



Report of: Area Leader

Report to: Inner East Community Committee- Burmantofts & Richmond Hill,

Gipton & Harehills and Killingbeck & Seacroft

Report author: Grace Lawrenson, Localities Officer, Tel- 0113 37 89844

Date: 19 June 2019 To note

# **Inner East Community Committee - Update Report**

# **Purpose of report**

- 1. To bring to members' attention an update of the work which the Communities Team is engaged in, based on priorities identified by the Community Committee. It also provides opportunities for further questioning, or to request a more detailed report on a particular issue.
- 2. This report provides regular updates on some of the key activities between Community Committee meetings and functions delegated to Community Committees, Community Champions roles, community engagement, partnership and locality working.

#### Main issues

Updates by theme:

## **Children and Young People: Councillor Arif**

- 3. The Children and Young People's Sub-group meets annually to make recommendations to the Inner East Community Committee on the allocation of the Inner East Youth Activity Fund.
- 4. The sub-group is made up of one councillor per ward which this year was Cllr Salma Arif (chair), Cllr Paul Drinkwater and Cllr Denise Ragan.
- 5. A total of 34 applications were received, of which 14 were approved, 17 deferred and 3 declined.

6. Planning will soon begin for the next Inner East Youth Summit which is due to take place in December 2019.

# **Environment: Councillor Denise Ragan**

- 7. The last Environment Sub Group took place on Thursday 18<sup>th</sup> April.
- 8. The Environment Sub Group is chaired by Councillor Denise Ragan and is attended by Councillors Katie Dye and Arif Hussain, as well as officers from the Cleaner Neighbourhoods Team, Probation Service, Housing Leeds, Parks & Countryside, Waste Management and representatives from other services as appropriate.
- 9. Discussions took place around community payback in the Inner East, which has been working well and has contributed to local area. The Sub Group are looking to continue to grow this.
- 10. The Sub Group plans to roll out the 'Best Garden Competition' to all wards with a civic ceremony to take place and awards given.
- 11. Housing Leeds are looking to have more conversations with tenants regarding the condition of their gardens and celebrate positive work.
- 12. There are also ongoing conversations about improvements to communal bin areas in conjunction with Waste Doctors and other teams as well as ongoing conversations around improvement to recycling in all wards.

## **Community Safety: Councillor Asghar Khan**

- 13. At the March Committee meetings a briefing was given around the service review for the Leeds Anti-social Behaviour Team (LASBT).
- 14. The briefing outlined the key areas of focus for the review:
  - Triage system for referrals
  - Creation of a Community MARAC
  - Review of Mediation provision
  - Review of Noise Processes
  - Creation of a Communication Plan
  - Re-location of the LASBT West Team
  - Development of an ASB Strategy
- 15. An update on the Leeds Anti Social Behaviour Team review and responses to questions raised across all Community Committees can be found in **Appendix 1**.
- 16. PACT meetings have taken place across the Inner East ward where local people share concerns and information in relation to crime and anti-social behaviour with the Neighbourhood Policing Team.

17. Do you know someone who doesn't have access to social media but could benefit from having key information about crime in their area? They can get community alerts via text, email or voice message. Find out more at: http://www.wypcommunityalert.co.uk



#### **Employment, Skills & Welfare: Councillor Ron Grahame**

- 18. Leeds moved onto the full Universal Credit (UC) digital claiming platform on the 10th October 2018. This means that new claims by all those who would previously have claimed JSA or Employment Support Allowance (ESA), are now for UC. The Government has now begun a process of transition and migration to complete the roll out of UC for existing claimants, and is expected to take until 2022 to complete.
- 19. Within the Community Committee area, there are 2,355 people claiming UC as of March 2019. 1,250 people claiming Job Seekers Allowance (JSA), as of March 2019 which is 39% (810 people) decrease compared to the same period last year.
- 20. There are 5,370 people claiming Employment Support Allowance (ESA), as of August 2018, which is 6% (330 people) decrease when compared to the same period last year.
- 21. From April 2018 to March 2019, within the Community Committee area there have been 4,009 residents accessing Jobshops and Employment and Skills programmes, with 1,395 supported to secure employment and 1,691 to improve their skills.

