## Appendix 7

Leeds Citizens Panel Report to Area Committees February 2012



#### **Background:**

As part of a process of developing the Leeds Citizens' Panel, a report was presented to the Area Chairs forum in November and the ten Area Committees in the December round of meetings.

This matters arising note summarises and provides clarification on the main issues raised across the ten area committee meetings. Further information has also been provided on specific issues to individual area committees on request.

Please also see the information on latest recruitment progress and the application form in the accompanying Appendices.

#### **Issues Raised at December Round of Area Committees**

1. How will you ensure that the Citizens' Panel will be representative of local people? Most Area Committees have rightly highlighted the importance of ensuring representation, and expressed concern that local demographics might not be represented on the final panel.

Ensuring that panel membership is representative of age, gender and ethnicity at the Area Committee level is a key design principle of the programme and has been built into the recruitment process.

We have used latest population estimates to set demographic targets at Area Committee and have systems in place to track our progress against these.

The appendix illustrates the current recruitment progress, with around a third of the desired total membership recruited to date. It also contains the recruitment questionnaire, to show what information we are asking members to tell us about themselves, to help manage representation and inform analysis of future consultations.

#### 2. What will you do if you have gaps in local representation?

Most Area Committees have asked for details of how gaps in local representation will be filled. Some have encouraged us to contact particular groups or organisations as part of the recruitment process. We welcome this local knowledge.

Phase 1 of recruitment which began in Oct 2011 has yielded around 2150 new members out of a target of 6000 through low cost recruitment from existing council and partner mailing lists and local media outlets. Phase 2 will focus on postal recruitment at the household level and through , which is expected to fill much of the remaining gaps and reach groups with lower internet coverage. Phase 3 of the recruitment process will target the individual gaps in each of the 10 areas of the city and may require us to work directly through local groups and organisations who represent specific sections of the community.

#### 3. Equality and Diversity

The report states that there are no specific equality considerations, but this has been challenged by three area committees.

We should have made it clear that a stage one equality review (screener form) was completed and published which highlighted that the Citizens' Panel represents good practice and that a full Equality Impact Assessment would not be required. Follow the weblink below to see the details of this equality review: http://www.leeds.gov.uk/files/Internet2007/2011/38/a%20new%20citizens%20panel%20for%2 Oleeds.pdf

#### 4. How much is the Citizens' Panel going to cost? Is it value for money?

Some Area Committees have expressed strong commitment and support for the Citizens' Panel as a means of providing consistent and cost effective engagement, while others have questioned whether the proposed cost savings will be realised.

The Panel is intended to be a cost effective replacement for a number of major surveys the council is committed to for performance monitoring and service development. The Business Case for the Panel has always been that recruitment and use of the Panel must be at least cost-neutral compared to these surveys.

Although the process is ongoing, it is estimated that c£15K of existing budget will be used to complete the initial recruitment of the panel. The bulk of this will be print, postage and data capture of recruitment forms. All expenditure is set against allocated budget within Customer Access and Policy.

We currently expect to be able to show significant like-for like savings, for example:

Recruitment of the Panel c£15K + Delivery of equivalent to 2009 Residents Survey c£6K = c£21K *Against* Cost of 2009 Residents Survey (3400 face to face interviews) £64K

#### Saving = c£43K

Clearly, the more existing surveys and other consultations that are transferred to the Panel, the more savings can be shown, particularly in materials costs, due to a combination of relatively high response rates and online response from a proportion of Panel members.

# 5. How does the Citizens' Panel link to existing community engagement activity undertaken by Area Committees?

There were a number of questions about the how we will link the Citizens' Panel to existing programmes of engagement such as Community Leadership Teams in ENE

The Citizens' Panel should add value to local engagement activity as the responses provided from surveys will provide a good starting point for developing a wider programme of engagement which can target areas where greater detail on local opinion is required.

## 6. How will the Citizens' Panel be used to support the development of Area Business Plans?

There was general support for using evidence from Citizens' Panel consultations to inform annual Area Business Plan review process, as the Residents Survey has done in the past, without placing any extra resource requirements on Area Committees. Further work will be undertaken with Area Management to map how a calendar of engagement specifically links to the 5 Leeds Initiative priorities and what analysis and reporting can be produced at the Area Committee level.

#### 7. The Citizens' Panel and Wellbeing Fund priorities

The recommendation that the use of the Citizens' Panel be taken up to support the identification of Wellbeing fund priorities attracted a number of concerns from elected members.

It should be noted that the Citizens' Panel is not intended to be a decision making mechanism in its own right. Its true value will lie in the way that it helps to measure local opinions on a

range of issues which can be used to inform decision making through existing and appropriate processes.

We recognise Area Committees will need to use their own judgment about how the findings of Citizens' Panel can aid in this process. This recommendation has therefore been <u>withdrawn</u>.

