

Inner North West Area Committee Business Plan 2011/15

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Executive Summary

This business plan brings together a range of information relating to the work of the area committee. It provides details of the roles and responsibilities of the area committee and information on the wellbeing budget and the approach we aim to take in relation to community engagement.

There are three priority neighbourhoods within Inner North West Leeds. This business plan sets out the framework for how we aim to improve these neighbourhoods and the approach we will take to involving the community in this work.

The plan sets out our commitment to equal opportunities and community cohesion. The council achieved an 'Excellent Standard' for equalities in May 2011, and the Area Committee has a role to play in supporting the council in maintaining this standard.

Finally, an action plan sets out how the priorities for the Inner North West Area Committee will be addressed focusing on the achievement of measurable outcomes.

DRAFT

1. Chairs Foreword

Welcome to our Inner North West Area Committee Business Plan which covers the period 2011/15.

Stuart to produce content to be agreed with Cllr Akhtar

Cllr Javaid Akhtar
Inner North West Area Committee Chair

2. Area Committee Introduction

Decisions on this plan are made by the Ward Councillors of the Inner North West Area Committee:

- Headingley (3 Elected Members)
- Hyde Park and Woodhouse (3 Elected Members)
- Kirkstall (3 Elected Members)
- Weetwood (3 Elected Members)

Ward Councillors are local representatives and have a key role as community champions. Whilst this Area Committee had decided not to co-opt members, should this be reviewed at any point, 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' and Deputation section at the beginning of the meeting. 2011/12 Inner North West Area Committee Dates:

7pm Thursday 14 th July 2011	Woodsley Rd Community Centre
7pm Thursday 22 nd Sept 2011	Headingley Enterprise and Arts Centre
7pm Thursday 27 th October 2011	St Stephens Church Hall
7pm Thursday 15 th December 2011	St Chads Parish Hall
7pm Thursday 23 rd February 2011	To be confirmed
7pm Thursday 12 th April 2011	To be confirmed

The Business Plans set out the committee's priorities and outcomes for improving the Inner North West area. The plan will be revised and refreshed 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 Inner North West Leeds and works in partnerships with Council services and key agencies, including the Police, Health Services, West North West Homes 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 Initiative and links local and city wide outcomes.

3. Functions of the Area Committee

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 4th July 2011 Area Committee. A copy is available on request.

Delegated Functions:

- Area Wellbeing 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 (continuation of ward member responsibility)
- Local Children and Young People Plans
- Health and Wellbeing (Including Adult Social Care)
- Area Based Regeneration Schemes and Town and District Centre Projects
- Conservation Area Reviews

Wellbeing Budget:

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

- a) The Wellbeing 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 to each Area Committee meeting with updated budget positions.

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;*

- *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 is 2 community centres delegated to the Inner North West Area Committee:
 - Meanwood Community Centre
 - Little London Community Centre
 - b) There is an ongoing review in relation to community centres looking at the current delegation and market rental assessments.
 - c) Inner North West Community Centres task and finish group has been established. Chaired by an Elected Member and with representatives from key services and Ward Members the group will develop an action plan which highlights work to be undertaken to further enhance and develop each centre (including increasing usage).
 - d) The action plan monitors 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.

Neighbourhood Management:

Area Committees have a delegated responsibility to agree priority neighbourhoods (through the approval of the Area Business Plans); and to agree and monitor Neighbourhood Improvement Plans for the Committee's area.

The Action Plan provides a framework to manage the delivery of key project activity in priority neighbourhoods focusing on the achievement of measurable improvements to service delivery using largely mainstream resources. The Area Committee will have a direct role in setting the governance arrangements and community engagement programmes for priority neighbourhoods.

- a) The priority neighbourhoods for the Inner North West area have been identified as: Hawksworth Wood, Hyde Park and Little London
- b) Neighbourhood Improvement Plans will be approved on an annual basis for each priority neighbourhood and will set out actions to target the priorities identified within each priority neighbourhood.
- c) Priority Neighbourhood Reports will be provided to Area Committee twice a year to highlight achievements and provide performance management information

CCTV

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

- a) 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.

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 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 Inner North West Environmental Sub Group with Member representation 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.
- 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.

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 Business Plan, and future priorities.

- a. As part of this Business Plan a programme of community engagement will be developed with the aim of providing consistency across the 10 Area Committees. This activity will fulfil the Area Committee delegated responsibilities and will be managed by the Area Management Team on behalf of the Area Committee.

4. Wellbeing Budget

Each Area Committee has been delegated a Wellbeing 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.

The table below shows how the 2011/12 revenue allocation of £215,581 has been aligned to city wide themes and local priorities:

INCOME		Revenue Wellbeing Budget 2011/12	£215,581
		Roll Forward	-£ 1,470
		Existing Revenue Commitments	-£ 16,500
		TOTAL	£197,611
EXPENDITURE		Projects Carry Forward from 2010/11	£25,667
ADP Theme	Projects		2011/12
Sustainable Economy and Culture			£22,480
	Small Grants and Skips Scheme		£10,000
	Kirkstall Festival		£5,000
	Hyde Park Unity Day		£5,000
	Weetwood Additional Festive Lights		£2,480
Safer and Stronger Communities			£98,002
	Royal Park School Consortium		£ 2,949
	Hyde Park Neighbourhood Management		£19,568
	Student Change Over		£10,000
	Environmental Action Team Officer		£36,591
	Leave Leeds Tidy		£13,000
	Woodhouse Moor Enforcement Patrols		£15,894
Health and Wellbeing			£ 7,260
	CALLS Physical Activities		£3,260
	The Life House		£4,000
Children and Families			£19,869
	Family Activities Action Group		£8,119
	Youth Mobile Project		£6,750
	Friday Night Project		£5,000
Housing and Regeneration			£50,000
	Ash Road Traffic Reduction Measures		£10,000
	Community Planner Officer		£40,000
TOTAL			£197,611

A capital budget of £720,700 has been allocated between 2004-2010 with no new allocations for 2010/11 and 2011/12. The commitment to date is £716,520 leaving a balance of £4,180.

