

**Report of Area Leader – West North West**

**Report to Inner West Area Committee**

**Date: 19<sup>th</sup> October 2011**

**Subject: Inner West Area Committee Business Plan**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Armley and Bramley & Stanningley
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the decision eligible for Call-In?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Summary of main issues**

1. The report presents an update on work to date to develop an Area Committee Business Plan, and presents a draft version.
2. It is proposed that between September 2011- March 2012, Area Management will continue to develop a business plan. The timescale will ensure that Members have been consulted on the production of plan, that it is fit for purpose and reflects the new city wide priority plans and performance monitoring principles.
3. The business plan will be presented to the March 2012 Area Committee for final approval. The plan will be a four year plan running from 2011 -15 and will be refreshed annually.
4. Recommendations  
The Area Committee are asked to:
  - a) Note the contents of this report
  - b) Note the draft Business Plan (Appendix 1) and draft Action Plan (Appendix 2)
  - c) Agree to the Area Management Team continuing to develop a Business Plan
  - d) Agree to receiving updates at future meetings and for the Area Committee to adopt a four year plan at the March 2012 meeting that will be subject to a refresh annually.

DRAFT

## 1 Purpose of this report

- 1.1 The report presents an update on the work date to develop an Area Committee Business Plan.

## 2 Background information

- 2.1 In 2008, the Leeds Strategic Plan brought together the themes in the existing Vision for Leeds and Local Area Agreement to provide an integrated framework for partners to tackle city wide priorities. To translate city wide priorities and outcomes to local improvement priorities, the Area Committee approved a three year Area Delivery Plan in June 2008. This was refreshed in June 2009 and June 2010.
- 2.2 The Area Committee Delegated Functions and Priority Advisory Functions were approved by the Executive Board in June 2009, this approval was rolled forward to 2010/11 and 2011/12 with the only amendments made to environmental delegations.
- 2.3 The 2008-2011 Area Delivery Plan (ADP) which underpins the work of Area Management, came to a formal end in March 2011. However, Area Management's work programme has continued informally, with many projects rolling forward from the ADP.
- 2.4 It is proposed to replace the ADP with a new annual Business Plan that would reflect changes to the City and council planning and partnership framework, and incorporate local community engagement planning and actions. The Business Plan will continue to outline local priorities and actions for the Inner West and provide a framework for the spend of the Well being Budget. The Business Plan will enable the Area Committee to fulfil the principles of Integrated Locality Working.

## 3 Main issues

- 3.1 A draft Business Plan 2011-2015 (appendix 1) which includes priorities for action (appendix 2) is attached for consideration. It is proposed that between September 2011- March 2012, the Area Management Team will continue to develop the business plan.
- 3.2 Timescale and Engagement with Members

The timetable below outlines the process to produce a four year business plan. It includes regular engagement with Members and an annual refresh and review cycle.

October 2011	Members consulted and comment on Business Plan format at Area Committee.
October 2011	Member workshop (working towards Outcome Based Accountabilities criteria) held to furnish Business Plan.
October – November 2011	Area Management Team develop Business Plan taking into account Members views.

December 2011	Receive a draft update at Area Committee.
January 2012	Update on progress at ward based briefings.
March 2012	Area Committee adopt 2011-2015 business plan.
August – October 2012	Review business plan.
November 2012 – February 2013	Refresh business plan.
March 2013	Area Committee adopt refreshed 2011-15 business plan.
August – October 2013	Review business plan.
November 2013 – February 2014	Refresh business plan.
March 2014	Area Committee adopt refreshed 2011/15 business plan.

3.3 This timetable will ensure that Members have been consulted on the production of a four year plan (through workshops and ward member briefings), to ensure that the Business Plans represent the communities they represent. In addition, the timetable will ensure that it reflects the new city wide priority plans and performance monitoring principles.

3.4 Performance Monitoring

The Business Plan will be monitored via the Area Committee, who will be presented with regular progress reports.

**4 Corporate Considerations**

**4.1 Consultation and Engagement**

4.1.1 Members will be consulted at the forthcoming Business Planning workshop on the content of the Business Plan for Inner West. In addition, the final business plan will be presented for adoption with Members in March 2012.

**4.2 Equality and Diversity / Cohesion and Integration**

4.2.1 The Business Plan will take into account equality, diversity, cohesion and integration issues.

**4.3 Council Policies and City Priorities**

4.3.1 The themes in the proposed Business Plan will mirror the themes and priority outcomes at a city wide level and also reflect the delegated functions and priority advisory functions of the Area Committee.

**4.4 Resources and Value for Money**

4.4.1 As outlined in the Function Schedule 2011/12, the Well being budget delegated by Executive Board is used to finance projects which meet the needs of the Area Delivery Plan or its successor. Members of the Area Committee are keen that wherever possible the use of Well Being funds brings in additional match funding to the area.

#### **4.5 Legal Implications, Access to Information and Call In**

4.5.1 All decisions taken by the Area Committee in relation to the delegated functions from Executive Board are eligible for Call In.

4.5.2 There are no key or major decisions being made that would be eligible for Call In.

4.5.3 There are no legal implications as a result of this report.

#### **4.6 Risk Management**

4.6.1 This report provides an update for Members and therefore no risks are identifiable.

### **5 Conclusions**

5.1 The Area Committee requires a document to set out the key priorities for the year, that links to city wide policies and provides a framework for the spend of the Well Being Budget.

5.2 The new Business Plan will support and contribute to changes already being put in place to the planning framework at a city wide level and it will illustrate how the Area Management Team will support partnerships and local services in this process, whilst continuing to champion the role of the Area Committee.

### **6 Recommendations**

6.1 The Area Committee are asked to:

- a) Note the contents of this report
- b) Note the draft Business Plan (Appendix 1) and draft Action Plan (Appendix 2)
- c) Agree to the Area Management Team continuing to develop a Business Plan
- d) Agree to receive updates at future meetings and for the Area Committee to adopt a four year plan at the March 2012 meeting that will be subject to a refresh annually.

### **7 Background Documents**

7.1 Inner West Area Delivery Plan 2008-11

7.2 Executive Board Report, Proposed Changes to the Leeds Initiative Partnership and the City Planning Framework, 15<sup>th</sup> December 2010

DRAFT