

Report of: The South East Area Leader

Report to: Outer East Community Committee (Cross Gates & Whinmoor, Garforth & Swillington, Kippax & Methley, Temple Newsam)

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Date: Tuesday 14th June 2016

For decision

Outer East Community Committee Forward Plan 2016/17

Purpose of report

1. This report introduces the Outer East Community Committee Forward Plan for 2016/17. It details the Community Committee meeting dates and sets out proposed workshop themes. It also highlights the role of the Community Committee Champions and the work of the Community Committee in relation to the Council Constitution and associated delegations which are managed through its sub group structure on behalf of the Community Committee. The report also reviews the Community Committee and its sub structure operations in 2015/16 and makes recommendations for continued improvement.

Background information

2. Leeds City Council has agreed a constitution which sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by law, while others are a matter for the Council to choose.
3. In order to give local citizens a greater say in Council affairs, Community Committees were established to represent all areas of the city. The Constitution states that the Executive can make arrangements for the discharge of some functions for which the Executive is responsible by Community Committees. The Executive has identified a number of functions that Community Committee exercise decision making on. However the Executive remains ultimately responsible for these services and may remove or limit a Committee's powers. As with the Executive, in exercising their powers Community Committees must make decisions which are in line with the Council's overall policies and budget. The Community Committees involve all the Councillors from the Wards

within each Committee area and meetings are held in public. The following areas are delegated to Outer East Community Committee:

- Wellbeing budget
- Environmental Services
- Youth Activities Fund
- Facilities (Community Centres)
- Parks & Countryside
- Community Infrastructure Levy (CIL)

Outer East Community Committee structure

4. The Outer East Community Committee has put in place a sub structure (**Appendix 1**) to provide support, monitoring of performance and, when required, decision making to the delegations it is responsible for. These are:

- Environmental Sub Group
- Older Person's Sub Group
- Community Committee Champions meeting
- CIL sub group
- Temple Newsam Ward Based Briefing
- Forums (Crossgates, Garforth & Swillington, Halton, Halton Moor & East Osmondthorpe, Kippax & Methley, Swarcliffe, Whinmoor)

5. Driving the work of the Community Committee through the sub groups are the Community Committee Champions. The Champion role aims to provide local leadership for each theme, whilst acting as a critical interface with services. Meeting quarterly with service leads, Community Committee Champions are well placed to shape the local agenda around each theme, working with services. Information on the activities of the sub groups is included in the Community Committee Update Report.

6. Alongside the Community Committee, seven Forums provide a focused perspective of local issues. Led by ward members, the forums aim to offer a platform for engagement with local people to:

- address social exclusion, inequality and disadvantage experienced by people living in the defined boundary;
- take action to improve residents quality of life through better and more appropriate public and community led services
- support the economic regeneration of the area; and
- fully involve the community in the development of proposals to improve their area.

Outer East Community Committee workshops 2015/16

7. Community Committees were established in June 2014 to build on the successes of Area Committees with an enhanced focus on community engagement and in particular, increase the attendance and active involvement of local people at Community Committee meetings.
8. The only Ward Based Briefing arranged by Outer East Communities Team is for the Temple Newsam Ward which is used to discuss longstanding problems.
9. Community Committees continue to work to improve community involvement and engagement in local decision making. Themed workshops take place to provide a forum for Councillors, residents and services to consider issues affecting their communities and find solutions. The workshops topics for 2015/16 were determined in collaboration with service leads and Community Committee Champions.
10. The Outer East Community Committee held four workshops in 2015/16 covering key issues in the area, they were:
 - Localities / Parks & Countryside – ‘Community groups helping the environment’
 - Children & Young People – ‘How to engage better with young people’
 - Environment / Highways – ‘Flooding in Outer East Leeds’
 - Community Safety – ‘Policing Priorities in Outer East’
11. All workshops followed the same format but introduced variations to meet the particular needs of the subject and audience. Examples include:
 - holding the Environmental services workshop at Temple Newsam House, one of the most attractive places in the city, opening the facility for free tours and working with Housing to provide a minibus to transport people to the venue
 - the Youth workshop was arranged to accommodate the wishes of young people. Emphasis was put on bringing young people to the meeting
 - the flooding workshop ensured everyone attending had a questionnaire and pen so they could record problems they had faced. This was well utilised and subsequently the flood defence team are responding to points suggested
 - the policing priorities workshop facilitated a two-way dialogue with the police and local community on challenges faced on both sides and identified solutions appropriate to local need.
12. Actions from each of the workshops have been fed back to services and through relevant sub groups of the Community Committee where key partners are helping to deliver against the actions and improve service delivery.

