

**Area Chairs Forum  
Wednesday 17<sup>th</sup> June 2011  
Committee Room 4, Civic Hall**

**Attendance:**

Councillors: P. Gruen (Chair), G. Hyde, G. Hussain, G. Wilkinson, K. Parker, A. Gabriel, R. Finnigan, J. Akhtar, G. Latty, T. Hanley, D. Blackburn

Officers: J. Rogers, R. Barke, S. Mahmood, J. Maxwell, S. Boyle, H. Freeman, B. Logan

Minutes: S. Warbis

Officers attending for specific items: D. Lynch, A. Clifford, M. Tynan, J. Lane, M. Phillott

<b>Item</b>	<b>Description</b>	<b>Action</b>
<b>1.0</b>	<b>Apologies</b>	
1.1	Cllr. Denise Atkinson.	
<b>2.0</b>	<b>Minutes and Matters Arising</b>	
2.1	The minutes of the previous Area Committee Chairs meeting on 11 <sup>th</sup> May 2011 were agreed as an accurate record.	
2.2	<u>1.7 of previous minutes – Youth Service Update</u> James Rogers informed Area Chairs that meetings have taken place with Cllr Blake and Nigel Richardson to review the proposals regarding the Youth Service. Cllr Blake and James Rogers will be attending the Children’s Services leadership team meeting to move this forward.	
2.3	<u>2.9 of previous minutes – Environmental delegation</u> Regarding the proposal to pilot the new Service Level Agreement (SLA) in one Area Committee area, it was agreed that Cllr Hussain would speak to officers in Environmental Services to move this forward.	<b>Cllr Hussain Helen Freeman</b>
<b>3.0</b>	<b>Delegation of Environmental Services to Area Committees</b>	
3.1	Helen Freeman attended to provide an update on the Environmental Services Delegation. Concerns were raised that there had only been a 60% attendance by Members at the series of workshops regarding the delegation, with some Members not having attended any workshops. Cllr Gruen proposed to send out reminders to Councillors on the importance of attending these events.	<b>Cllr Gruen</b>
3.2	It was agreed that the SLA needs to give accurate and honest information about the frequencies of services and that there needs to be a way of tracking and reporting where services have been missed. Helen Freeman stated that there was a commitment to deliver the SLA, that some frequencies may change to allow additional capacity that can be directed by Area Committees.	
3.3	A discussion took place around proposed cycles for mechanical cleansing services and the need to avoid certain areas regularly being scheduled for a weekend service, when there were problems with on street parking. Various options were discussed and it was agreed that these would be discussed further during future Members workshops.	<b>Helen Freeman</b>
3.4	Helen Freeman stated that there would be the capacity to tweak the schedules to take account of local knowledge and information regarding particular local issues and practicalities. Local co-ordination would manage potential clashes between services such as refuse collection and street cleaning.	

3.5	The issue was raised of land ownership and the work being carried out to address responsibilities for maintenance and remedial service provision. It was stated that there had been good co-operation with the ALMOs to address this issue and that early discussions had taken place with Education and Parks & Countryside. James Rogers stated that he was having discussions with the Directors responsible for Children's Services and Parks & Countryside regarding this matter. It was agreed that the Chairs Forum would receive an update on progress in this area at it's September meeting.	<b>Area Leaders</b>
3.6	An update report on the delegation is going to all Area Committees in the June / July cycle of meetings. Appointments within the restructure were almost complete for the team managers and supervisors operating in the areas, with internal changes due to go live on 1 <sup>st</sup> July. Information will be provided to Area Committee Members when the details have been finalised.	<b>Helen Freeman</b>
3.7	Questions were raised regarding the SLA and how issues of concern regarding performance would be dealt with. It was stressed that the delegation is a strategic partnership rather than a client / contractor relationship. There is a commitment to perform and there needs to be joint work to iron out any problems that may arise. Work is being carried out to minimise the downtime of operatives due to travel between sites, including a review of tipping points and looking at the types of vehicles being used and the possibility of increased compression of waste on vehicles.	
3.8	Work is being carried out to establish baselines for performance and a breakdown of budgets. When this is available another meeting with Area Chairs will be arranged.	<b>Helen Freeman</b>
3.9	Milestone dates are as follows: <ul style="list-style-type: none"> <li>o Update report to Area Committees June / July</li> <li>o Member Workshops 11<sup>th</sup> – 22<sup>nd</sup> July</li> <li>o SLA to Area Committees in September</li> </ul>	
<b>4.0</b>	<b>Future Options for Long-Term Residential and Day Care Services for Older People</b>	
4.1	Anna Clifford and Michele Tynan attended for a discussion regarding the proposals outlined in papers circulated to the meeting. The issue of residential and day care services had previously been brought to the Area Committee Chairs meeting in December 2010 and a report had been taken to Area Committees in the February 2011 cycle of meetings.	
4.2	The implications of the Southern Cross situation was raised, with the impact in Leeds not felt to be as great as in other areas of the country. There are a number of other viable private providers in Leeds, as well as the services provided directly by Leeds City Council.	
4.3	The quality of private provision was also raised, particularly in light of the recent BBC Panorama program. It was stressed that the issues highlighted by Panorama were very much the exception, and that there is a programme to monitor private care provision as well as the services provided by LCC.	
4.4	Long term strategy planning is taking place, looking at both complex and basic needs, to reshape the market to meet the emerging demand. There will be a 33% increase of over 85 year olds by 2024 and there is a need to review existing LCC and private provision to make sure it is able to meet the demand.	
4.5	Michele Tynan explained that Adult Social Care were currently in week 5 of a 12 week consultation of service users and family carers. The consultation also includes stakeholders such as the voluntary sector and parish councils. There has also been a series of road-shows, and other consultative methods, to ensure that older people outside of care, and representative groups are included in the	

