

Outer East Area Committee Business Plan 2011/12

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1. Executive Summary

1.1 This provides a summary of documentation for circulation and promotion of Area Committee's priorities for 2011/12.

1.2 The documentation includes area profiles, area committee dates, community forum dates, area committee functions and a breakdown of well being budget expenditure.

2. Foreword by Outer East Area Committee Chair

Welcome to our Outer East Area Committee Business Plan which covers the period 2011/12. Decisions on this plan are made by the Ward Councillors of the Outer East Area Committee:

- Garforth & Swillington
- Kippax & Methley
- Temple Newsam
- Cross Gates & Whinmoor

Ward Councillors are local representatives and have a key role as community champions. Whilst this Area Committee has decided not to co-opt members, should this be reviewed during 2011/12, the co-opted members would not have voting rights as legally only Elected Members or council officers (with delegated powers) can make decisions about how the Council's budget is spent.

Area Committee meetings are held at least six times a year and the public are encouraged to attend and participate through the 'Open Forum' section at the beginning of the meeting. 2011/12 Outer East Area Committee Dates:

3pm, 5 th July 2011	Civic Hall
3pm, 13 th September 2011	Civic Hall
3pm, 18 th October 2011	Civic Hall
3pm, 13 th December 2011	Civic Hall
3pm, 14 th February 2012	Civic Hall
3pm, 20 th March 2012	Civic Hall

In July 2011, the Area Committee agreed to develop an annual Business Plan as a means to set out our priorities and outcomes for improving the Outer East area. The plan will be revised every year to ensure the priorities and outcomes are still relevant.

The primary focus of the Area Committee continues to be improving local services in Outer East Leeds and works in partnerships with Council services and key agencies, including the Police, Health Service, Aire Valley Homes, East North East Homes, Parish Councils and the Voluntary and Community sector to achieve local aspirations. The Area Committee must also demonstrate our contribution to the success of Leeds and the plan reflects the themes and aims of Leeds Initiatives and links local and city wide outcomes.

Cllr Keith Parker
Outer East Area Committee Chair

3. Functions of the Area Committee

3.1 The 2011/12 Function Schedule, included in the Council's Constitution (Part 3, section 3c), outline both Delegated Functions and Priority Advisory Roles of the Area Committee and was presented and agreed at the 5th July 2011 Area Committee. A copy is available on request.

Delegated Functions:

- Area Well Being Budgets
- Community Centres
- Neighbourhood Management Co-ordination
- CCTV
- Street Cleansing & Environmental Enforcement Services

Priority Advisory Functions (influencing, developmental and consultative responsibilities)

- Community Engagement
- Community Greenspace
- PCSOs, Neighbourhood Policing Teams, Multi Agency Crime and Grime Operations
- Highways Maintenance
- Local Children and Young People Plans
- Health and Wellbeing (Including Adult Social Care)
- Area Based Regeneration Schemes
- Conservation Area Reviews

3.2 Well Being Budget:

To take decisions about, and monitor activity relating to the use of the annual capital and revenue allocation to each Committee.

- a) The Well being Budget is used to support the priorities identified by Elected Members in consultation with residents and partners. It is administered by the Area Management Team on behalf of the Area Committee.
- b) The Area Committee receives update reports at Area Committee meeting with updated budget positions and feedback on project work.

3.3 Community Centres:

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;*

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- *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.*
- a) Under the current Functions Schedule there are 10 community centres delegated to this Area Committee:
- Allerton Bywater Welfare Hall
 - Allerton Bywater Youth & Adult Centre
 - Kippax Community Centre (leased)
 - Kippax Youth Club
 - Methley Village Centre
 - Micklefield Youth & Adult Centre
 - Garforth Miners Welfare Hall (leased)
 - Firthfields Community Centre (leased)
 - St Gregory's Youth & Adult Centre
 - Fieldhead Community Centre
- b) There is an ongoing review corporately in relation to community centres looking at the current delegation and market rental assessments.
- c) Outer East Community has a Community Centres Sub Committee which is chaired by Cllr Suzi Armitage, with representatives from Corporate Property Maintenance and Environment and Neighbourhoods.
- d) The sub committee monitors maintenance improvements to the centres, pricing and lettings and maximising usage and income from the centres for re-investment. Sub group minutes are reported to Area Committee.

3.4 Neighbourhood Management:

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.

- a) The Area Committee approved East Osmondthorpe as its Priority Neighbourhood in 2009. The area had been identified as having 3 Super Output Areas in the bottom 3% deprivation and as such had acquired Safer Stronger Communities Funding to support additional efforts to tackle deprivation in this area.
- b) A steering group was established and action plan agreed. All actions agreed have now been completed and now would seem a suitable time to review all of the activities and measure their success.

3.5 CCTV

To maintain an overview of the service in the Committee's area and receive regular information about it.

- a) The Area Committee received an annual report in July to provide an update in relation to CCTV, in addition regular reports are provided to members via email.

3.6 Environmental Services:

To develop and approve annual Service Level Agreements to achieve as a minimum, the service standards set by Executive Board. Via the Service Level

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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.

- a) The Area Committee has the Outer East Environmental sub group with member representative from each ward to meet on a Area Committee schedule 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.
- b) Reports and performance information will be provided to every Area Committee meeting to enable members to review the implementation and delivery of the SLA.

3.7 Community Engagement:

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.

- a) As part of this Business Plan, the Area Committee will set out a minimum level of engagement which will be delivered by the Area Management Team on behalf of the Area Committee during the year.
- b) Outer East Area Committee will continue to deliver community forums across the 4 wards as well as engagement events such as Older Persons Week.