#### 8. What issues will be part of the calendar of consultation?

There were a range of comments and questions received about the thematic content of Citizens' Panel surveys.

To date the following requests to consult the Panel have been received:

- 'Residents Survey' equivalent to capture agreed Business Plan / City Priority Plan indicators
- Health and Wellbeing Survey
- Anti-Social Behaviour consultation
- o Environmental Services consultation
- Harmonious Communities consultation
- Parks and Countryside survey

These consultations are owned by the originating service, or partner, and usual approval and governance procedures apply.

#### **Next Steps**

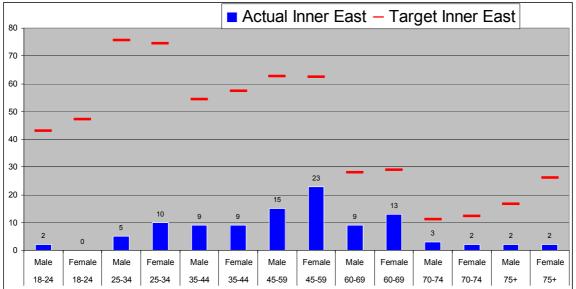
- Identify recruitment gaps at the Area Committee level. Confirm how recruitment to these gaps will be addressed.
- Further develop the calendar of consultation for the Panel.
- Area Management to develop more detailed information on the opportunities for the Panel consultations to supply useful evidence to support Area Business Plan development.

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Mixed Race28Asian57Black34Other33TOTAL1832	5505 (91.8%)	30.5%
Asian   57     Black   34     Other   33     TOTAL   1832	82 (1.4%)	34.0%
Black   34     Other   33     TOTAL   1832	277 (4.6%)	20.6%
Other     33       TOTAL     1832	88 (1.5%)	38.8%
TOTAL 1832	48 (0.8%)	68.2%
	40 (0.0%) 6000	30.5%
Area Committee: Innor East 10/	8000	30.5%
	600	17.7%
Inner North East 296	600	49.3%
Inner North West 197	600	32.8%
Inner South 148	600	24.7%
Inner West 142	600	23.7%
Outer East 255	600	42.5%
Outer North East 183	600	30.5%
Outer North West 277	600	46.2%
Outer South 252	600	42.0%
Outer West 206	600	34.3%
TOTAL 2062	6006	34.4%
Total	% of Returns	
Long Term Illness: Yes 355	16.5%	
No 1689	78.3%	
No Response 114	5.3%	
Faith: Buddhist 15	0.7%	
Christian 1091	50.6%	
Hindu 10	0.5%	
Jewish 38	1.8%	
Muslim 27	1.3%	
Sikh 14	0.6%	
No Religion 666	30.9%	
Other 71	3.3%	
No Response 226	0.070	
TOTAL 2158	10.5%	

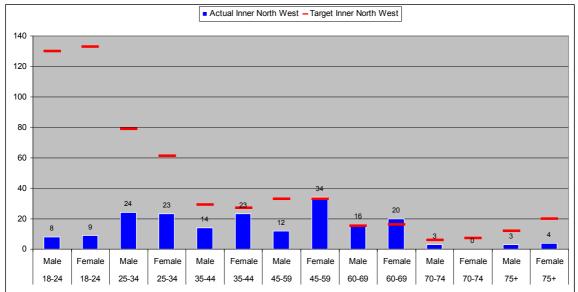
### Appendix 1 – Recruitment profile progress as of 12 January 2012 Overall city-level recruitment progress

Progress against age/gender targets by Area Committee (numbers not % shown)