	consultation process.	
4.6	There is a commitment for Adult Social Care to discuss the options with all 99 elected Members, with discussions having taken place with 29 members already.	
4.7	Findings from the consultation exercise will be taken to the LCC Executive Board on 7th September 2011.	
<b>5.0</b>	<b>2011/12 Annual Luncheon Club Grant</b>	
5.1	Jason Lane and Mark Phillott attended to discuss the possibility of moving the administration of the small grant fund for luncheon clubs to a more local level so as to better reflect local issues and priorities. Liaison is already taking place with the Area Leaders regarding the pros, cons and practicalities of localising this process.	
5.2	Currently luncheon club funding is a responsive grant process, relying on luncheon clubs to make funding applications. This can lead to certain areas of the city receiving a greater proportion of available funding than areas where fewer applications are made. The grant process is being looked at to determine if the current central system is the best way forward, or whether there are advantages to localising the process. Discussions with luncheon club organisers and attendees concerning current grant processes and information gathering regarding clubs is planned to take place over the summer.	
5.3	Work is also being carried out to look at some of the health impacts of luncheon clubs and to improve awareness of which clubs are functioning well and which clubs are experiencing difficulties. This work would also encourage a networking approach for luncheon clubs to share information, knowledge and otherwise support each other.	
5.4	Area Chairs were clear that they were happy to see a move to a more local management of this grant, however they would not support a virtual delegation of the process. Chairs agreed that there needed to be more engagement to encourage applications and saw that Area Committees could be involved in tackling inequality across the areas.	
5.5	It was agreed that this issue should be brought back to a future meeting, with details of budgets, a mapping of the current provision, and relevant planning proposals.	<b>Jason Lane</b>
<b>6.0</b>	<b>Area Support Team Roles</b>	
6.1	The Area Leaders gave a presentation on the proposed roles for the Area Support Teams and tabled a document outlining their specific responsibilities. This information has been provided to staff, although job descriptions have yet to be circulated. There has already been a 20% reduction in Area Management staffing due to vacancies not being filled, and the proposed roles are designed to maximise the staff resource moving forward to support locality working. The proposed draft structure has 6 x PO5 posts, 13 x PO2 posts and 9 x SO1/2 posts.	
6.2	The PO5 posts will lead and manage local and city wide programmes, getting under the skin of issues and will be unburdened of Area Committee administration tasks. They will have responsibility for rolling out best practice across the area teams.	
6.3	The PO2 posts will be the key contact point for Area Committees and Members, and will provide the Area Committee support role. They will also be the key link with communities and the delegated services, providing initial support for services as new delegations are implemented.	

6.4	The SO1/2 posts will support the Area Committees, administer the well-being fund and maintain connections with frontline services and communities.	
6.5	Currently informal consultation with staff is ongoing which has been generally positive. This will be followed by job evaluation of the roles and formal consultation and it is envisaged that implementation will happen in the Autumn.	
6.6	Some Area Chairs raised concerns that the new structure could become overstretched, particularly as delegations increase and pressures increase on staff. It was pointed out that all partners and services were looking at locality working and would have a responsibility to play their part in the process. Area Team staff would assist services with the move to locality arrangements, using their experience to facilitate the transition, but services would then become better organised to operate at a local level themselves. It was suggested that services' budgets need to be utilised to support locality working arrangements.	
6.7	It was felt that the Area Committees needed to be able to influence the way that services are delivered, regardless of whether services have been delegated. It was suggested that the Area Chairs and Area Committees would be able to shape services through the PO5 officers.	
6.8	It was agreed that member briefings needed to be arranged on the proposed structures of the Area Support Teams.	<b>Area Leaders</b>
<b>7.0</b>	<b>Any Other Business</b>	
7.1	The minutes of the Area Chairs Forum meetings will now be taken to Area Committee meetings once they have received approval.	
7.2	Cllr Gruen expressed an intention to attend various Area Committee meetings. James Rogers stated that he would also be attending all 10 Area Committees before the end of March and would also be spending a half day with each of the three Area Teams.	
<b>8.0</b>	<b>Date of Next Meeting</b>	
8.1	5 <sup>th</sup> September 2011, 10am, Committee Room 1, Civic Hall.	