



Leeds Community Committees Performance Management Framework

The Leeds Community Committees play an important role in our ambition to bring place, people and resources together by:

- Ensuring that we spend money and work more intelligently and flexibly than before;
- Making it easier for people to do business with us; and
- Improving the way we make decisions locally with residents.

The purpose of this framework is to support us in establishing improved performance management arrangements for the Leeds Community Committees. The approach taken in developing this framework recognises that many of the existing systems and processes are working effectively and meeting the differing needs of the 10 Community Committees. However, it has been recognised that there are gaps in the following areas which this framework aims to address:

- Community Committee - Priority setting
- Community Committee – Tracking actions and;
- Reviewing, monitoring and challenging progress

All community committees will be supported to develop a consistent approach to priority setting, tracking actions and reviewing, monitoring and challenging progress. Officers from the Communities teams and services have been consulted and engaged in the development of this framework, taking into account learning and best practice from the East, West and South areas of Leeds.

Community Committee – Priority Setting

Each year all ten community committees set out their local priorities – the key areas they want to address over the next twelve months. These are chosen using local intelligence data, which gives information on a range of issues, including breakdown of population make-up, housing, unemployment and health (see attached example), combined with consultation with local Councillors, services and residents.

A workshop/discussion is held with members, service theme locality leads and other key stakeholders (for each Community Committee Area – East, West and South). The purpose of this workshop is to review the locality data sets, group the data into themes and start to identify potential priorities. Each priority is aligned to the Best Council Plan (BCP) and key performance measures produced for each local priority.

Over the last year Community Committees have changed the way the meetings are run to include discussions and workshops with partner organisations and residents on local priorities, supporting the council's commitment to involve local people more closely in decisions taken about their area. A report outlining the proposed priorities is produced.

Public consultation takes place at the first meeting of the Community Committee Cycle (during the workshop element), feedback from this consultation is then taken into account and any amendments to the priorities approved. This is the final sign off for the Community Committee Priorities.

Community Committee – Tracking Actions

Tracking actions arising from the Community Committee workshops and other relevant sub groups ensures that progress against our local priorities are understood, monitored, reviewed, timely, challenged and have clear accountability. A report is produced detailing the discussions and actions agreed from the Community Committee. The action tracker for each area is populated by the relevant service locality lead officer in discussion with Community Committee portfolio Champion and Chair. It is then the responsibility of the service lead to follow up on actions and routinely update the tracker using red, amber, green (RAG) rating approach, and highlighting progress against key actions, what the impact / difference this has made (see attached example). The updates are carried out within the agreed timescales so the tracker is available for discussion at relevant meetings and forums.

The Area Team has a role in overseeing the tracker, reviewing and challenging entries. The action tracker is used to inform the Area Update reports for Community Committees and Champions.

Reviewing, Monitoring and Challenging Progress

Progress will be reviewed, monitored and challenged through the following **local** arrangements:

- **Community Committee Chairs and Champions Brief** – a short written summary update will be provided against the local priorities as set out in the action tracker
- **Community Committee Business Meeting/Forum** - which will have a role in terms of reviewing, monitoring and challenging progress against local priorities as set out on the action trackers for all three areas
- **Community Committee Formal meetings** – through the area update which is provided

Implementation:

Successful implementation of this framework requires:

- Endorsement from Executive Lead Councillor Coupar and Members of the Community Committee Chairs Forum
- A briefing session for Area Officers and Services Locality Thematic Leads
- Implementation of revised processes – each area will undertake a gap analysis and revise processes where necessary