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## Report of the East North East Area Leader

### Inner East Area Committee

Date: 23<sup>rd</sup> June 2011

Subject: Area Committee Work Programme and Forward Plan 2011/12

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**Electoral Wards Affected:**  
**Burmantofts & Richmond Hill**  
**Gipton & Harehills**  
**Killingbeck & Seacroft**

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 work programme for the 2011/12 municipal year which sets out the work that will be undertaken in relation to each of the Area Committees delegated roles and functions.

To support the delivery of the community engagement strategy, the Area Committee is requested to appoint chairs for the Seacroft/Killingbeck, Gipton and Harehills Community Leadership Teams and Burmantofts/Lincoln Green and Richmond Forums.

The Area Committee is also requested to appoint members to the Community Centre Working Group to oversee the long term strategy for community centres in Inner East Leeds.

The report also sets out a forward plan of reports to be presented to the Area Committee for the 2011/12 municipal year.

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;
- c. appoint members to the Community Centre Working Group;
- d. appoint chairs for Seacroft/Killingbeck, Gipton and Harehills Community Leadership Teams and Burmantofts/Lincoln Green and Richmond Forums.

## **Purpose Of This Report**

1. This report is to provide members with a work programme for the 2011/12 municipal year and seeks the appropriate appointments of chairs for CLTs and forums, and members of the Community Centre Working Group to support this work programme. The report sets out the work that will be undertaken in relation to each of the Area Committees delegated functions, including 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.

## **Main Issues**

### **Community Charter**

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.
6. Since 2009/10 the Area Delivery Plan has been presented as a Community Charter which sets out a number of priorities in an accessible and easy to read format. It has become a widely publicised document; sent out to all stakeholders and resident groups.
7. This forward work programme compliments the Community Charter by setting out the work that will be undertaken in relation to each of the delegated functions
8. A draft copy of the Community Charter 2011/12 will be circulated at the meeting for final approval. Subject to any final amendments it will then be printed and circulated within the Inner East Area.

### **Delegated functions**

9. Paragraphs 10 - 25 set out how the programme of work which will be undertaken by the Area Management Team to deliver action against each of the functions delegated to the Area Committee.

### **Area Well Being budget**

10. Responsibility: *Taking of decisions and monitoring of activity relating to utilisation of wellbeing budgets within the framework of the Council's Constitution and in accordance with Local Government Act 2000.*
11. The wellbeing fund is used to support the priorities identified within the Community Charter and Neighbourhood Improvement Plans. A spending plan for 2011/12 was agreed at the March Area Committee. It is administered by the Area Management Team on behalf of the Area Committee. New spending proposals are discussed at ward member meetings and decisions on spending are made by the Area Committee.
- At each Area Committee meeting, members will:
  - be asked to consider new proposals for wellbeing funding;
  - receive updated budget positions;
  - receive feedback on completed projects;

### **Community Centres**

12. Responsibility: *This covers maintaining an overview of controllable revenue budgets, operational arrangements and the use of the centres, agreeing and implementing a schedule of charges and discounts for directly managed centres and developing asset management and investment proposals to a range of funding sources to ensure the portfolio is sustainable and meets local needs.*
13. The Area Committee oversees the following community centres in Inner East Leeds:

Burmantofts & Richmond Hill	Gipton & Harehills	Killingbeck & Seacroft
Ebor Gardens Nowell Mount Richmond Hill Lincoln Green	Henry Barran Bangladeshi Centre (leased out) Shantona	Alston Lane Cross Gates Kentmere

15. Progress reports will be provided to the Area Committee which will include information from Corporate Property Management on budget and maintenance issues and the corporate review of the Market Rental Assessments.
16. The centres are currently managed by Area Management on behalf of the Area Committee. The Inner East Area Committee has established a working group to look at a long term strategy for the development and use of community centres in Inner East Leeds. It has delegated powers to act on behalf of the Area Committee and the policies and strategies developed by the group are brought back to the Area Committee for final approval.
17. It is recommended that this working group be reconvened for a further year with the following membership:
- The Area Committee Chair plus one Elected Member from each ward
  - One representative from Area Management;

- One representative from Corporate Property management;
- One representative from the Neighbourhood Services Team – in attendance to provide professional advice.