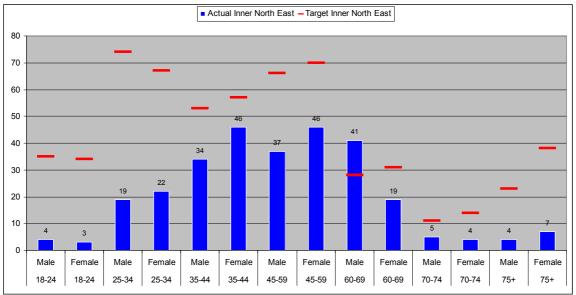




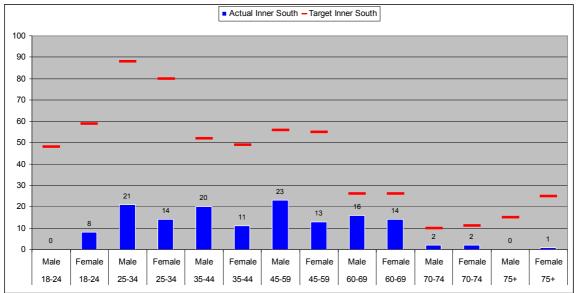
#### Inner North West



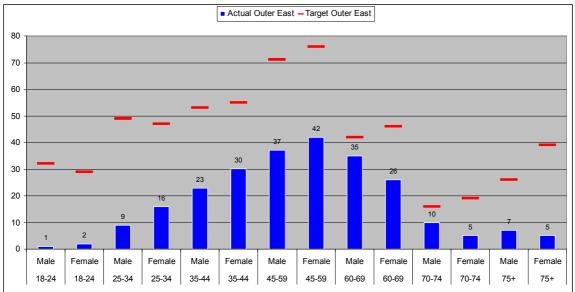
#### Inner North East



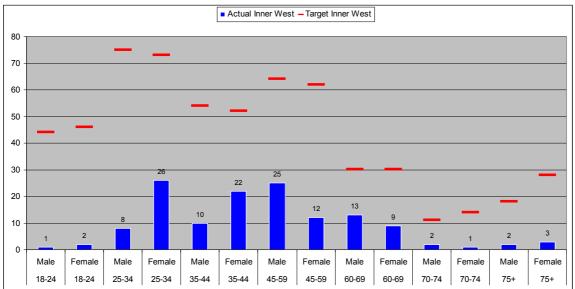
#### Inner South



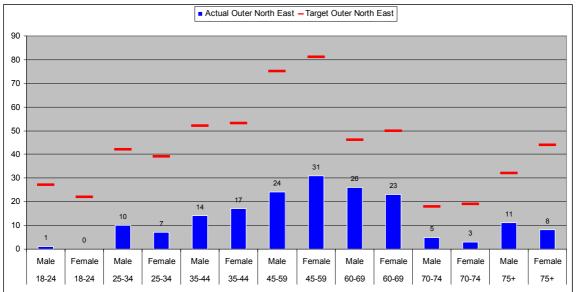
#### Outer East



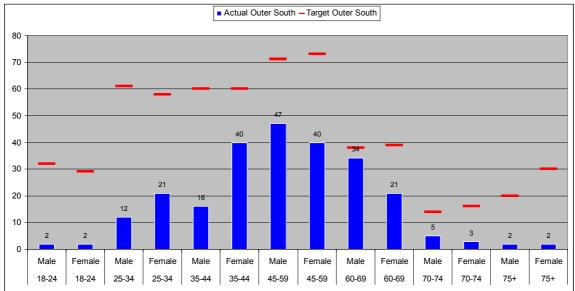
Inner West



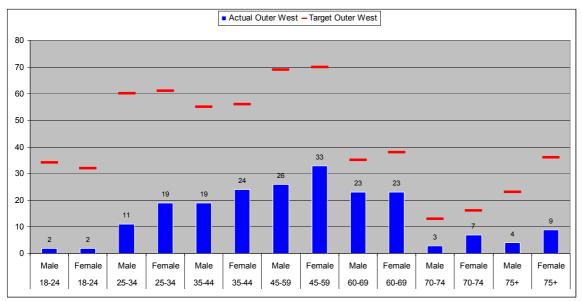
#### **Outer North East**



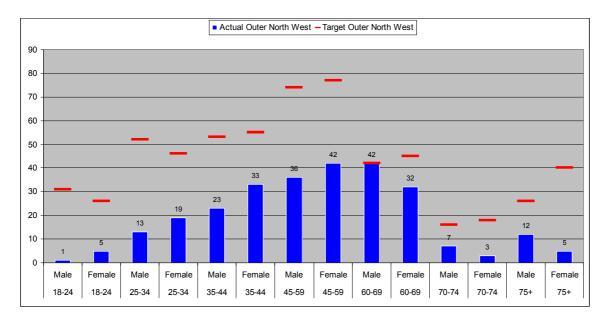
#### Outer South



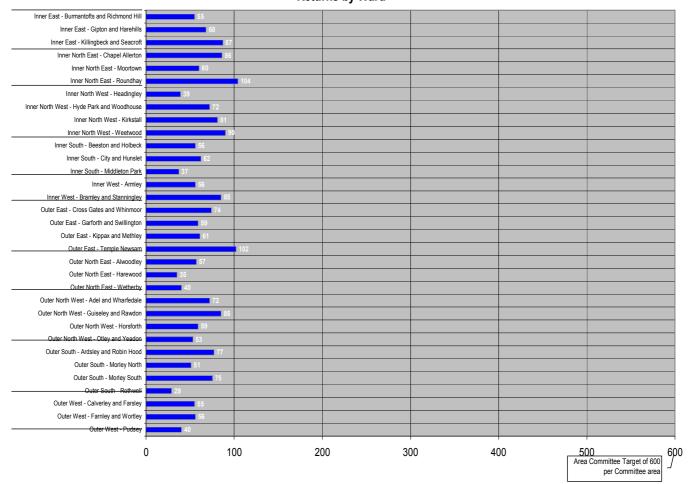
#### Outer West



#### **Outer North West**



#### Overall return (numbers of members to date) by ward



#### Returns by Ward

### Appendix Two - Recruitment questions



Make a difference and get involve Joining the new Citizens' Panel for Lee -

By filling in this form you are telling us you are interested in joining the new Leeds Citizens' Panel.

