

**Report of Deputy Chief Executive**

**Report to Inner West Area Committee**

**Date: 21<sup>st</sup> March 2012**

**Subject: Area Update Report**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Armley Bramley & Stanningley	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" 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**

**This report is to inform the Area Committee on progress against the Area Management Team's work programme and locality priorities.**

**Progress is reported through project and service updates.**

**Recommendations**

**Inner West Area Committee Members are invited to note the contents of the report, comment on any matters raised and suggest items for inclusion in future Area Update reports.**

## **1. Purpose of this report**

**1.1. The purpose of this report is to inform members on progress against the Area Management Team's work programme and locality priorities.**

## **2. Background information**

2.1. An Area Committee Update report is submitted at every cycle of Area Committee meetings. Partners contribute collectively on projects and provide service updates.

## **3. Main issues**

### **Business Plan for 2011-15**

**3.1. The Inner West Area Support Team have been working on a Business Plan for 2011-15. A workshop was held with Members in October to go through the action plan, the results of which were presented to Members at the December Area Committee meeting. A copy of the Business Plan and action plan is attached to this report (Appendix 1 and 2) for Members' formal approval. It is proposed that this will replace previous Area Delivery Plans, and will set out priorities for the forthcoming years. Members are asked to approve the Business Plan and Action Plan attached.**

#### New Wortley LAMP

3.2 Discussions are taking place about introducing a Credit Union facility in New Wortley, preferably in the community centre.

3.3 WNWhL have instigated improvements to the 'Gassy Field' area in New Wortley to deter the intrusion onto the site by Travellers, and to prevent further disturbance to the local community.

3.4 It was reported that there are no major community safety issues. There has been a slight increase in prostitution in the area; work is ongoing with neighbouring divisions to manage this issue. There were forty six incidences of anti social behaviour recorded in November, these have been varied on nature – fireworks related, neighbour disputes, domestic incidents and environmental issues. The main incidents take place between 9 and 10pm in the evening and around 1am.

3.5 Issues have been raised regarding a group of drug users and alcoholics who are congregating outside the New Wortley community centre. This is causing problems both to the centre users and workers, both internally and externally. A multi-agency group has been established look at these issues, and an action plan has been put together to support work going forward.

3.6 The 'Next Step' project have started to run sessions at New Wortley Community Centre on a Tuesday morning, these are jobs and training advice sessions. There was a new Wednesday night youth group that ran for five weeks, at which there was regular attendance of about twenty people per week. The Thursday night Zumba classes are very successful with a charge of £4 per session being made.

- 3.7 Following the preparation of a Health Needs Assessment, there have been detailed discussions with agencies as to which of the recommendations could be taken forward by the LAMP group and actioned.
- 3.8 One other issue that was raised through the Health Needs Assessment was around smoking cessation, the Thornton Medical Centre are running smoking cessation classes. In addition, Community Health Education sessions will be running from Lloyds Pharmacy from Wednesday 4<sup>th</sup> January 9 – 11am. These sessions will look at issues such as smoking, alcohol, weight management and promoting healthy eating.
- 3.9 Armley has also been selected as a ward that will trial work on childhood obesity. This is being coordinated through a partnership group led by the NHS.

#### Wyther LAMP

- 3.10 It was reported that burglary has reduced in Armley over the last two months and had moved from the Red Status to Amber. It was also reported that the Police and LASBt have been working closely together to tackle ASB in the Wythers. There are now monthly Amber nominal meetings with some of the Amber young people being case managed who live around the Wyther/Raynville area. Part of the Amber nominal's meeting is to look at diverting people away from Crime/ASB and to offer support.
- 3.11 The LASBt currently has twelve cases in the Wyther area where tenancy action is being progressed through housing cautions. On the Lower Wythers four Acceptable Behaviour Contracts have been issued and one ASBO warning which is being progressed to a full ASBO application. There is already a nominal in this area with an ASBO. The LASBt feel that there is low reporting on the top Wythers despite action days and letter drops targeted in this area. There are two cases where there is notice to seek possession due to possession/offences around drugs. The LASBt have been dealing with complaints of ASB from the new houses where young people have breached fences and cut through gardens, however this seems to have been resolved with the repair of the fence. Also the young people who had been cutting through and causing damage have received a warning and this has reduced the number of complaints.
- 3.12 It was reported that there is a problem on the Wythers with dogs in relation to fouling on the footpaths particularly on Wyther Park Road and also roaming dogs during the day. This was ratified by EATs who stated that the problem was on one of the school walking bus routes and often the children had to go onto the road because of dog fouling to the pavement. WNWHL also identified this as an issue and they are looking to erect signs on this road. It was noted that it is difficult to catch the owners of the dogs and fine for allowing their dogs to foul /wander on the estate with only three wardens for the city. EATs are looking into whether pavement sweeping would be suitable to clean the footpaths. It was suggested that this location would benefit from additional resources and highlighted as a hot spot, this may attract additional resources to target this problem, however the long term plan is to stop irresponsible dog owners.

