# **Matters Arising Note:**

**Leeds Citizens Panel Report to Area Committees February 2012** 



Appendix 7

#### **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%20leeds.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
- o Anti-Social Behaviour consultation
- Environmental Services consultation
- o 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**

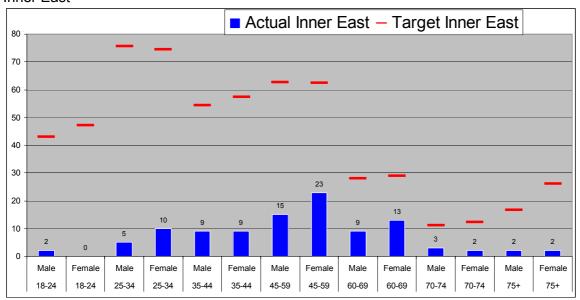
- Identify recruitment gaps at the Area Committee level. Confirm how recruitment to these gaps will be addressed.
- Further develop the calendar of consultation for the Panel.
- Area Management to develop more detailed information on the opportunities for the Panel consultations to supply useful evidence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

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

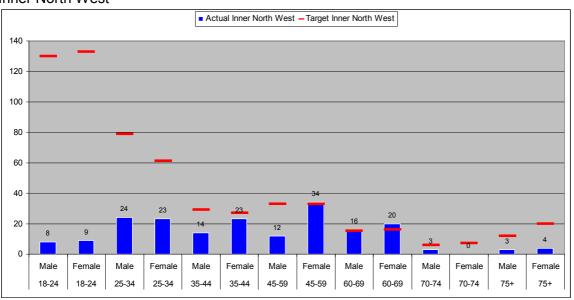
	Count	% of Total Target		
Total Recorded:	2158	36.0%	No. of Emails:	1957 (90.7%)
		Total	Target	% of Target
Age Groups:	18-24	55	912	6.0%
9	25-34	311	1262	24.6%
	35-44	437	1036	42.2%
	45-59	600	1301	46.1%
	60-69	456	680	67.0%
	70-74	75	272	27.6%
	75+	93	536	17.3%
	TOTAL	2027	6000	33.8%
Gender:	Female	1057	3065	34.5%
Corradi.	Male	965	2935	32.9%
	TOTAL	2022	6000	33.7%
Ethnicity:	White	1680	5505 (91.8%)	30.5%
Little in City.	Mixed Race	28	82 (1.4%)	34.0%
	Asian	57	277 (4.6%)	20.6%
	Black	34	88 (1.5%)	38.8%
	Other	33	48 (0.8%)	68.2%
	TOTAL	1832	6000	30.5%
Area Committee:	Inner East	106	600	17.7%
7.104 20111111100.	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	6000	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	10.5%	
	TOTAL	2158		

