

Report of: The South East Area Leader

Report to: Outer South Community Committee
(Ardsley & Robin Hood, Morley North, Morley South and Rothwell)

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Date: Monday, 26th June 2017

For decision

Outer South Community Committee Forward Plan 2017/18

Purpose of report

1. This report presents the Outer South Community Committee (OSCC) Forward Plan for 2017/18. It details the Community Committee meeting dates and sets out proposals for workshop themes and topics. It also highlights the work 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.

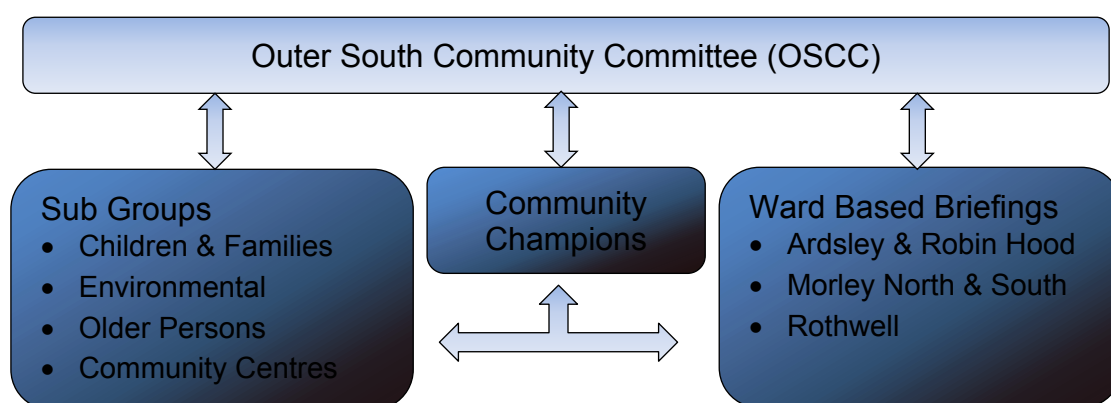
Background information

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 make arrangements for the discharge of some functions for which it is responsible, by tasking Community Committees. The Executive has identified a number of functions that Community Committees can make decisions on however, the Executive remains ultimately responsible for these services and may remove or limit a Community Committee's delegation. 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 the OSCC:

- a. Wellbeing, Youth Activities, Capital Budgets
- b. Facilities, Community Centres
- c. Environmental Services
- d. Parks & Countryside
- e. Community Infrastructure Levy (CIL)

Outer South Community Committee Structure

4. The OSCC has put in place a sub structure to provide support, monitor performance and, when required, make decisions in relation to the delegations it is responsible for. These are:
 - Children and Families Sub Group
 - Community Centres Sub Group
 - Environmental Sub Group
 - Older Person's Working Group
5. Minutes, action plans and reports are shared with the Community Committee via email prior to meetings and updates are provided through the Update Report.
6. Driving the work of the Community Committee through the Sub Groups are the Community Committee Champions. The Community Committee Champion role aims to provide local leadership for each theme, whilst acting as a vital interface with service leads. Community Committee Champions aim to meet quarterly with Service Leads and 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.
7. Community Committees are working to improve community involvement and engagement in local decision making. Themed workshops provide a forum for Councillors, residents, local groups and services to consider issues affecting their communities and find solutions. Topics are determined in collaboration with Community Committee Champions, Service Leads and in some cases in consultation with local partners and community organisations.
8. The structure of the Outer South Community Committee can be illustrated and summarised as follows:



Outer South Community Committee Workshops 2016/17

9. The OSCC held five workshops in 2016/17 covering key issues in the area. These were:

Date	Theme	Workshop Topic
08/03/2017	Health & wellbeing	Carers in Outer South information sharing
03/11/2016	Transport	Public transport strategy for Leeds
17/11/2016	Employment & Skills	Employment Opportunities for women in science and engineering
11/7/2016	Children & Families	Open spaces to keep young people active
28/11/2016	Community Safety	Domestic Violence

- a. 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.
- b. Actions will be progressed and monitored through services, relevant Sub Groups and Community Committee Champions meetings and updates will be provided by Community Committee Champions through the Update Report.