## Fairfield LAMP

- 3.13 It was reported at the January meeting that burglary was down; there were no burglaries in the Fairfield area over the last month. Operation Alice is running until the end of April 2012. This operation been underway since October 2011 and has made a significant difference in tackling burglary.
- 3.14 Barca is running two youth service groups at the Fairfield Community Centre, one on Monday and the second on Wednesday.
- 3.15 A youth based event is being planned for a Saturday in the month of May 2012.
- 3.16 Another work / training event will be organised, Jobs and Skills have agreed to work jointly with Barca and Accent housing in organising the event. Jobs and Skills also agreed to provide some taster sessions.

## Citizens' Panel

**3.17 In November 2011, the Area Committee received a report on the development of a new Citizens' Panel for Leeds. Work is underway to recruit residents to the panel, with targets set for age, gender and ethnicity based on the local population. The first phase of recruitment is complete using existing council and partner mailing lists, and publicity through local media outlets. The second phase will be targeted mailing to households to fill the remaining gaps. The final phase will be to recruit from specific sections of the community and geographic areas by working with local groups organisations.**

**3.18 The Citizens' Panel is a cost effective replacement for a number of major surveys the council is committed to for performance monitoring and service development. The cost of recruiting and surveying a representative panel is around £21,000 compared with the £64,000 cost of the 2009 face to face residents' survey.**

**3.19 A number of surveys have been suggested for the new panel, including;**  
**'Residents Survey' to capture agreed Business Plan / City Priority Plan indicators**  
**Health & Wellbeing survey**  
**Anti-Social Behaviour consultation**  
**Environmental Services consultation**  
**Harmonious Communities consultation**  
**Parks & Countryside survey**

**3.20 Area Committees will be able to use data from their own area to help inform the Area Business Plan and identify local priorities.**

## Town Centre Manager Update

**3.21 The Town Centre Manager is leaving the post on 31<sup>st</sup> March and will provide a full handover to the Area Support Team prior to his departure. In the meantime, he has been looking at the logistics behind introducing 'pop up shops' (using vacant retail units for a limited time), identifying key events for the town and providing**

information for any future commissioning work, and developing a new marketing campaign called 'Golocal' to re-brand the 'Shop Local' scheme.

**3.22 The Town Centre Manager will ensure that businesses and local organisations are aware of his departure, and how they can access information and advice in the future.**

Regeneration Programmes Team

**a) Former Medical Centre, Theaker Lane, Armley**

**3.23 Following some delay while Sanctuary Housing obtained internal support for the scheme, they are once again progressing with the preparation of plans for the redevelopment of the site for older people's flats. It is anticipated that the revised plans will be shared with ward members in the near future, in advance of a planning application being submitted. Pre-application discussions with Planning Services in relation to some of the technical details around access and design have been positive. The proposals form part of the Homes and Communities Agency's Affordable Homes Programme.**

**b) Armley Moor**

**3.24 The on-site programme for delivering improvements to Armley Moor is currently being finalised. Work is expected to commence in March and end in late summer. The work will take into consideration the programme of events which take place on the Moor to minimise disruption.**