We need to know some things about you to make sure the Citizens' Panel members come from a wide range of backgrounds.

By asking you for this information once now, you save time and we save public money by not havin to ask every time you take part in the panel. We want to make sure the Citizens' Panel has representatives from people of different ages, backgrounds and from different places in Leeds. Wh we analyse the results of the surveys you take part in, we also use this information to see if differe groups of people have different wews and experiences.

We will keep your information safe in line with the Data Protection Act. Your contact details and personal information will be held securely by Leeds City Council and will not be shared with other organisations. What you tell us now, and when you take part in Citzens' Panel surveys and discussions, is in confidence and will only be used to send you information about the panel and oth ways to get involved. Four questions are mandatory and <u>must</u> be completed to join the panel. The rest or the questions are voluntary, but it will help us to know as much about you as you feel comfortable with.

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B. What is your date of birth? (DD/MM/Y	m 🔲 - 🗌 - 🗌 - 🗌
C. Please tick one option that best desc "You need to tell us this to be able to jo White British Any other White background (Please write in below)	nbes your ethnic background in the Citizens' Panel" Mixed Race White and Black Caribbean White and Black African White and Asian Any other mixed background
	(Please write in below)
Aslan or Aslan British Indian Pakistani	Black or Black British Caribbean
Bangladeshi Kashmiri	Any other Black background (Please write in below)
Any other Asian background (Please write in below)	
Other Ethnic Group Chinese Arab Gypsy/Traveller Any other background (Please write in below)	
D. Do you have any long term liness, h Yes No (if No, please go to E)	ealth problem or disability that limits your daily activities?
If Yee how would you describe your type (Tick all that apply to you) Physical impairment (such as a wheelchair to get around	

Mental Health Condition (such as depression or schizophrenia)

(such as vepresent or second provide the secon

Long standing liness or health condition (such as cancer, diabetes, chronic heart disease or epilespsy)

Record 2



From time to time we will be asking Citizens' Panel members their view on local health services, therefore, it will help us to know which GP you are registered with. We will neve pass on any comments you make in surveys or discussions directly to your GP, unless y ask us to do so.

E. Which GP are y	ou registered with?
Sumery Name	

#### I'm not registered with a GP

Record 2

F. Please tick one box that best describes your current employment situation?

Employed full-time (More than 30 hours per wee	* Employed part time (less than 30 hours per wee	Looking after home/fami
Retired Unable to work due to long term sickness or disability Other (Please write in)	Self employed	Unemployed and seekin work Government apprentices training scheme

G Please tick one box that best describes your religion or belief

H. Please tick one t Hetrosexual/ Straight	xx that describes your sexua Lesblarv Gay Woman	al orientation Gay man	Bisexual	Prefer no
and support to a f illness or disability Yes No	e a particular need to	no could not i	surveys in a	e because of frailt a different wa
Large Print	Audio CE	0	Other (	Please write m below)
Braille	🗌 Audio Ta	pe 🔽		10
1 adult no child	s in your household, including	nore children	Other - (Plea	

C. Is the place you live: A detached house or bungalow

#### A semi-detached house or bungalow A terraced/end of house or bungalow A flat or maisonette

A room/rooms

- Caravan, mobile home or houseboat
- Some other kind of accomodation

About your interests
A sevel as the consultations we will be sending to everyone on the Citizens' Panel, we may also ask panel members with paralitular interests to take part in targeted surveys and discussion groups. Please tlok any issues that especially interest you;

Children and Young Peop	ie 🔄 Health and Wellbeing 🔄 Local environment
Community safety and cri	me Social Services Housing and improving neighbourhoods
Education	Leisure and/or culture Other (Please write in)

What will happen now? Thank you for completing this form. If a place is available on the Citizens' Panel we will send you a membership pack including your unique ID number. This might take a few weeks from you returning your information.

Shortly after this you will receive the first opportunity to take part in a Citizens' Panel consultation.

However, if we get too many people of the same background wanting to join, we'll select some people at random to join the panel straight away.

If you aren't selected at this stage, we will still get in touch to ask you if it's okay to keep your details on a waiting list for up to two years, to replace people that leave the panel. If you don't want to do this, just let us know. We will keep in touch and send you updates on the Citizens' Panel while you are on the waiting list.

For more information visit www.leeds.gov.uk/citizenspanel, email citizenspanel@leeds.gov.uk or leave us a message on 0113 247 4610