Main issues

10. Whilst the Community Committee format has proved successful in the Outer South opportunities exist to further develop and embed the approach. Members are asked to consider the following:

- a. in part, success has been due to managing down 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. Members may want to consider scope of future agendas;
- b. Service delegations are currently managed through the Sub Group structures. Through the Community Champion leadership, the Sub Groups play an increasing role in driving service improvements locally. Currently, updates are provided at each Community Committee through the Update Report. These updates could form the basis of an annual report from each Sub Group
- c. Community Committee Champions have played an active role in shaping the agenda and working with Service Leads which has had a positive impact. This connectivity with services is essential to achieving increased improvement and local influence on service delivery and in particular when dealing with services delegated to Community Committee. There is a need to develop the role of the Community Champions to monitor performance and service improvements
- d. The use of Facebook and features such as video by the Chair and Champions to promote Community Committee events has 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 through profiling the role of the Chair and Community Champions.

11. Attached at **Appendix 1** is the draft forward plan for the OSCC and workshops for 2017/18. Proposed topics will be considered and agreed in collaboration with Community Committee Champions and service leads.

12. **Appendix 2** details the sub group and ward based briefings for 2017/18, where available.

Conclusions

13. 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.

14. Community Committee Champions have played an active role in shaping the agenda and working with Service Leads which had a positive impact.

15. Greater publicity and communications 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 and promote 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

16. The Community Committee is asked to:

- a. Note the content of the report and make comment as appropriate;
- b. Confirm Community Committee Champions and Sub Group Members (Appendix 2);
- c. Receive a summary of workshops including outcomes through the Update Report;

Background documents¹

17. None.

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.

PROPOSED FORWARD PLAN FOR 2016/17 OUTER SOUTH 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 Wellbeing Report Update Report Review of previous themed meeting
MAY 2017 MEETING FOR ELECTION OF CHAIR FOR 2017/18			
JUNE 2017 MEETING FOR: <ul style="list-style-type: none">REVIEW OF PREVIOUS YEAR OPERATIONFORWARD PLANNING FOR FUTURE OSCC WORKSHOPS			
Community Committee Date (Workshop dates TBC)	Ideas for Workshop Topic	Community Committee Champion(s)	Service Lead Key Contributors
26 th June 2017	Recycling in the Outer South Looking at statistics for recycling in the area, barriers and how we can help everyone to recycle.	Environmental Champion	Janice Frost
18 th September 2017	End of life planning/ Dementia friendly	Health & Wellbeing & Adult Social Care	Carole Clark Carole Law Brian Garbett
27 th November 2017	European City of Culture 2023 Bid	TBC	Cluny Macpherson Leanne Buchan Sarah Priestley
26 th February 2018	Children & Young People- Youth Summit A workshop with young people aged 14-19 looking at how the OSCC should spend 2018/19 Youth Activity Funding.	Children’s Services Champion	Caroline Webb Glen O Malley Helen Kerr Keith Lander

Outer South Community Committee Sub Groups

Appendix 2

Theme	Community Committee Champion	Meeting Dates
Adult Social Care	TBC	Summer 2017 November 2017 March 2018
Children's Services and Corporate Carer	TBC	
Employment, Skills and Welfare	TBC	
Environment & Community Safety	TBC	
Health and Wellbeing	TBC	

Sub Groups	Ward Members	Meeting dates
Community Centre Sub Group	TBC	tbc
Children and Families Sub Group	TBC	27/06/2017 24/10/2017 06/02/2018
Older Person's Working Group	TBC	18/07/2017 25/09/2017 29/01/2018 21/05/2018
Environmental Sub Group	TBC	05/07/2017 22/11/2017 14/03/2017

Ward Based Briefings	Meeting dates
Ardsley & Robin Hood	3 times per year TBC
Morley North	3 times per year TBC
Morley South	3 times per year TBC
Rothwell	3 times per year TBC