**Community Centres Consortium**

**a) New Wortley**

**3.25 A priority for the centre has been to work in partnership with the police and other agencies to address instances of anti-social behaviour around the centre. In terms of funding, the centre has received a grant of £1,850 from the Winter Warmth grant scheme, and grants have been applied for to make further improvements to the café area and main room, and for events to celebrate the centre's 30<sup>th</sup> anniversary. The Area Committee will be kept up to date on the progress of these grant applications.**

**b) Fairfield**

**3.26 The centre now hosts a Work Club in association with Job Centre Plus, offering advice to young people looking for work or training. A grant of £400 was awarded to the centre under the Winter Warmth grant scheme, and a bid has been submitted to secure a catering contract worth over £5,000. Future events include a family fun day on the 3<sup>rd</sup> April and a Jobs and Training information day on the 23<sup>rd</sup> May.**

## **Leeds Industrial Museum, Armley Mills**

**3.27** Leeds Industrial Museum has provided an update on current activities and plans for 2012. Highlights include more local visitors from the Armley area, children's activities including 'Jack the Loco' and 'Fiona the Mill Engine', a 'knit and natter' club, spinning demonstrations, cinema clubs and a looms project run by a team of volunteers. The I Love West Leeds Festival continues to occupy office space at the Mills and runs a number of events during the festival season and beyond.

**3.28** 2012 marks the museum's 30<sup>th</sup> anniversary, and a range of events will be taking place through the year to celebrate. Toy trains will be on display at the museum for the first time in 100 years, and other new attractions include showcasing the waterwheel which will run again after Ward Members funded silt clearance, adult heritage craft workshops, a new community café and arts space and landscaping including new signs, a re-design of the colour garden and opening the canal tow path gate. A range of partnerships are also being developed with the National Railway Museum, Hainsworth Engineers, Leeds University and Leeds City College apprenticeship scheme.

**3.29** Visitor numbers continue to improve with 1.1 million visits last year. 98% of Leeds primary schools and 94% of secondary schools have visited the museum in the last 3 years and income from schools has increased from £23,000 to £42,000 over the same period.

### **West North West Homes Update**

**3.30** West North West Homes has renewed its accreditation in Investors for People and Customer Service Excellence, and is the only ALMO in Leeds to have achieved the Investors in Diversity standard. The organisation was also shortlisted for two awards; the National Federation of ALMOs award for the 'On Your Bike' scheme, and the TPAS Award for Innovation and Equality for encouraging electronic access to services and promoting computer awareness for older residents.

**3.31** More locally, the inner West teams ran a campaign to promote the take up of housing benefits during December and January, encouraging residents to take up Housing Benefit and Discretionary Housing Payment. Advisors also signposted residents to other benefits provided by the Department of Work and Pensions and independent debt advice through the Citizen's Advice Bureau, voluntary sector and Credit Union.

### **Teenage Pregnancy Update**

**3.32** A Teenage Pregnancy Action Plan is currently being drafted for the inner West area. Work via the youth service and in schools continues, targeting in particular the most vulnerable young people. Young volunteers carried out a 'Mystery Shop' of sexual health services and a report on their findings will be available soon. Activities planned for the future include an education programme for

**parents to help them communicate with their children about sexual health, and school holiday activities led by young people themselves.**

Loan Shark Team – Work in Leeds

- 3.33 In Summer 2011 the Loan Shark Team decided to set up a plan in Leeds to include as many key partners as possible. This was due to the relative scarcity of information to the hotline from the city and the lack of a major prosecution.
- 3.34 The team worked closely with representatives of the three main social landlords in the city; East North East, West North West and Aire Valley Homes as well as a Police Inspector from a local area with high deprivation and crime. It was decided that the best way to raise awareness was to embark on a blitz of targeted training and publicity, hoping to gain some momentum and to increase the information about illegal money lending (IML) to the hotline.
- 3.35 Frontline housing staff and police were vital partners in capturing local information and comprehensive, so ongoing training for housing staff and initial briefings for Neighbourhood Policing Teams were set up. Local knowledge of partners was used to brainstorm and come up with other key agencies to be involved in the plan. These included Leeds City Credit Union, Advice Leeds, Leeds City Council's Financial Inclusion Team and other local organisations who deal with vulnerable people in the City.
- 3.36 It became clear that a rolling action plan with timescales was a useful tool in building momentum and keeping partners onboard with updates on how work was developing. Equally important are the local champions of the project who can open doors and advocate for Stop Loan Sharks on behalf of the team.