- 22. The Personal Work Support package (PWSP), requiring those unemployed residents in receipt of Council Tax Benefit to attend Jobshops for additional job search support, is working well. From October 2015 to end of March 2019, a total of 3,843 residents have started on the programme, 29% (1,122) have secured employment. 1,026 residents from Inner East have engaged or have completed this programme, 30% (307) of whom have secured employment. This programme has been remodelled and the new offer, My Work Pathway, focuses on intensive 1-1 support for 12 weeks with an additional 3 months in work support available. Delivery commenced on 4 December 2018 across 4 Hubs, City Centre, Dewsbury Road, Compton and Armley.
- 23. A targeted place-based approach recruitment event for the NHS Estate and Facilities Team e.g. security, portering and ward housekeeper positions took place in Lincoln Green in April, 124 people attended the sessions, 83 from the Inner East, of which 27 were from the Lincoln Green Priority Neighbourhood and 3 from the Cliftons and Nowells Priority Neighbourhood.
- 24. The NHS Sector Based Work Academy (sbwa) for Clinical Support worker recruitment was held at the Nowell Mount Community Centre was held in November 2018. 42 people attended, of which 4 from the Clifton and Nowells Priority Neighbourhood and 1 from Lincoln Green Priority Neighbourhood. 4 people gained employment.
- 25. In January 2019, Adult Learning and Libraries launched a joint programme called Techmums, to empower Mums through technology covering social media, blogging, and web and app design. Programmes were delivered in 3 locations across the City; Seacroft Community Hub, Dewsbury Road Community Hub and Strawberry Lane Community Centre. A total of 47 mums attended, of which 17 were from the Inner East, including 1 from the Boggart Hill Priority Neighbourhood.
- 26. Hospitality Big Bash an event was held at the Leeds Town Hall in February to promote opportunities within the Hospitality sector. 1,500 people attended the event and were able to chat to businesses and training providers about current recruitment opportunities. This event was then followed up with a number of local Echo events cross the city, 7 people from Inner East attended local sessions.
- 27. The annual Apprenticeship Fair took place at Leeds Arena in March 19. There were 134 exhibitors, 400 live vacancies and over 6,000 visitors.
- 28. A variety of work in schools has been undertaken: a total of 234 young people engaged in Apprenticeship presentations, career events and Information, Advice and Guidance (IAG) sessions held at Allerton Grange School, Allerton High School, Boston Spa School, E-Act Leeds East Academy and Roundhay All-Through School.

# Health and Wellbeing & Adult Social Care: Councillor Denise Ragan and Councillor David Jenkins

#### **Public Health**

- 29. Do you work with children and families in Chapeltown and Harehills? Would you like to like to ensure every child in the area has a good start in life? Come to the workshop where we will discuss the work to date on the best start zone and the broader child and family health and wellbeing hub. The event will take place on the 19th June at RJC Dance, Mandela Centre, from 9:30am 1pm. Lunch will be provided. For further details contact Chetna Patel chetna.patel@leeds.gov.uk
- 30. You may be aware that recently Measles has been circulating globally and recently we have had cases in England with a few cases confirmed in Leeds. This is a low number, Public Health England are keen to ensure that partners are aware. We would like to share the attached document with partners and community organisations to raise awareness of Measles and the signs and symptoms to be aware of. There is more information available on the following website https://www.nhs.uk/conditions/measles.
- 31. The following agencies were awarded winter warmth grants to help tackle fuel poverty and the effects it has on our vulnerable communities by supporting them with various support mechanisms. The grants are to support all age groups and include switching to cheaper utility tariffs, providing hot food, providing warm clothing for the winter, referring to agencies that support making the home warmer and more comfortable during the winter. As well as tackling social isolation during the winter months and providing extra help with hot meals at luncheon clubs.
- 32. The agencies supporting Inner East communities are: Advonet, Groundwork, TCV Skelton Grange, Burmantofts Senior Action, Sunflower ESOL (Lincoln Green), Meeting Point, St Vincent's Support Centre.
- 33. The next round of grants will become available in September. Further information will be circulated once the grant round is open again.
- 34. Health Needs Assessment Clifton and Nowells -This is to commence over the next few weeks. This will determine the health needs of this community and the surrounding areas, looking at all aspects of health including access to services what more needs to be done to increase the health and wellbeing of the community and addressing any gaps in services. Questionnaires will be circulated during the next few weeks.
- 35. Inner East Health and Wellbeing Partnership- These meetings have been well attended by agencies across the Inner East with the March meeting covering a variety of subjects including gambling, physical activity, oral health and asset mapping. The

next meeting is on Thursday 11th July 1:30 -3:30 at Gipton Children's Centre, minutes and agenda available on request from tina.leslie@leeds.gov.uk