13. For future workshops, the Communities Team will:

- circulate the written notes from each workshop within 5 working days of the event
- develop and share the action plan with the Champion within 10 working days for agreement and circulate to all Members
- progress actions through services and relevant sub groups
- undertake monitoring through the Community Committee Champions meeting
- provide updates from Community Committee Champions through the Update Report

14. Whilst the Community Committee format has proved successful in the Outer East area, opportunities exist to further develop this approach. Members are asked to consider the following points:

- In part this success has been due to reducing the number of reports that would previously have come to this Community Committee, together with showcasing local issues determined by the champions at themed workshops
- Community Committee Champions have played a key role in shaping the agenda and working with service leads, which has had a positive impact. The Community Committee Champions' role has proved more successful in shaping the local service agenda when working with a designated service lead. This connectivity with services is essential if we are to achieve increased service improvement and local influence on service delivery, especially when dealing with those services delegated to the Community Committee. There is a need to further develop the role of the champions to monitor performance and service improvements.
- The use of Facebook and features such as video have been effective in reaching a wider audience and securing attendance at Community Committee workshops. The Communities team will continue to explore innovative ways to develop the use of social media to promote the role of the Chair and Community Committee Champions and to continue to engage with local communities.

15. Attached at **Appendix 2** is the draft forward plan for Outer East Community Committee and Workshops for 2016/17. Proposed topics will be considered and agreed in collaboration with Community Committee Champions and service leads.

16. **Appendix 3** details the sub group and forum dates for 2016/17, where available.

Conclusions

17. The new ways of working have enabled engagement with a range of services, stakeholders and residents on a number of topics across the area. This has provided a platform to widen the conversation and make connections with all involved including local communities and service users in the issues that matter to them.

18. Community Committee Champions have played an active role in shaping the agenda and working with service leads, which has had a positive impact.
19. Greater publicity and communication continues to play a key role in promoting the Community Committee and new ways of engagement with residents and local groups. Various promotional activities have been used to publicise meetings and workshops to residents, local groups and service partners. The Facebook page and Twitter accounts are updated regularly with information about events and meetings. This also provides an opportunity for residents to post comments or questions before the Community Committee.

Recommendations

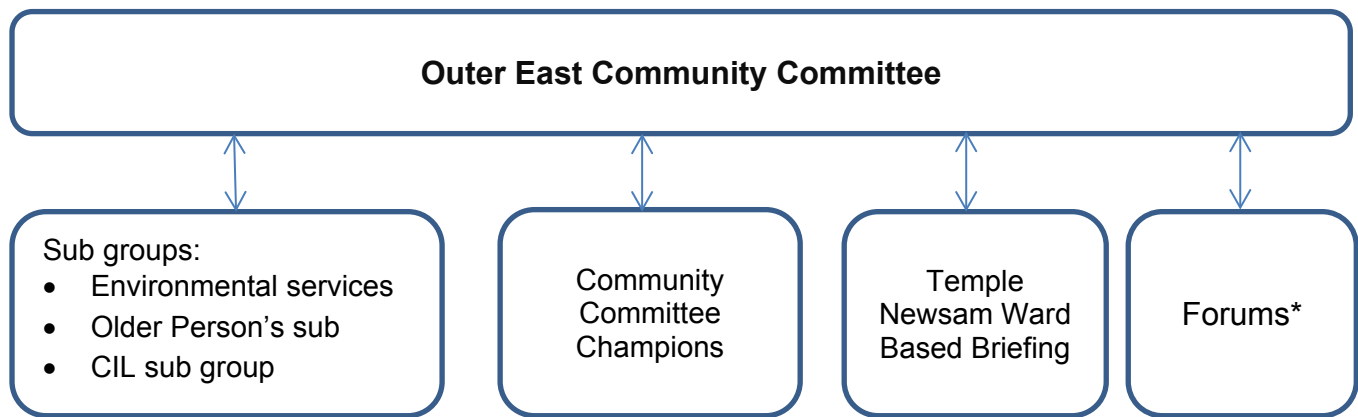
The Community Committee is asked to note the content of the report and make comment as appropriate.