3.8 Forward Plan

A forward plan will be produced annually, outlining the reports scheduled for the Area Committee in that municipal year.

4. Well Being Budget

Each Area Committee has been delegated a Well being Budget which it is responsible for administering. The aim of this budget is to support the social, economic and environmental wellbeing of the area by using the funding to support projects that contribute towards the delivery of local priorities set out in this Business Plan. Area Management work in partnership with agencies and service providers to ensure an efficient and effective use of the funding, and where possible, request match funding to be secured to ensure leverage is achieved.

Outlined in the table below is a record of how the 2010/11 revenue budget was allocated to support priorities in the Outer East.

WELL-BEING REVENUE SPENDING PLAN 2011/12		
		£ Budget
Budget Allocation for 2011/12		£185,220
Probable carry over from 2010/11		£34,600
Total Budget available		£219,820
Budget Commitments		
CCTV costs*	£33,000	£33,000
Small Grants Scheme		
To continue existing scheme of grants of £500 max to help community groups.	£10,000	£10,000
Environmental Work		£62,700
Probation scheme 12 months	£15,000	
Gardening scheme for 2012	£20,000	
cost of CESO	£27,700	
Tasking Teams. £10,000 to support the project work of the tasking teams.	£40,000	£40,000
Community Engagement & Involvement		£40,000
Additional activities to support Young People		£36,000
Total Spend :		£221,700
Over programmed by:		£1,880

NB. In order to prevent closure or reduction in hours of community facilities in Halton Moor and Garforth, Area Committee approved £20,000 for Garforth and £10,000 for Halton Moor to be taken from these respective wards allocations for tasking, community engagement and activities for young people.

5. Ward Profiles

5.1 Profiles are available for each of the four wards in the Outer South and will be annually reviewed by the Area Management Team. They include the following information:

- Ward Members
- Geographical location
- Socio-economic/demographic summary
- Priority Neighbourhoods
- Assets (Schools, main council facilities, main non council facilities)
- Key priorities in each ward (including development/regeneration plans, local issues and challenges)
- Key local organisations

5.2 These profiles are used in conjunction with Neighbourhood Index and Indices of deprivation to provide a context for shaping local priorities.

6. Priorities and Actions for 2011/12

6.1 A table outlining the Area Committee priorities and actions for 2011/12 has been produced and will be reviewed annually.

7. Partnership and Integrated Working

7.1 The work of the Area Leadership Teams will be regularly reported to Area Committee with progress on integrated working, especially in relation to the environmental delegation.

7.2 The Area Committee has a number of partnerships, sub-groups and 'tasking teams' that support the integrated working agenda. The Partnerships and sub-groups have Elected Members as Champions.

Partnerships

- Health & Well Being – Cllr James Lewis
- Divisional Community Safety Partnership – Cllr Catherine Mitchell
- Childrens Partnership – Cllr Tom Murray (the future of this partnership is being reviewed)

Sub- groups

- Environmental sub-group – Cllr Catherine Mitchell
- Community Centres sub-group – Cllr Suzi Armitage

Neighbourhood Tasking Meetings

- Garforth/Kippax & villages
- Cross Gates & Whinmoor
- Temple Newsam

All tasking groups meet six-weekly.

8. Community Engagement

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8.1 Supporting and engaging the community is one of the Area Committees key responsibilities. the development of a clear community engagement process seeks to address specific needs of targeted communities and address inequities with previous engagement. The approach and extent of community engagement needs to be proportionate to the benefits which could be achieved and with a consideration of the loss of time allocated to alternative activities.

Outlined below are engagement activities for 2011/12 that provide an opportunity for residents to be consulted on particular issues or bring local issues to the attention of Councillors regarding council services

- At Area Committee meetings and particularly through the 'Open Forum' section where members of the public are invited to raise matters.
- At local Community forums and partnership meetings.
- Through our webpage currently on www.leeds.gov.uk/south
- By e-mail – nhd.southareacomm@leeds.gov.uk
- Engagement activities at community events
- Support to specific groups which aides engagement.
- Support to specific residents and neighbourhoods through the process of Neighbourhood Improvement Plans..
- Provision of small grants offer an engagement opportunity to support local groups to build their capacity and skills base.
- Leeds Residents Survey, bi-annual survey of residents across Leeds and is one of the most wide ranging and comprehensive means by which the council consults with residents.
- Parish Councils
- Conservation audits
- Talking point – online consultation portal details of council consultations planned, being delivered and completed.
- Citizens Panel

8.2 Area Management recognise that residents have difference lifestyles and different preference for how they want to interact with the council. A variety of methodologies are available from the approaches and tools developed and trialled within the team.

9. Commitment to Equalities and Cohesion

9.1 Leeds City Council has a strong commitment to equality and cohesion. Community cohesion is a key priority for the Area Committee and their work within local communities is aimed at developing harmonious communities where people can come together in a spirit of cooperation to improve their area.

9.2 Leeds City Council has an Equality Framework and achieved an 'Excellent' standard in May 2011. Area Management are responsible for ensuring that equality standards are embedded in all Area Committee work.

9.3 Well Being Funding Agreements are signed by all agencies and community groups to receive funding and outline that to receive funding they also implement and adhere to their own equality statements.

10. Monitoring Arrangements and Promotion of Area Committee Achievements

- The table outlining the Area Committee priorities and actions for 2011/12 is based on Outcome Based Accountability principles for monitoring arrangements.
- Area Management Team produce weekly good news stories for the Deputy Chief Executive.
- Groups and Services receiving Well being Funding acknowledge Outer East Area Committee and have access to a LCC logo for publicity material.