- 36. The Public Health Resource Centre will be supporting the following awareness-raising campaigns in June:
  - Don't Be The 1 quit smoking campaign
  - Child Safety Week 3 to 9 June
  - Men's Health Week 10 to 16 June
  - Safeguarding Week 24 to 30 June
  - RSE Day 27 Jun
- 37. Leaflets and posters are available for most campaigns, however some campaigns may be promoted via social media only. You can order any of our leaflets and posters to highlight any campaign or event that you are currently supporting or planning to support. Email PHRC@leeds.gov.uk for more information
- 38. Public Health, Leeds Men's Suicide Prevention Grants The second round of suicide prevention grants will be awarded over the next few weeks, the first round took place in Autumn 2018 and the following grantees were funded to work in the IE areas:
  - Feel Good Factor (large grant) 'Manbassadors' programme recruiting champions in local businesses and organisations to connect with and engage isolated men in Inner and Outer East Leeds (Gipton, Halton Moor, Burmantofts, Richmond Hill)
  - TCV Hollybush Conservation Centre (small grant) 'A Free Man on Sunday', local outdoor and walking activities targeting men for men who feel lonely at weekends living in Inner South, Inner West, and Inner East Leeds.

#### Community Engagement: Social Media and Newsletter

- 39. **Appendix 2,** provides information on posts and details recent social media activity for Inner East Community Committee Facebook page.
- 40. Future update reports will also include the Inner East Community Committee Newsletter. The newsletter will be provided twice a year for the September and March Committee meetings.

## **Priority Neighbourhoods**

#### **Boggart Hill**

41. Boggart Hill provided the focus for the city-wide Neighbourhood Improvement Board (NIB) in April which allowed the challenges facing this area to be presented to senior colleagues within the Council and partner organisations. Whilst the NIB took part in a walk-about of the area to highlight the assets and challenges, the business meeting focused on statistics highlighting the main issues in the area. The range of work taking place to improve the priority neighbourhood was presented to the Board along

with some 'big asks' which are the issues that cannot be resolved locally. These focused particularly on the challenges of poor living conditions at Kingsdale Court, the derelict site where the former Gate pub is located and the need to address youth antisocial behaviour, particularly in Rein Park where investment is planned. The NIB provided a really positive input to the priority neighbourhood work and has prioritised these issues at senior levels within Leeds City Council and partner agencies.

- 42. The Department for Work and Pensions (DWP) and the Council are working to develop a pilot approach in Boggart Hill for more intensive working to tackle worklessness. As a result, the Communities Team, Community Hub and DWP are working together to explore ideas to increase support linked to the foodbank at St Richard's Church, adjacent to the Priority Neighbourhood. Plans will take into account recent feedback from 35 recent DWP survey responses. DWP Work Coaches are already based at the foodbank and the intention is to establish a multi-agency drop-in at LS14 Trust, with free tea / coffee voucher offered at the foodbank for a drink at LS14 Trust's 'Small Change Café' to encourage take-up of support and further engagement. It is envisaged that this will be enhanced through physical improvements to the Ramshead Hill shopping parade through the successful Local Centres Programme scheme. Works to the LS14 Trust shopfront in particular will make the café more open and welcoming.
- 43. Further work is being developed to improve the link between access to free nursery places and employment & skills provision. This will ensure that there is an increased take up of places and that those accessing this service are supported to access training and employment opportunities.
- 44. The Core Team was utilised to run a 'mastermind' workshop. Active Leeds have been working with SMG consultants on a physical activity insight paper for selected localities within Leeds, which will hopefully unlock £500K of funding from Sport England. Without this insight work we cannot access the funding from Sport England and it is crucial that we demonstrate that we understand the community and the people that do great things already and how we may harness this potential to develop physical activity. Ongoing discussions with Sport England are looking very promising.
- 45.GP records for this area demonstrate a low level of attendance of pregnant women at their maternity 'booking appointment' where expert advice and support can be given. This will be explored further to promote maternal health and give babies born in Boggart Hill a better start.
- 46. The priority neighbourhood work programme has included working with Housing Investment colleagues to check SAP energy ratings to ensure the worst performing properties are improved thereby tackling fuel poverty. Sites are also being identified for environmental improvement through capital funding such as former garage sites. The NIB is asked to consider wider infrastructure improvements in the context of the wider East Leeds Regeneration Framework, to ensure that the positive effects of site

redevelopment are maximised. Specifically there are opportunities through redevelopment of Gate pub site.

