative role in transport based initiatives and schemes on behalf of the INW Area Committee.
- It will raise the profile of transport issues to the Area Committee through the Key Messages Report.

- It will support the Area Committee to drive forward transport initiatives and to undertake commissioning for transport surveys.
- The group has links with local residents associations and transport advisory bodies to carry out regular consultation and ensure that public opinion is represented.
- The group will offer advice to Leeds City Council Transport Policy department on issues such as road maintenance priorities and speed restrictions.
- The work of the group will be co-ordinated through an annual work programme with measurable targets and actions. Key activity will be recorded in the Inner North West Area Delivery Plan.
- The group will meet 4 times a year to support the delivery of the sub-group work programme but ad-hoc thematic meetings can be arranged throughout the year to respond to issues arising.
- On the occasion where issues require that the general public be offered the opportunity to make representation to the group regarding transport matters, time will be allocated on the meeting agendas at the discretion of the chair for an open forum item.
- Officer and administrative support to undertake the business of the Transport Sub-Group will be provided by the West North West Area Management Team.

Membership:

- Cllr Ewens- Hyde Park and Woodhouse Ward Member
- Cllr - Headingley Ward Member
- Cllr Illingworth- Kirkstall Ward Member
- Cllr Chastney- Weetwood Ward Member (Chair)
- Hyde Park and Woodhouse Resident Representative (TBC)
- Headingley Resident Represent Representative (TBC)
- Kirkstall Resident Representative (TBC)
- Weetwood Resident Representative (TBC)
- Andrew Hall- Strategy and Policy
- Richard Ellis- Highways Engineering
- Mark Jefford – Parking Services
- Mark Robinson- Strategy and Policy (Cycling)
- Carly Grimshaw- Area Management

The officers named in the list above will not always need to attend meetings, but the group would ask that they continue to support the work of the Transport Sub-Group and that they attend meets where appropriate to their role.