Background documents¹

There are no background documents associated with this document.

¹ 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.

The structure of the Outer East Community Committee can be illustrated follows:



***Outer East Forums:**

- Crossgates
- Garforth & Swillington
- Halton
- Halton Moor & East Osmondthorpe
- Kippax & Methley
- Swarcliffe
- Whinmoor

PROPOSED FORWARD PLAN FOR 2016/17 COMMUNITY COMMITTEE AND WORKSHOPS			
Core Business		Appeals against refusal of inspection documents Exempt information Late items Declarations of disclosable pecuniary interests Apologies for absence	Minutes of last meeting Open Forum Update Report Wellbeing Review of previous themed meeting
Community Committee and Workshop date	Workshop topic	Community Committee Champion	Service Lead/Key contributors
14 th June 2016	Ageing Well	TBC	Mick Ward – Adult Social Care Carole Clark – Public Health
6 th September 2016	Parks	TBC	Kris Nenadic – Environmental Services
6 th December 2016	Health / European Capital of Culture 2023	TBC	Rachel Brighton – Public Health
21 st March 2017	Community Safety – Policing priorities	TBC	Zahid Butt – Community Safety

There is potential to have reserve themes should any of the planned workshops have to be deferred. Members are also encouraged to consider emerging priorities as themes. Suggestions are:

- CIL/Neighbourhood Planning
- Young People
- Environment
- Engaging better with the 3rd Sector

Outer East Community Committee sub groups and community engagement events

Appendix 3

<p>Environmental Sub Group</p> <p>Meeting dates to be agreed</p> <p>Jul-16 Oct-16 Jan-17 Apr-17</p>	<p>Summer Galas</p> <p>Swarcliffe Gala - No plans announced Garforth Gala - Sunday 26th June Garforth Arts Festival - late June/early July (tbc) Kippax Carnival - no date set Ledsham Fair - 5th September</p>	<p>Community Champions</p> <p>Meeting dates to be agreed</p> <p>Jul-16 Oct-16 Jan-17 Apr-17</p>
<p>Forums</p> <p>Suggested meeting dates (all to be confirmed)</p> <p>Garforth & Swillington - 26.05.16, 18.08.16, 10.11.16, 02.02.17 Cross Gates - 22.06.16, 12.10.16, 20.01.17, 28.03.17 Whinmoor - 04.07.16, 18.10.16, 10.01.17, 29.03.17 Swarcliffe - TBC Halton - 28.07.16, 13.10.16, 26.01.17, 13.04.17 Halton Moor & East Osmondthorpe - 12.07.16, 04.10.16, 17.01.17, 04.04.17 Kippax & Methley - 14.09.16, 15.03.17</p>	<p>Christmas Lights Events</p> <p>Dates</p> <p>Cross Gates switch-on - TBC Methley - Fri 2 Dec (TBC) Kippax - TBC Garforth - Sat 26 Nov 2016 Gt Preston - TBC Allerton Bywater - TBC</p>	<p>Older Person's sub-group</p> <p>Dates to be agreed</p>
<p>Older Persons Event Week</p> <p>03 Oct - Gt Preston 04 Oct - Swarcliffe 05 Oct - Cross Gates 06 Oct - Halton 07 Oct - Garforth & Swillington ward / Kippax & Methley w</p>	<p>Tasking Meetings</p> <p>Garforth/Kippax & Villages: 1 Jun, 13 Jul, 24 Aug, 5 Oct, 16 Nov, 21 Dec, 30 Jan, 13 Mar, Temple Newsam: Cross Gates & Whinmoor: 25 May, 6 Jul, 17 Aug, 28 Sept, 09 Nov, 14 Dec, 1 Feb, 15 Mar</p>	