#### **Cliftons and Nowells**

- 47. Learning Partnerships have recruited a part time Community Builder to support Asset Based Community Development (ABCD) in the Clifton and Nowells over the next 12 months. The post is funded by Adult Social Care and is one of 12 "pathfinder" projects in the City. The project will identify and bring together residents that want to make a positive contribution to their community, the first phase of this work is connecting with residents and bringing people together around their ideas for the neighbourhood. The five core principles of ABCD are that work is: Citizen-led, Asset based, Place based, Relationship orientated and Inclusion focused.
- 48. Burmantofts Residents and Tenants Association (BRTA)- The residents that established the Burmantofts Community Group Facebook Page last year have established a constituted group as a vehicle to support residents in the top part of Burmantofts (from York Road to Compton Road). The group hosted their first public meeting at Nowell Mount on 30th May. The three hour facilitated session brought residents, councillors and local professionals together to explore the assets and challenges of the neighbourhood. The "Community Matters" event was planned and led by local residents with professionals playing a supporting role. It was an incredibly positive session that broke down the barriers between people that live in the area and people that are paid to be there, the session ended with some clear shared goals for local action around the environment and the development of Nowell Mount Children's Centre.
- 49. Language hub funding has been secured to support two activities in the Cliftons and Nowells. Learning Partnerships are delivering a weekly session built around gardening at Nowell Mount, Proverbs 31 Women are hosting a language session built around cooking.
- 50. The current Youth activities offer is limited to Thursday evenings at Nowell Mount and Wednesday evenings at Proverbs 31 Women (DAZL dance). Both sessions regularly getting 20-25 young people. Young people from the Cliftons and Nowells are also attending youth provision at the Compton Centre. The Tuesday session was suspended in March due to staffing pressures on Youth Service. Providers have met and agreed a plan to re-establish Tuesdays as soon as Youth Service recruit to their vacant posts. Once established the Tuesday session will target younger children 5-11 with Thursdays aimed at 11+. This will enable Youth Service in to do more issues based work which is currently a challenge given the wide age range.
- 51. Partners that were involved in the intensive multi-agency work last year to tackle the high level of ASB and Hate Crime met recently to review and reflect on the process and identify areas where improvements can be made. This group has identified a number of recommendations which will form part of our 'Big Asks' to the City Neighbourhood Improvement Board. Some of the learning from the experience in the

Nowells has already influenced the Safer Leeds ASB review which includes proposals to introduce a Community Multi-Agency Risk Assessment Conference for complex and persistent cases; a triage system for prioritising cases based on risk and vulnerability and the introduction of an ASB silver board, somewhere to escalate complex cases. The latest figures from Safer Leeds show that reduction in Hate Crime and ASB has been sustained.

- 52. HUBUB Love where you Live- The Cleaner Neighbourhoods Team have invited Hubub and Groundwork Leeds to deliver a "Love where you Live" campaign in Leeds. The project which will be led by Groundwork will engage communities offering practical support to improve 3 back streets in Leeds, one of these streets is in the Nowells. (The other 2 are in Armley and Beeston). The aim is to reduce fly tipping and waste in gardens and reclaim the space as a positive communal asset with residents taking the lead in making environmental improvements to the back street.
- 53. Parks and Countryside have secured some seed funding to develop an improvement plan for Nowell Mount Park. Before any ideas are developed P&C want to do some engagement work with the local community to understand how people currently view and use the space and gather their ideas for potential improvements.
- 54. Learning Partnerships have launched a new Money Advice Service based at Hudson Road. The service offers support around debt, budgeting, universal credit and general money advice.
- 55. The Employment and Skills service continues to engage well in the Cliftons and Nowells. The yearly figures show an overall increase in engagement from 2017/18 to 2018/19. In the last quarter local partners have promoted the LTHT hospital jobs, the Adult Social Care recruitment day at Leeds Town Hall and the Housing Officer posts. Both JSA rate and ESA rate for Clifton and Nowells have reduced slightly over the last year.