During 2011/12, Area Management will record capital and revenue match funding figures achieved from Wellbeing funding projects and report these to the Area Committee in 6-monthly monitoring reports.

5. Ward Profiles

Profiles are available for each of the four wards in the Inner North West 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

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

A table outlining the Area Committee priorities and actions for 2011/12 has been produced and will be reviewed annually. This is what the Area Committee will do based on the new integrated locality working design principles.

7. Priority Neighbourhoods

The Inner North West Area Committee has identified three priority neighbourhoods: Hawksworth Wood, Hyde Park and Little London. These neighbourhoods have been selected as priority neighbourhoods by considering the following information:

- Neighbourhood Index
- Indices of Deprivation
- Consultation with Elected Members and residents
- Data available from partners on their service users

The following information provides a summary of the activity currently being undertaken in the area's priority neighbourhoods:

- Hawksworth Wood:
A new programme of neighbourhood activity began in September 2011 with the launch of the Hawksworth Wood Community Network. This activity aims to develop the capacity of local community organisations and support residents to get involved in a range of neighbourhood improvement activities. A neighbourhood board with resident representation and an officer working group will be developed to provide the strategic direction and management support to deliver programme of service improvements focused on delivering measurable outcomes using largely mainstream resources.
- Hyde Park:
The launch of the Hyde Park Board in January 2011 and the Hyde Park Tasking team in March 2011 has provided a robust management framework to address key service improvement priorities relating to the following themes: environment, community safety, health and wellbeing. A detailed priority setting process has brought together the views of Elected Members, services and residents to inform the production of the Hyde Park Neighbourhood Improvement Plan.
- Little London:
Located just south of the city centre, Little London suffers from a range of deprivation issues and has received a investment from SCCF and NRF in recent years. The neighbourhood is set to benefit from a significant capital investment programme beginning in 2012. A programme of service improvement and neighbourhood activity will be developed to coincide with the launch of the Little London PFI scheme.

8. Partnership and Integrated Working

Locality Working is about working better with a wide range of services, organisations and residents to improve the 'offer' in local communities. It focuses on better coordination and cohesive service delivery which is able to best meet the needs of local people. The Inner North West Area Committee currently operates two sub committees support this activity as follows:

- Inner North West Environment Sub Group (Chair, Cllr Jamie Matthews)
The Environment Sub Group meets bi-monthly. It receives service reports from the refuse and cleansing services, environmental action team and parks and countryside. The group is attended by representatives from universities and student unions and co-ordinates the annual response to peaks in service demand during freshers week and student changeover. The sub group is provided officer support by the area management team.
- Inner North West Planning Sub Group (Chair, Cllr Neil Walshaw)
The Planning Sub Group meets monthly to review recent planning applications and to discuss planning policy as it relates to the Inner North West area of Leeds. Officer support is provided by the Wellbeing-funded community planning officer. The group operates in an advisory capacity and passes key messages for approval by the Area Committee.

In addition to Area Committee sub groups, a range of partnership activity is being developed which relates to a wider geographic area:

West North West Leadership Team

Chaired by a member of the corporate leadership team and established in September 2011 the WNW Leadership Team will oversee the development and successful implementation of local integrated services that improve outcomes in West North West neighbourhoods. The new locality working approach is outlined in the design principles agreed by Executive Board in December 2010 (a copy of the design principles is available on request).

West North West Environmental Integrated Locality Working group

The Area Leader has established a West North West Environmental Integrated Locality Working group who meet bi monthly to oversee integrated locality working to tackle environmental issues in four key areas of the wedge. In addition to improved visual appearance the targeted neighbourhoods, lessons learnt on future collaborative working will be identified and implemented.

9. Community Engagement

Developing a programme of community engagement is one of the Area Committee's key responsibilities. This business plan seeks to provide a robust framework for community engagement which supports the identification business plan activity and involves the public in local decision making. To facilitate this process it is recommended that engagement activity should be split into two main components:

- a) Primary Engagement: A core programme of primary engagement for all 10 Area Committees should be implemented which provides a consistent approach for consulting the public on the broad priorities for each area and

meets the requirements for the area committees' delegated function. It is proposed that this is undertaken through an annual survey of Citizens Panel Members and is implemented as part of the annual Business Plan development and review process. The results of this consultation will be presented in a report to Area Committees setting out the findings of the consultation against the business plan themes.

- b) Secondary Engagement: In addition to this core programme of primary engagement, each area committee may elect to undertake additional engagement as it relates to the business of the Area Committee. For the Inner North West this will include but is not limited to: a neighbourhood survey for each priority neighbourhood, up to 12 ward forums and drop-in sessions a year and a range of engagement activities linked to the delivery of individual projects and programmes of service improvement.

A community engagement forward plan will be produced annually, outlining the reports scheduled for the Area Committee in that municipal year. Area Management Team will manage this programme of activity on behalf of the Area Committee which may include contributions of resources from other services and agency partners.

10. Commitment to Equalities and Cohesion

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.

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.

Wellbeing 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.

11. Monitoring Arrangements and Promotion of Area Committee Achievements

The Action Plan outlining the Area Committee priorities and actions is based on Outcome Based Accountability principles for performance monitoring. Area Management Team produce weekly good news stories for the Deputy Chief Executive. Groups and Services receiving Wellbeing Funding acknowledge the Inner North West Area Committee in their publicity and have access to a LCC logo for publicity material.