

SCRUTINY BOARD (CITIZENS AND COMMUNITIES)

THE DEVELOPEMNT OF COMMUNITY COMMITTEES

TERMS OF REFERENCE

1.0 Introduction

- 1.1 In December 2013, the Executive Board endorsed the “Responsive to the needs of local communities” proposition, including the proposed development of a new approach to build on the work of Area Committees, to improve local democratic leadership of local areas, as well as providing a more meaningful way of involving local people in decisions that affect their local neighbourhoods. Linked to this, Community Committees were introduced with the expressed aim to be more locally responsive, more accountable to local members and local people and to improve locality outcomes.
- 1.2 As part of the ongoing development process, the Scrutiny Board agreed to assist the Citizens and Communities directorate in evaluating the extent to which the Community Committee model is enabling local elected members to look at key local issues, local needs and aspirations, as well as genuinely involving the communities they represent in the decisions that affect them.

2.0 Scope of the inquiry

- 2.1 The purpose of the Inquiry is to make an assessment of and, where appropriate, make recommendations on the following areas:
- Clarity surrounding the role and capacity levels of Community Committees and their respective Area Support Teams.
 - The role of Community Committee Champions.
 - Administration and accountability arrangements for funding allocated to Community Committees.
 - Examples of good practice across the Community Committees and mechanisms for sharing such practice.
 - Performance management frameworks linked to the work of Community Committees (particularly in demonstrating community engagement)
 - The extent to which Community Committees are engaging with other established community forums/partnerships (i.e. Cluster Partnerships; Parish and Town Councils; CCGs)

3.0 Desired Outcomes and Measures of Success

- 3.1 It is important to consider how the Scrutiny Board will deem if their inquiry has been successful in making a difference to local people. Some measures of success may be obvious and others may become apparent as the inquiry progresses and discussions take place.

4.0 Comments of the relevant Director and Executive Member

4.1 In line with Scrutiny Board Procedure Rule 12.1 where a Scrutiny Board undertakes an Inquiry the Scrutiny Board shall consult with any relevant Director and Executive Member on the terms of reference.

5.0 Timetable for the inquiry

5.1 The Inquiry will take place over a number of sessions. These sessions will also involve working group meetings with stakeholders, which will provide flexibility for the Board to gather and consider evidence.

5.2 The length of the Inquiry is subject to change. However it is anticipated that a final report will be produced by April 2016.

6.0 Submission of evidence

6.1 Session one – January 2016

To consider evidence in relation to the following:

- Clarity surrounding the role and capacity levels of Community Committees and their respective Area Support Teams.
- The role of Community Committee Champions.
- Examples of good practice across the Community Committees and mechanisms for sharing such practice.

6.2 Session two – January/February 2016

To consider the administration and accountability arrangements for funding allocated to Community Committees.

6.3 Session three – February 2016

To consider evidence in relation to the following:

- Performance management frameworks linked to the work of Community Committees (particularly in demonstrating community engagement)
- The extent to which Community Committees are engaging with other established community forums/partnerships (i.e. Cluster Partnerships; Parish and Town Councils; CCGs)

6.4 Session four – March 2016

To consider the findings and potential recommendations arising from this inquiry.

7.0 Witnesses

7.1 The following have been identified as possible contributors to the inquiry, however others may be identified during the course of the inquiry:

- Assistant Chief Executive (Citizens and Communities)
- Acting Chief Officer for Communities
- Executive Board Member for Communities
- Area Leaders
- Community Committee Chairs
- Community Committee Champions
- Senior representation across relevant directorates
- Community forum/partnership representations

8.0 Equality and Diversity / Cohesion and Integration

8.1 The Equality Improvement Priorities have been developed to ensure our legal duties are met under the Equality Act 2010. The priorities will help the council to achieve it's ambition to be the best City in the UK and ensure that as a city work takes place to reduce disadvantage, discrimination and inequalities of opportunity.

8.2 Equality and diversity will be a consideration throughout the Scrutiny Inquiry and due regard will be given to equality through the use of evidence, written and verbal, outcomes from consultation and engagement activities.

8.3 The Scrutiny Board may engage and involve interested groups and individuals (both internal and external to the council) to inform recommendations.

8.4 Where an impact has been identified this will be reflected in the final inquiry report, post inquiry. Where a Scrutiny Board recommendation is agreed the individual, organisation or group responsible for implementation or delivery should give due regard to equality and diversity, conducting impact assessments where it is deemed appropriate.

9.0 Post inquiry report monitoring arrangements

9.1 Following the completion of the Scrutiny inquiry and the publication of the final inquiry report and recommendations, the implementation of the agreed recommendations will be monitored.

9.2 The final inquiry report will include information on the detailed arrangements for how the implementation of recommendations will be monitored.