Leeds Advice Network- advice in Children's Centre project

- 3.37 This will continue to be funded from April 2012 but with a reduction in funding applied across the project. This will mean a reduction in the advice sessions delivered. Currently services are provided at Armley, Bramley, Castleton, Hollybush, Burley and Little London Children's Centres. Currently, discussions about the impact of the funding reductions are being undertaken but it is likely that the number of Children's Centres offering advice services in the West area will be reduced.

Inner West Credit Union

- 3.38 Inner West Credit Union, an initiative supported by the Inner West Area Committee, continues to grow. Between April 2011 and December 2011 there were 270 new adult and junior members. This is comparable with 283 new adult and junior members in the same period last year. The majority of new membership is from the postcode areas of LS12 2 (Upper Armley / the Aviaries).

**Youth Service**

- 3.39 Bramley Enhanced Generic Youth Club. Tuesdays 7 pm to 9 pm - The open youth club on a Tuesday evening has increased in number and it usually attracts between

30 to 40 young people. Staff and young people are committed to addressing challenging behaviour particularly bullying and hence the atmosphere is friendly and welcoming. As a result Youth Service have averaged 8 new contacts per week through out the quarter preceding January. Throughout this quarter the young people and youth workers have been working on integration. This is due to young people coming from the Fairfield and Broadlea estates.

- 3.40 Bramley School of Rock. Tuesdays 5 pm to 9 pm - Bramley school of Rock / music group has gone from strength to strength. During the quarter preceding January the young people were in the process of organising a calendar of gigs they would like to play for the next year. In the future this group would also like to participate in a community event. This session has inspired the young people to make a CD of their own in the following quarter. This will involve them attending Purple Studio and creating a CD. The CD will then be used for promotional material in order to attract young people to Bramley youth sessions to get involved with the programme.
- 3.41 Ganner's Mobile Provision Friday's 7:30 – 9:30 - Since November 2011 and January 2012 Youth Service have met with different disaffected groups within the Ganner's area. They have also met with the community who have been very supportive of the work that is taking place. From the feedback given from the businesses, community and young people the ASB in the area has gone down slightly. Also within this three month period they have managed to encourage four young people onto training courses and back into school.
- 3.42 Participation Wrap Group Thursdays 5pm – 7pm - During the last quarter the young people have managed to complete funding forms and write letters for MICE monies. The young people have designed a donation box as they feel this would be better than charging subs in this currently financial climate. These young people are also working on putting together a list of events, such as Bramley carnival. This will allow the young musicians to gain experience and promote the good work Leeds Youth Service facilitates.
- 3.43 The young people also worked on a valentines night session that was held in their generic youth session. This session focused on sexual health and appropriate relationships. These young people are now engaging with the wider participation group on the Monday held at Bramley Community Centre.
- 3.44 Sexual Health Drop-in Friday 3pm – 5pm - This session has become Bramley's Community Centre sexual health services for young people between the ages of 13 - 25. This is a free sexual health services available in Bramley, which enhances young people lives and deals with the issues they may face. For the last quarter this work has been in partnership with BARCA. This work is going well with BARCA and the Leeds Youth Service have decided to move the service from BARCA premises to Bramley Community Centre. During the last quarter youth workers from Bramley have completed 3-1 training with Leeds Sexual Health and have applied to register Bramley Community Centre as a 3 in 1 site. This will allow Bramley to reach more young people in the area of sexual health at alternative times.
- 3.45 Fairfield Youth Session Wednesday 7pm – 9pm - This is joint partnership work between BARCA and Leeds Youth Service. During the last quarter this session has



managed to tackle issues such as youth homelessness, appropriate relationships, NEET and sexual health. This session usually attracts between 10 to 20 young people. Staff and young people are committed to addressing challenging behaviour particularly bullying and hence the atmosphere is friendly and welcoming. As a result they have averaged 1 new contact per week through out this quarter.

