

## Outer South Area Committee

## Strengthening the Council's relationship with local Town and Parish Councils

## Scrutiny Report: May 2013

Action Plan : update 3<sup>rd</sup> March 2014

Desired Outcome – There are clear pathways and protocols in place to enable open and meaningful dialogue between local councils and their respective Area Committee on matters that impact on their local communities				
Recommendation 3	Action	Lead	By When	Status
<p><i>That local councils and Area Committees give a commitment to work closely together to develop clear pathways and protocols that will enable open and meaningful dialogue on matters that have specific impact on their communities.</i></p> <p><i>That Area Leaders take the lead on developing these clear pathways and protocols and report progress back to Scrutiny by December 2013</i></p>	<ul style="list-style-type: none"> <li>Area Leader to introduce attend a meeting of the Town and Parish Councils to give an overview of his role, the role of the Area Support Team and Area Committee</li> </ul>	Area Support Team	February 2014	Area Leader and Area Officer attending: <b>Morley Town Council</b> on Wednesday 5 <sup>th</sup> March 2014 <b>Drighlington Parish Council:</b> 17 <sup>th</sup> March 2014 <b>Gildersome Parish Council:</b> 3 <sup>rd</sup> June 2014
	<ul style="list-style-type: none"> <li>Town and Parish Councils and Area Committee papers to be shared</li> </ul>	Gildersome Parish Council Drighlington Parish Council Morley Town Council Area Support Team	On-going	Added to circulation list for Area Committee papers  Area Support receiving papers for MTC
	<ul style="list-style-type: none"> <li>T&amp;PC to nominate items of interest/concern to Area Committee</li> </ul>	Town and Parish Council Area Support Team	On-going	Progress update provided to Scrutiny

<b>Desired Outcome – Area Committee meetings are utilised effectively to address matters of local relevance</b>				
<b>Recommendation 4</b>	<b>Action</b>	<b>Lead</b>	<b>By When</b>	<b>Status</b>
<p><i>Assistant Chief Executive (Customer Access and Performance) promotes the following as good practice amongst Area Committees:</i></p> <ul style="list-style-type: none"> <li><i>The development of a forward work programme and identification of a major ‘theme’ or ‘topic’ for each area committee meeting</i></li> </ul>	<ul style="list-style-type: none"> <li>Forward Plans of T&amp;PC and AC to be shared with each other and cross-checking to establish theme links and develop Area Committee forward plan that has a theme or topic for each meeting</li> </ul>	Area Support Team Drighlington Parish Council Gildersome Parish Council Morley Town Hall	Annually	Area Committee forward plan for 2014/15 in development in light of change to Community Committees. To be shared with partners Town and Parish Councils do not have forward work programmes. Morley Town Council to share their annual activity list and budgets.
<ul style="list-style-type: none"> <li><i>That Area Committee reports include a separate section indicating any potential local impacts or challenges</i></li> </ul>	<ul style="list-style-type: none"> <li>Ensure reports presented to Area Committee has a focus at a local level</li> </ul>	Area Support Team Town and Parish Council	On-going	Area Support Team review reports to ensure locality focus
<b>Desired Outcome – That local councils and Area Committees work in partnership to maximise local intelligence and achieve more locally responsive and accountable services</b>				
<b>Recommendation 5</b>	<b>Action</b>	<b>Lead</b>	<b>By When</b>	<b>Status</b>
<p><i>That Area Leaders ensure that input is sought from local councils as part of any future area based delegation scheme and particularly around the negotiation of Service Level Agreements</i></p>	<ul style="list-style-type: none"> <li>Environmental Services via Tom Smith to share the Service Level Agreement with T&amp;PC's</li> <li>Tom Smith to attend T&amp;PCs at least once a year to discuss the SLA</li> <li>Continue to ensure that Leeds City Council Elected Members sit on T&amp;PCs to ensure links are maintained and feed issues to the Area Committee Environmental Services</li> </ul>	Environmental Services  Environmental Services  Elected Members Area Committee Environmental Services Lead	December 2013   On-going	SLA4 in development  To be arranged  On-going  Explore Town & Parish Councils attending environmental sub group