18. The Area Committee is asked to nominate members to this working group for 2011/12.

### **CCTV**

16. Responsibility: *Liaison with Leedswatch Management concerning operations and co-ordinated jointly by the Area Community Safety Co-ordinator and the relevant Neighbourhood Policing Team Inspector.*
17. The Area Committee receives an annual report each June to provide an update in relation to CCTV.

### **Neighbourhood Management:**

18. Responsibility: *To oversee all neighbourhood management programmes in their area. This covers a responsibility for approving areas to be included in Area Delivery Plan, approving Neighbourhood Improvement Plans, monitoring progress annually and agreeing thematic priorities for any locally available funding.*
19. The Area Committee have approved funding to continue the employment of two neighbourhood managers to develop Neighbourhood Improvement Plans through working with local partners and the local community.
20. The priority Neighbourhoods for the Inner East have been agreed as Gipton, Harehills, Burmantofts & Lincoln Green, Richmond Hill, Seacroft and Killingbeck.
21. Neighbourhood Improvement Plans will be approved on an annual basis and will set out actions to target the priorities identified within each priority neighbourhood.
22. Reports will be provided three times a year to highlight achievements and provide performance management information.

### **Environmental Services**

23. Responsibility: *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.*

*To be responsible for monitoring and reviewing the delegated activities in relation to the service outcomes specified in the SLA.*

*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.*

24. The Area Committee is establishing a sub-group with 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. Further information is included in a separate report to this area committee.
25. Reports and performance information will be provided to every Area Committee meeting to enable members to review the implementation and delivery of the SLA.

### **Ward Members Meetings**

26. Ward Member meetings are held every four to six weeks 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.
27. Where appropriate other officers attend ward member meetings to discuss specific issues.

### **Community Engagement**

28. The Area Committee produces a Community Engagement Strategy which is refreshed annually in March. This sets out the minimum levels of engagement that will be offered by the Area Management Team on behalf of the Area Committee during the year. A copy of the Inner East Community Engagement Strategy is available from the author of this report.
29. Community Leadership Teams (CLTs) have been established for Gipton, Harehills, Killingbeck and Seacroft which offer opportunities for local residents to get involved in shaping their community and overseeing the delivery of the neighbourhood improvement plans. Local community forums take place quarterly in Burmantofts & Lincoln Green and Richmond Hill.
30. The CLTs are chaired by a ward member and the Area Committee is required to elect a chair for each of the Community Leadership Teams for the 2011/12 municipal year for Killingbeck/Seacroft, Gipton, and Harehills. The Area Committee is also required to elect a chair for the Burmantofts/Lincoln Green and Richmond Hill Forums. These appointments should be made in accordance with Area Committee Procedure Rules.
31. The Procedure Rules state that “where an Area Committee establishes a ward based Community Forum, the Chair of that Forum must be appointed by the Area Committee. In making that appointment however the Area Committee must ensure that Chairs are appointed with regard to the political balance of the ward to which a forum relates and having regard to the number of ward based Community Forums. Where a political group has the majority of members within a ward, the chair will be appointed from those Members. Where no political group has a majority, the chair will

be appointed by the Area Committee from Members of the ward to which the forum relates”.

32. In the Burmantofts/Richmond Hill Ward there and Gipton & Harehills wards two appointments are required, therefore the Area Committee will need to consider the above procedure rules and how they interpret a fair political balance in appointments.

### **Forward plan**

33. The Forward Plan, attached at Appendix A, sets out the business of the area committee dictated by the strategic planning cycle, local priorities, monitoring and evaluation of outputs and community engagement. The plan is added to and amended as appropriate throughout the municipal year.
34. It is requested that the Area Committee agree the forward plan and suggest any additional reports that they wish to see.

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

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

### **Legal and Resource Implications**

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

### **Conclusions**

37. 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**

38. 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;
  - c. appoint members to the Community Centre Working Group;
  - d. appoint chairs for Seacroft/Killingbeck, Gipton and Harehills Community Leadership Teams and Burmantofts/Lincoln Green and Richmond Forums.

### **Background Papers**

Area Committee Roles 2011/12  
Council’s Constitution, Part 4, Rules of Procedure

