

Report of the Assistant Chief Executive (Customer Access & Performance)

Report to North West (Outer) Area Committee

Date: 10th December 2012

Subject: Area Update Report

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Adel & Wharfedale, Guiseley & Rawdon, Horsforth and Otley & Yeadon	<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 type="checkbox"/> Yes	<input checked="" 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 provides Members with a summary of sub groups business since the November Area Committee and provides information on project and service activity in the outer north west area.

Recommendations

Members are requested to note the contents of this report and comment on any of the matters raised.

1 Purpose of this report

1.1 The purpose of the area update report is to bring together a range of information relating to Area Committee business into a single report to update Members on recent sub group and forum business since the last Area Committee.

2. Background information

2.1 The Area Committee currently has six groups looking at service provision within the delegated functions of Community Safety, Children & Young People, Environmental Services, Health & Well-being and Transport as well as a Policy Group.

2.2 There are currently three ward forums in the area for Guiseley & Rawdon, Holt Park and Yeadon. The forums meet on a regular basis throughout the year.

2.3 A decision was made by Full Council that Area Chair's Forum minutes should be considered by Area Committees as a regular agenda item, these appear elsewhere on this Committee's agenda.

3 Main issues

3.1 Environmental Services Sub Group

3.1.1 There has been one meeting of the sub group since the last Area Committee held on the 5th November. Details of items discussed and actions from the meeting are attached at appendix 1.

3.2 Health & Well-being Sub Group

3.2.1 There has been one meeting of the sub group since the last Area Committee held on the 5th November. Details of items discussed and actions from the meeting are attached at appendix 2.

3.3 Community Safety Sub Group

3.3.1 The Community Safety Sub Group has not met since the last Area Committee on the 5th November. The next meeting is on the 8th January 2013 and will be reported on at the February Area Committee meeting.

3.3.1 All Members were invited to the CCTV Monitoring Station at Middleton to meet with the Control Centre Manager and to view the facilities. This meeting took place on the 7th December.

3.4 Children & Young People's Sub Group

3.4.1 The Children & Young People's Sub Group has not met since the last Area Committee on the 5th November. The next meeting is on the 4th January 2013 and will be reported on at the February Area Committee meeting.

3.5 Transport Sub Group

3.5.1 There has been one meeting of the joint Inner and Outer North West Sub Group since the last Area Committee held on the 5th November. Details of items discussed are attached at appendix 3.

3.6 Policy Group

3.6.1 There has been one meeting of the Policy Sub Group since the last Area Committee held on the 5th November. Details of items discussed and actions from the meeting are attached at appendix 4.

3.7 Guiseley & Rawdon Forum

3.7.1 The forum last met on the 21st November 2012. Attached at appendix 5 are details of items discussed and actions from the meeting.

3.8 Yeadon Forum

3.8.1 Yeadon forum has met once since the last Area Committee on the 5th November. Attached at appendix 6 are details of items discussed and actions from the meeting.

3.9 Holt Park Forum

3.9.1 The first meeting took place on Tuesday 18th September with a follow up meeting on the 16th October. Officers from West Yorkshire Police, Leeds Anti-Social Behaviour Team, Safer Leeds, West North West Homes, Environmental Services and Highways were in attendance. Actions from the meeting are currently being followed up and an update will be provided at the next Area Committee.

3.10 Project and Service Update

3.10.1 Leeds Citizens Panel Update

As part of a process of developing the Leeds Citizens' Panel, a report was presented to the Area Chairs forum in November 2011 and the ten Area Committees in December 2011, setting out the proposed changes to the service. As part of this consultation process Members requested that periodic updates be provided to Area Committees on the progress of the development of the Leeds Citizens Panel. This section of the report highlights the progress that has been made in relation to recruitment of new citizens panel members and which consultations have been undertaken to date.

3.10.2 Citizens Panel Membership

An increase in panel membership from 1,500 to 6,000 is a key element of the improvements to the Leeds Citizens Panel. The smaller membership only allowed us to consult on issues affecting the whole of Leeds. The new larger body of panel members will allow us to provide analysis of consultations at the Area Committee level while retaining a representative sample based on age, gender and ethnicity. This will enable us to understand resident perceptions of services at the locality level.

3.10.3 Efforts to undertake citizens panel recruitment have been more challenging than first anticipated and it is taking longer to achieve the target of 6,000 panel members. However steady progress is still being made and the current membership of the Leeds Citizens Panel is now at 3,919. Appendix No, 7 sets out the details of panel membership at the city and area committee level as of 1 November 2012. Please note that total membership for age, gender, or ethnicity will not exactly add up to the total number of panel members as some personal information was missing when panel members submitted their applications. Work is being undertaken to receive this information from all panel members which should fix this problem in the future.