- 3.46 Connexions Work – A very successful job search and application filling in service for NEET young people on the Aviaries and Cedars estates is being provided. Youth Service are looking to start a full drop in support service for NEET young people at the Library. As a result of this work staff have worked with seven young people to help them to write their CV's which will clearly help them to seek work. Two young people also went to an interview with NACRO with support from staff.
- 3.47 Football Project - The football project is still going really well at the Lazer centre on a Tuesday evening, funded by the Area Committee. Four young people have achieved the local Leeds Youth Award from this work and we are hoping that they will go on to take part in a Community Sports Award.
- 3.48 New Wortley Youth Club - This youth club has been 'hit and miss' this term and Youth Service have come close to redeploying resources on a few occasions, however the numbers have been picking up and they now have a regular group of young people in a very 'needy' area. As a result of everyone's hard work they have achieved three youth awards through this session. They have also blanketed the area with new publicity which is also helping numbers.
- 3.49 Youth Engagement Work – Youth Service have a number of young people involved in Peer Inspections, from the Armley area. In the next few months the young people are going to go to other youth provision and do Peer Inspections. Armley young people are also involved in the wedge wide youth engagement group, they are looking at various issues affecting young people in their local area as well as looking at Child Friendly City outcomes. Young people from Armley also took part in an expressing citizenship project with the University of Leeds. Young people learnt how to formulate an argument and how to express their views in a positive manner.
- 3.50 Strawberry Lane Youth Club – Youth Service had a very good term with this youth club, attracting young people from a variety of different communities around Strawberry Lane. They have been working with students from Leeds Metropolitan on a research project about community cohesion and they won the Crystal Maze event at the Lazer Centre. This session has become truly international with young people from the Muslim, Sikh, Polish and Czech communities. Seven Leeds Youth awards have also been completed through this session.
- 3.51 Swallow Hill School Mobile Session - For publicity purposes and to support young people in which ever way they need Youth Service have a mobile session running outside Swallow Hill on a Monday. The session has been extremely successful and they are looking at doing another session later in the week at a different location to catch more young people passing by. They have found that numbers in youth provision have increased as a result.

- 3.52 Tinshill Pupil Referral Unit – Youth Service have started an excellent partnership with Tinshill Pupil Referral Unit. Tinshill send a number of young people every day Monday to Friday to take part in a variety of activities. The school hire their facilities and work with them on a Revisit programme and a multi activities programme on a Friday. The work has gone extremely well so far and they are planning to work with us until summer.
- 3.53 Oasis – Youth Service are continuing to work with OASIS and their young people to provide off site activities. Oasis are planning to come back to the Lazer Centre after Easter permanently, which will provide a good link with them.
- 3.54 Work with local primaries – Youth Service had 30 – 40 young people over two days in half term from all the local primary schools in the Armley Area. The young people took part in a huge variety of activities and had plenty of fun.
- 3.55 Friday Night Project - In October Youth Service took over the Friday Night Project at the Lazer Centre, this has proved to be a big success, as numbers have increased and the young people have been enjoying a lot more of the activities that they have to offer. They are regularly attracting 25 – 30 young people.
- 3.56 Youth Café - On a Saturday in the summer of last year Youth Service started the Youth Café. This has been a huge success and is attracting good number of young people each week. Young people are cooking and washing up and generally taking control of the whole operation.
- 3.57 Motorbike Competition and Table Top Sale - On the 26<sup>th</sup> November Youth Service had a very successful open day event to raise money for the young people to go on a residential at Herd Farm. They had a motorbike competition in the morning which was won by one of the local young people. Four of the young people also achieved their BUMPY Silver award. In the afternoon they had a table top sale and raised at least £200. The young people ran a tombola and they had several 'guess the amount' games going on.
- 3.58 Crystal Maze event 16<sup>th</sup> December – Youth Service had a fantastic end to the term with this Crystal Maze event at the end of December. They had six groups taking part from all over the West and North West area. A group from Strawberry Lane youth club won the event. In total we had over 30 young people taking part and got through gallons of homemade soup.
- 3.59 Work with Acorn Lodge and Rainbow House – Youth Service have been doing some fantastic work with Rainbow House and Acorn lodge. They have done some arts and crafts days, some activity days including climbing and go-karts and some ordinary youth work sessions. In addition they have purchased more specialist harnesses and other fully body equipment so that we can offer more sessions. Relations with both homes are excellent and they are building on the relationships and hope to go and work in the homes to provide an extension of their youth work.
- 3.60 Armley Primary School - In October Youth Service had two fantastic days with Armley Primary School where over 80 young people took part in activities on their

site. All of the young people enjoyed it so much they wanted to stay for more. They particularly enjoyed the new pedal go-karts and the low ropes course.