#### Lincoln Green

56. Leeds Teaching Hospital Trust have worked closely with LCC employment and skills and local partners to develop a targeted recruitment process for jobs within their Facilities and Estates department. In April two events were held in Lincoln Green, one at Shakespeare Primary school, the other at Leeds Refugee Forum. Over the two events 124 people attended with 61 of these going forward to a be-spoke employability programme to prepare people for an assessment centre at the Hospital. Attendance and retention at the sessions has been high, we will know the final outcome in terms of number of people who successfully get a job by mid-June. The project demonstrates the value of the strong local partnerships that have been established as part of the Priority Neighbourhood work and a practical realisation of LTHT's "anchor Institution" initiative.



57. Local health delivery partners from the Orion Consortium came together to organise a Lincoln Green Get Together in the square on 11th April. The event was an opportunity for these services to raise the profile of their provision and a good excuse for the community to come together to share food, have fun and build connections. The weather was kind and the event was extremely well attended.



58. Local partners led by LCC Youth Service want to develop and extend the current youth offer in Lincoln Green. Burmantofts and Richmond Hill ward members have recently awarded LRF funding to develop their youth activities. Active Leeds and Shakespeare primary school are developing plans to host a weekly community sports session on the MUGA at the school. Active Leeds are pursuing potential investment opportunities from the Football Foundation to improve community based football facilities in or near to Lincoln Green.

## **Updates from Key Services**

#### **Community Hubs**

#### **Compton Centre**

59. The Centre has had another busy period. During this time they have been reaccredited with the Matrix award which is the kite mark for their job shop service. They have since been put forward for a Matrix award by the assessor.

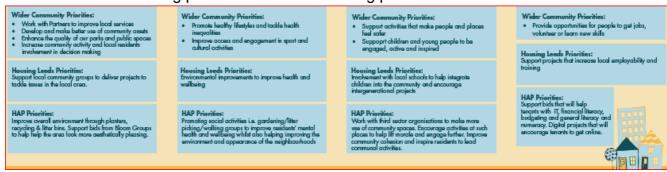
- 60. They have also welcomed a new partner who have moved into the centre the East/North East Early Help Hub. This is a brand new, multi-disciplinary service providing holistic support to families in the area.
- 61. Starting on the 17th June the Compton Centre will begin a refurbishment of the internal areas, including a brand new children and young people's area, new café area, new work and waiting areas and the first Maker space in the city.

#### **Seacroft Community Hub**

- 62. Seacroft Community Hub has continued to grow with the addition of a PCSO drop-in, a free book folding session and Cinema Club.
- 63. There have been 990 visits to the Jobshop during the last quarter and 48 Jobshop customers were helped into work.
- 64. The café continues to grow in popularity and brings customers into the Hub.

## **Housing Leeds**

- 65. The Inner East Housing Advisory Panel (HAP) meet every eight weeks and there are currently ten members on the panel with no vacancies. The membership is made up mainly of local tenants living in Housing Leeds properties within the Inner East area. These tenants review the delivery of local housing services and monitor local performance. The HAP is well represented by two ward members, Councillors Ronald Graham and Councillor Kamila Maqsood. The panel are also funded to be able to consider and support a range of environmental and community related projects. The current priorities of the panel are outlined in their 'plan on a page'.
- 66. The 2019-20 funding priorities and local housing priorities are shown below:



67. Recent HAP review discussions included a new performance report which can be seen below:

Environment & Housing	Health & Wellbeing	Community Safety	Employment & Skills
Following recent walkabouts it was noted that we had an issue with access for the grass cutting contract. Working closely with GM contracts to resolve issued. Carried out 2 walkabouts this season so far. These have been in Cromwell Heights and on the Richmond Hill estate. We have some difficulty getting environmental/block champions to assist us.  Block inspection or High Rise feedback: Removal of fly tipping in blocks is the priority along with the emptying of the communal bins. Waste management crews have difficulty accessing with other parked vehicles in way.  Working well with the cleaning team who are very vigilant and give us daily feedback. Concierge resources have now been used in blocks who are currently experiencing increased levels of ASB.	Summary AHV trends/info: Currently in week 2, Richmond Hill conducted 35 visits (out of 1800). Year end position for Inner East was 97.4% achieved.  Any update/comment re Retirement Life Service activity? New arts and craft group has started in Stoney Rock Court. Selection of Support officers for the Retirement Life Schemes have undergone 'digital champion' training and are trialling different ways to show tenants the benefits of being online. Proposal in development about extending Wi-Fi access in the communal areas of schemes – unclear at this stage of exact locations.	Comment re any ASB related trends/proactive work?  Police 'tasking meetings' takes place every 6 weeks. Current issues are motorbike related ASB within Richmond Hill area.  Any partnership working with Leeds Anti-Social Behaviour Team, Police, Youth Services etc?  Large scale operation champion in Aysgarth area recently. 10 tonnes of rubbish removed and 2 arrests for motorbike offences. 15 different organisation attended on the day. Clearing and locking up of the bin yards has now commenced. Further clean ups arranged. Next one is in the Haslewood area on 17.4.2019.	Overview Universal Credit trends/activity to support tenants  Burmantofts and Richmond Hill have the highest number of claimants to date.  Number of claimants need additional support and we have made number of applications to have payments sent directly to us.  Team have been proactive in applying for Discretionary Housing Payments to support tenants and help prevent arrears and potential court action being escalated.  Universal Credit training given to Lincoln Green Community centre to help tenants  Any digital inclusion activity  We are looking at the feasibility of obtaining some public access tablets to assist tenants that cannot get online.  Currently 48% of new tenants have registered to use the self-service portal. Overall 32% of tenants have registered in total.

- 68. As part of the HAP review, a Facebook page has been set up for the Inner East HAP. Link here: https://www.facebook.com/groups/308792276433472/?ref=bookmarks
- 69. The Inner East HAP has already supported 9 community and environmental related projects in 2019-20. Funded projects include:
  - LEODIS get online drop in sessions at Lincoln Green
  - Many galas and events for young people with funding capped at £500 per project
  - Leeds Refugee Forum youth project
  - Lincoln Green dinners to support food on a Wednesday drop in session
  - Learning Partnerships two way environmental project
  - Bingo Machine at Spring Close gardens
  - Burmantofts Senior Action gardening project
  - TV at St Augustines Court
  - DADSTASATIC event at Leeds Gallery family day
- 70. The 2019/2020 HAP budget is shown here:

Budget Summary Sheet 2019/20			Totals
Inner East		Totals	
	Budget for 2019/20	£	50,197.16
	Carry Forward from 2018/19	£	1,342.57
	TOTAL 2019/20 BUDGET	£	51,539.73
	Approved Budget Spend 2019/20	£	14,795.71
	Available Budget	£	36,744.02

- 71. The Inner East HAP have had officers from the Communities Team to their meetings to help build relationships and understanding between the HAP and the Community Committee. The HAP find this very useful and look forward to working more closely with the Community Committee in future.
- 72. The HAP will continue to help support and raise awareness about future Community Committee activity, work with officers to explore joint funding opportunities to tackle joint priorities and help the Committee with community engagement.

#### **Corporate Considerations**

# **Consultation and Engagement**

73. The Community Committee has, where applicable, been consulted on information detailed within the report.

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

74. All work that the Communities Team are involved in is assessed in relation to Equality, Diversity, Cohesion and Integration. In addition, the Communities Team ensures that the wellbeing process for funding of projects complies with all relevant policies and legislation.

## **Council Polices and City Priorities**

- 75. Projects that the Communities Team are involved in are assessed to ensure that they are in line with Council and City priorities as set out in the following documents:
  - 1. Vision for Leeds 2011 30
  - 2. Best City Plan
  - 3. Health and Wellbeing City Priorities Plan
  - 4. Children and Young People's Plan
  - 5. Safer and Stronger Communities Plan
  - 6. Leeds Inclusive Growth Strategy

#### **Resources and Value for Money**

76. Aligning the distribution of community wellbeing funding to local priorities will help to ensure that the maximum benefit can be provided.

## Legal Implications, Access to Information and Call In

77. There are no legal implications or access to information issues. This report is not subject to call in.

#### **Risk Management**

78. Risk implications and mitigation are considered on all projects and wellbeing applications. Projects are assessed to ensure that applicants are able to deliver the intended benefits.

#### Conclusions

79. The report provides up to date information on key areas of work for the Community Committee.

#### Recommendations

80. The Community Committee is asked to note the content of the report and comment as appropriate.

# Background documents<sup>1</sup>

81. None.

\_\_\_

<sup>&</sup>lt;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.