3.10.4 The citizens panel has been widely promoted in a number of ways in the past year, and some obvious gaps in membership have been identified particularly in relation to inner-city areas and young people across the city. This is a common pattern with

citizens panels across the UK and further work will be undertaken to target recruitment efforts to fill the remaining gaps. Arrangements are being put in place to merge the analysis of Children's Services consultation through Breeze card-holders and the Leeds Youth Council and that of the Leeds Citizens Panel to help minimise the temporary gap in young person representation on the Citizens Panel. Members are asked to comment on how the Council should target its efforts to fill the gaps in Leeds Citizens Panel membership.

3.10.5 Programme of Consultation

The following consultations have taken place through the Leeds Citizens Panel in the last 12 months:

- Olympic Events for Leeds: This survey asked panel members what cultural activities they wanted in Leeds during the year of the Olympics? Feedback was provided in the form of a newsletter to panel members. A response rate more than 70% was gained from this survey.
- Future of Kirkgate Market: This was the second phase of consultation regarding Kirkgate Market and received a response rate of 65%. The third phase of consultation to be sent shortly will include design options and will be combined with a car parking survey for the area.
- Healthy Communities: The analysis of this survey will be merged with a similar one undertaken by the NHS and will help identify barriers to access health services in localities. The Leeds Citizens Panel component of the survey received a response rate of 60%.
- Parks and Countryside and Environmental Cleanliness: The response rate for this survey was lower than other surveys at just under 50% and maybe accounted for by the timing of the survey falling during the holiday period. And while this still represents a significant increase in response compared to previous surveys undertaken without the citizens panel, this time period will be avoided for future surveys.
- Council Tax Support: This survey asked members views on the government's reduction in terms of council tax benefits. Details of response rates were not available at the time this report was produced.
- Budget consultation 2013-14: In addition to the You Choose budget consultation undertaken through the Leeds City Council website, this survey was sent to all citizen panel members and gives respondents the opportunity to highlight their priorities for the 2013 -14 budget. The survey was still open for responses at the time of writing this report but the team has received more than 600 responses just the first week, so a good response rate is anticipated for this important survey.

3.10.6 Next Steps

Management of Panel membership will be an ongoing feature of work to support the functioning of the Leeds Citizens Panel and will need be refreshed on a regular basis with approximately one third of members being replaced with new members each year. New demographic targets for the city and individual area committee areas will need to be set this year to reflect recent census data.

- 3.10.7 The first year of operating the improved citizens panel has demonstrated the opportunities for cost savings for services while still achieving high response rates. An increase in the confidence in the Citizens Panel as a viable mode of public consultation has increased the request for surveys.
- 3.10.8 A process for managing the forward plan of Citizens Panel surveys will be put in place to ensure that panel members do not receive too many surveys in a short period of time and that busy holiday periods can be avoided. This process will also ensure that we are able to combine surveys to avoid duplication and save costs.
- 3.10.9 As well as being a valuable tool for reducing costs associated with public consultation the Leeds Citizens Panel has begun to prove its value in helping to shape opinions about important changes to Council services. For example, the findings from the Kirkgate Market survey has highlighted the need to broaden the options being considered for its future development, and analysis from the budget consultation through the Leeds Citizens Panel will be presented to Full Council in February to help set the budget for 2013 -14

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Community Forums are held in the Guiseley & Rawdon ward, Yeadon and Holt Park. In addition, ward members are consulted on projects and initiatives within their ward.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 A key principle of locality working is a focus on delivering the best outcome for residents across the area. This principle underpins equality and community cohesion, seeking to engage with local communities through forum meetings, and improve service provision through regular sub group meetings.

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 is also being rolled forward to 2011/12 with amendments to the environmental delegation. The Area Functions are included in the Council's Constitution (Part 3, section 3c).
- 4.3.2 The 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 Well-being City Priorities Plan; Safer and Stronger Communities Plan and the 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 and their partners which in turn, provide value for money.

4.4.2 In order to meet the Area Committee's roles, funding is in the main supplied by other Leeds City Council department's mainstream budgets, and external partner agencies e.g. the Police and NHS Leeds, which is in turn reflected in the fact that the Area Committee's role here is to influence, develop and consult. However, on occasion, well-being funding has resourced some projects related to its roles e.g. area based regeneration schemes and conservation reviews.

4.5 Legal Implications, Access to Information and Call In

4.5.1 This is the report of the Area Leader for West North West Leeds who has delegated responsibility to action decisions in accordance with Area Support Team'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.

4.6 Risk Management

4.6.1 There are no risks associated with this report.

5 Conclusions

5.1 This report provides Members with an update on recent sub group and forum activity undertaken by the Area Support Team.

6 Recommendations

6.1 Outer North West Area Committee Members are requested to note the contents of the report and comment on any aspect of the matters raised.

6.2 Members are asked to comment on how the Council should target its efforts to fill the gaps in Leeds Citizens Panel membership.

6.3 Members are asked to receive a verbal update from the Chair of each sub group.

7 Background documents

7.1 None

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.