- 3.61 One to One Support – Youth Service are receiving requests from schools all over West Leeds for one to one and small group support to students who are struggling in the school environment. These young people are taking part in OCN units if they are old enough (14+) or they are taking part in confidence and self esteem building activities with the youth workers on site. Some service requests are coming through the Children Leeds and local Intervention Panels. In addition they have a signpost worker and a young person who come down regularly once a week to use their facilities.
- 3.62 Youth Engagement Group - The staff team at the Lazer Centre are working hard on building a small Lazer Centre 'user' group. The group have taken part in a number of key events including some 'expressing citizenship work' with the University of Leeds. The group meets once a month with other colleagues from across the wedge to discuss important issues affecting young people in their local areas. The group have also done one Peer Inspection and are looking to do more in the near future.

#### **4. Corporate Considerations**

##### **4.1 Consultation and Engagement**

- 4.1.1. Community forums are held on a monthly basis in Armley and bi-monthly in Bramley within Inner West Leeds to inform communities.
- 4.1.2. Ward Members are consulted on projects and initiatives within their ward on matters relating to the Support Team's work programme and locality priorities.

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

- 4.2.1. This section is not applicable to this report

##### **4.3 Council policies and City Priorities**

- 4.3.1. 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 rolled forward again to 2011/12 with amendments only to environmental delegations.
- 4.3.2. The Area Functions are included in the Council's Constitution (Part 3, section 3C).
- 4.3.3. Area Support Team's work programme contributes at a local level to the themes contained in the:
- Vision for Leeds
  - Leeds Strategic Plan
  - Health and Wellbeing City Priorities Plan

- Children and Young People's Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

#### **4.4 Resources and value for money**

- 4.4.1. Programmes of work outlined in this report are resourced in the main by Area Support Team staff and where relevant their partners which in turn provides value for money.
- 4.4.2. In order to meet the Area Committee's functions (see Council's Constitution Part 3, section 3C), funding is available via Well Being budgets and the Community Centres Budget.
- 4.4.3. In order to meet the Area Committee's roles, funding is in the main supplied by other Leeds City Council Departments main stream budgets, and external partner agencies for example the Police and Primary Care Trust, which is in turn reflected in the fact that the Area Committee's role here is to influence, develop and consult. However, on occasion, wellbeing funding has resourced some projects related to its roles, for example community engagement, area based regeneration schemes and conservation area reviews.

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

- 4.5.1. This report is the report of the Area Leader for West North West Leeds who has delegated responsibility to action decisions in accordance with Area Management's work programme in accordance with part 3 of the Council's Constitution in relation to Area Committee Functions.
- 4.5.2. This report is not confidential, neither is it, or part of it exempt.
- 4.5.3. This report is subject to Call-In as the Area Committee's functions are delegated Executive ones.

#### **4.6 Risk Management**

- 4.6.1. There are no significant risks identified in this report.

### **5. Conclusions**

- 5.1. In conclusion, the Area Update report is in line with the functions and role of the Area Committee which are:
- Improve the quality and value for money of Council service delivery
  - Improve the quality of democracy and find new ways to facilitate citizen participation in local government through the development of links between Ward Members and their communities
  - To co-ordinate policy and service delivery between the local service providers.

## **6. Recommendations**

- 6.1. Inner West Area Committee members are invited to approve the Business Plan and Action Plan, note the contents of the report, comment on any matters raised and suggest items for inclusion in future Area Update reports.

## **7. Background documents<sup>1</sup>**

- 7.1 None

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<sup>1</sup> The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.