	Lead to be picked up through the sub-group			
<b>Desired Outcome – That local councils and Area Committees work in partnership to explore opportunities for maximising available resources to best meet the needs of their local communities</b>				
<b>Recommendation 7</b>	<b>Action</b>	<b>Lead</b>	<b>By When</b>	<b>Status</b>
<i>That Area Leaders proactively work with local councils and Area Committees to identify opportunities for maximising available resources to best meet the needs of their local communities</i>	<ul style="list-style-type: none"> <li>Area Leader to introduce attend a meeting of the Town and Parish Councils to give an overview of his role, the role of the Area Support Team and Area Committee</li> </ul>	Area Leader Area Support Team Drighlington Parish Council Gildersome Parish Council Morley Town Council	On-going	See recommendation 3
<b>Desired Outcome – That residents are actively encouraged and supported in undertaking volunteering initiatives that will benefit their local communities</b>				
<b>Recommendation 8</b>	<b>Action</b>	<b>Lead</b>	<b>By When</b>	<b>Status</b>
<i>(i) That local councils are proactive in promoting volunteering initiatives and encouraging people to take an active role within their community.</i>	<ul style="list-style-type: none"> <li>Neighbourhood Improvement Officers (NIO) within AST working with Communities to move forward initiatives where appropriate</li> </ul>	Area Support Team Neighbourhood Improvement Officers	On-going	NIO's routinely promote volunteering initiatives and included as a priority in the Area Committees' Priorities and Action Plan.  Flyers circulated through email communication as and when they arise.
<i>(ii) That the Council's Assistant Chief Executive (Customer Access and Performance) and Chief Officer Localities and Partnerships lead on actively supporting approaches made by local councils for any advice and assistance directly associated with local voluntary initiatives</i>	<ul style="list-style-type: none"> <li>Links with the above</li> </ul>			There is a large volunteer base in the Outer South area. Area Committee celebrate their achievements through Community Heroes Events. Invitation to be extended to Town and Parish Councils.

<b>Desired Outcome – That partnership working between local councils and Area Committees continues to be actively promoted across the city</b>				
<b>Recommendation 9</b>	<b>Action</b>	<b>Lead</b>	<b>By When</b>	<b>Status</b>
<i>That the three Area Leaders actively promote partnership working with local councils as part of the integrated locality working agenda in the three wedges of East North East, West North West and South East</i>	<ul style="list-style-type: none"> <li>For the Area Leader to explain what Integrated Locality working agenda is and how it links in to the work that the Area Committee do</li> </ul>	Area Leader	February 2014	<p>Area Leader attending meetings in March</p> <p>Development of Community Councils offers opportunity to drive this agenda forward</p>
<b>Desired Outcome – That the relationship between local councils and Area Committees is continually monitored and developed</b>				
<b>Recommendation 10</b>	<b>Action</b>	<b>Lead</b>	<b>By When</b>	<b>Status</b>
<i>That the Chair of the city wide Parish and Town Council Forum ensures that the Forum's annual meeting is used to provide an opportunity for local councils to openly share their experiences of working with their Area Committees, share good practice and identify potential areas for improvement</i>	<ul style="list-style-type: none"> <li>Dates of Parish and Town Council Forum to be circulated to all</li> <li>Take the learning from the development and delivery of this action plan and share good practice and identify areas for improvement</li> <li>Area to improve: <ul style="list-style-type: none"> <li>Planning Issues</li> <li>Links to Area Committee sub groups</li> <li>Ensure link through Area Committee Action Plan</li> </ul> </li> </ul>	Town and Parish Councils Area Support Team	November 2014	<p>Process to be reviewed and evaluated through 2014/15</p> <p>Area Committee Priority and Action Plan for 2014/15 currently in development</p>
<b>Desired Outcome – That the relationship between local councils and Area Committees is continually monitored and developed</b>				
<b>Recommendation 11</b>	<b>Action</b>	<b>Lead</b>	<b>By When</b>	<b>Status</b>

<p><i>That Area Leaders work closely with Area Chairs to ensure that Area Committees continue to monitor their relationships with local councils in order to identify strengths and potential areas for improvement</i></p>	<ul style="list-style-type: none"> <li>• Area Lead to have a standard agenda item on Area Chairs Briefings to enable monitoring of relationships with T&amp;PC</li> </ul>	<p>Area Leader</p>	<p>On-going</p>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>
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