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## Report of the East North East Area Leader

### North East Inner Area Committee

Date: 20<sup>th</sup> June 2011

Subject: Area Committee Forward Work Programme 2011/12

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**Electoral Wards Affected:**  
**Chapel Allerton**  
**Moortown**  
**Roundhay**

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

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## Executive Summary

This report is to provide members with a forward work programme for the 2011/12 municipal year. The report sets out the work that will be undertaken in relation to each of the Area Committees delegated roles and functions to deliver actions against each. The report also sets out the methods of monitoring performance and a forward plan of reports to be presented to the Area Committee for the 2011/12 municipal year.

A separate report will provide the Area Committee with an update on the progress against the top ten priorities set out in the Community Charter.

Members are requested to note the content of this report and:

- a. approve the proposed Work Programme for 2011/12
- b. approve the updated forward plan of reports to Area Committee

## **Purpose Of This Report**

1. This report is to provide members with a forward work programme for the 2011/12 municipal year. The report sets out the work that will be undertaken in relation to each of the Area Committees delegated roles and functions to deliver actions against each. The report also sets out the methods of monitoring performance.
2. The report also provides members with a forward plan of reports expected to be presented during the 2011/12 municipal year.

## **Background Information**

3. The Area Committee Functions and Priority Advisory Functions were approved by the Executive Board in June 2009, this approval was rolled forward to 2010/11 and is also being rolled forward to 2011/12 with amendments only to environmental delegations. The Area Functions are included in the Council's Constitution (Part 3, section 3C).
4. The current summary of the Area Functions and Priority Advisory Functions for 2011/12 is provided to this area committee in a separate report along with a request for additional delegations that the Committee wish to consider.
5. The Area Committee produces an annual Area Delivery Plan which is the local interpretation of the Leeds Strategic Plan and as such reflects and shapes partnership activity in the area and forms the primary partnership plan for the area committee.
6. Since 2009/10 the Area Delivery Plan has been presented as a Community Charter which sets out a number of promises in an accessible and easy to read format. It has become a widely publicised document; sent out to all stakeholders and resident groups.
7. The forward work programme will compliment the Community Charter by setting out the work that will be undertaken in relation to each of the delegated functions.
8. A separate report will provide the Area Committee with an update on the progress against the priorities set out in the Community Charter.

## **Main Issues**

9. The forward plan, which is provided as appendix A, has been produced to help the Area Committee manage its responsibilities and business. It captures the work of the committee and schedules in reports from partners responsible for the delivery of some of the Community Charter promises. The plan is flexible to allow for occasions when reports have to be deferred, and to allow for additional reports which may arise throughout the year.
10. It is requested that the Area Committee note the forward plan and suggest any additional reports on matters of interest that they wish to see.

## **Forward Work Programme**

11. The Work Programme sets out how, during the course of the year, work will be undertaken to deliver action against each of the Area Committee Functions as well as how the work will be performance managed and monitored. The Area Committee Work Programme will also form the basis of the Area Management Team work programme for the year.

### **Community Centres:**

12. *In relation to each community centre identified by the Director of Environment and Neighbourhoods as within the Committee's area, to:*
  - *oversee controllable revenue budgets, operational arrangements and the use of the centres;*
  - *agree and implement a schedule of charges and discounts for directly managed centres;*
  - *make asset management and investment proposals to ensure the portfolio is sustainable and meets local needs.*
13. Under the current Functions Schedule there are three community centres delegated to this Area Committee, 53 Louis Street (currently on a long term lease to Feel Good Factor), Mandela Centre and Palace.
14. There is an ongoing review corporately in relation to community centres looking at the current delegation and market rental assessments.
15. The two centres currently managed by Area Management on behalf of the Area Committee both have steering groups established with representatives from the users of the centres on each. Action plans have been developed for each centre which highlight work to be undertaken to further enhance and develop each centre (including increasing usage).
16. The action plans will be used to monitor improvements to the centres and reports will be provided to the Area Committee to report on progress, which will include information from Corporate Property Management on budget and maintenance and the corporate review of the Market Rental Assessments.

### **Well Being Fund:**

17. *To take decisions about, and monitor activity relating to the use of the annual capital and revenue allocation to each Committee.*
18. The wellbeing fund is used to support the priorities identified within the Community Charter. It is administered by the Area Management Team on behalf of the Area Committee.
19. The Area Committee has a Well Being Working Group with a member representative from each Ward who meet to consider applications made for funding. The group also meet with groups making applications for funding to ask questions and ensure that the

projects meet the needs and priorities identified within the Community Charter and Neighbourhood Improvement Plans.

20. In addition to considering new applications the group also receive feedback on projects that are ongoing and completed so that evaluations of their impact and outcomes are considered.
21. The Area Committee receives update reports to each Area Committee meeting with updated budget positions and feedback from the Well Being Working Group.

### **Neighbourhood Management:**

22. *To agree priority neighbourhoods (through the approval of the Area Delivery Plan); and to agree and monitor Neighbourhood Improvement Plans for the Committee's area.*
23. The Area Committee have approved funding to continue to support the appointment of a Neighbourhood Manager to support the delivery of the Neighbourhood Improvement Plan and targeting the inequalities within the Priority Neighbourhoods.
24. The priority Neighbourhoods for the inner north east have been agreed as Chapelton (including Scotthalls), Meanwood (including Stonegates estate) and Queenshills (which falls within the Moor Allerton Partnership Priority area).
25. Neighbourhood Improvement Plans will be approved on an annual basis and will set out actions to target the priorities identified within each priority neighbourhood.
26. Community Leadership Teams are also being established for each of the priority neighbourhoods, which offer opportunities for local residents to get involved in shaping their local community and overseeing the delivery of the neighbourhood improvement plans.
27. Reports will be provided three times a year to highlight achievements and provide performance management information.

### **Community Engagement:**

28. *Each Committee will agree a local community engagement plan based on an agreed template to ensure consistency across the city. Information on how Area Committees have delivered on their community engagement plans, will be included in an annual report to the Executive Board, which outlines achievements from the previous year to deliver the Area Delivery Plans, and future priorities.*
29. The Area Committee produces a Community Engagement Strategy which is refreshed and approved annually in March (copy provided at appendix B). This sets out the minimum levels of engagement which will be delivered by the Area Management Team on behalf of the Area Committee during the year. The forward plan sets out when update reports in relation to community engagement will be provided to the Area Committee.

### **Environmental Services:**

30. *To develop and approve annual Service Level Agreements to achieve as a minimum, the service standards set by Executive Board. Via the Service Level Agreement, to determine the principles of deployment of the available resources by:*
  - *the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered)*
  - *The agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality.*
31. *To be responsible for monitoring and reviewing the delegated activities in relation to the service outcomes specified in the SLA.*
32. *To be responsible for negotiating amendments to the SLA with service providers to accommodate unforeseen events or patterns of service failure, during the course of the SLA.*
33. The Area Committee is establishing a sub group set up with a member representative from each ward to meet on a regular basis to oversee the development and implementation of the SLA, feedback from these meetings will form part of the regular reporting to the Area Committee to performance manage the delegation.
34. Reports and performance information will be provided to every Area Committee meeting to enable members to review the implementation and delivery of the SLA.

### **CCTV**

35. *To maintain an overview of the service in the Committee's area and receive regular information about it.*
36. The Area Committee will receive an annual report in June to provide an update in relation to CCTV, in addition regular reports will be provided to members via email.

### **Ward Members Meetings**

37. Monthly Ward Member meetings will be held for each ward during the year, the purpose of these is to identify ward projects and monitor progress in relation to these. The meetings will be arranged and facilitated by the Area Management Team with a ward tracking table provided for each.
38. Where members have specific issues partners will be invited to attend meetings to discuss and agree actions to address.
39. A regular cycle of invited guests will be agreed with members to provide update reports and progress such as Youth Services, Neighbourhood Policing Team, Environmental Services, Parks & Countryside and Children's Services.

### **Implications for Council Policy and Governance**

40. The Area Functions are included in the Council's Constitution (Part 3, section 3C)

### **Legal and Resource Implications**

41. The work programme outlined in this report is resourced from the East North East Area Management Team.

### **Conclusions**

42. The Area Committee will deliver its responsibilities under the delegated functions schedule through the programme of work and forward plan detailed in this report. Local priorities for the Inner East are set out the Community Charter.

### **Recommendations**

43. Members are requested to note the content of this report and;
- a. approve the proposed Forward Work Programme for 2011/12
  - b. approve the updated forward plan of reports to Area Committee

### **Background Papers**

Area Committee Roles 2011/12