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

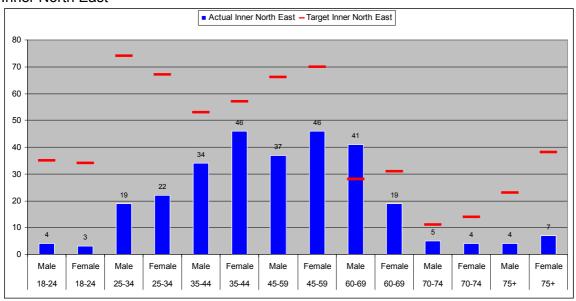
## Inner East



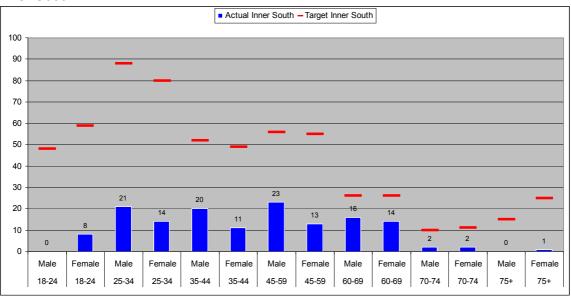
#### Inner North West



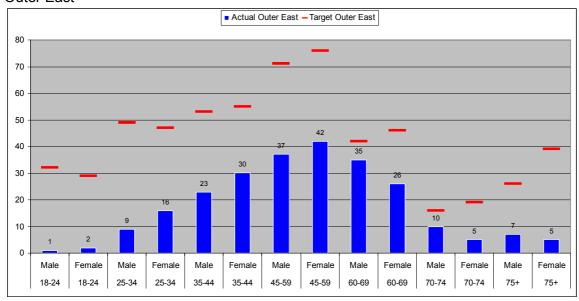
#### Inner North East



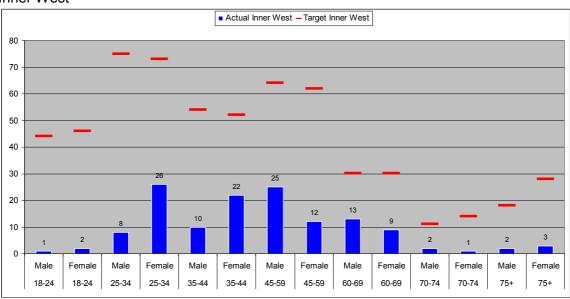
#### Inner South



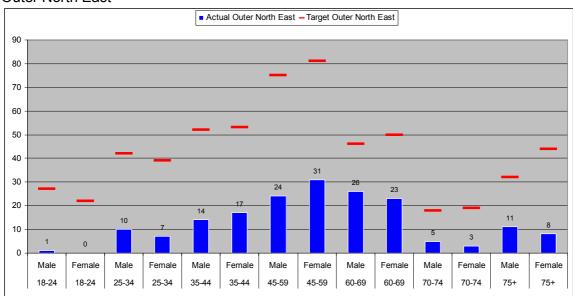
#### **Outer East**



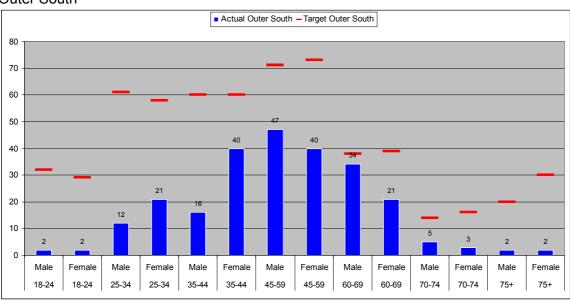
#### Inner West



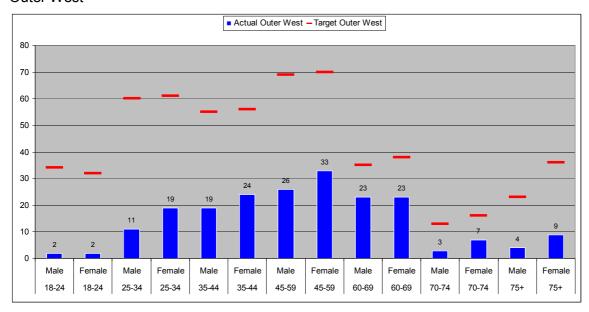
#### **Outer North East**



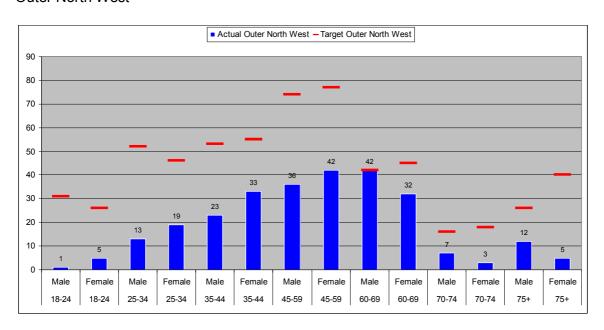
#### **Outer South**



## **Outer West**

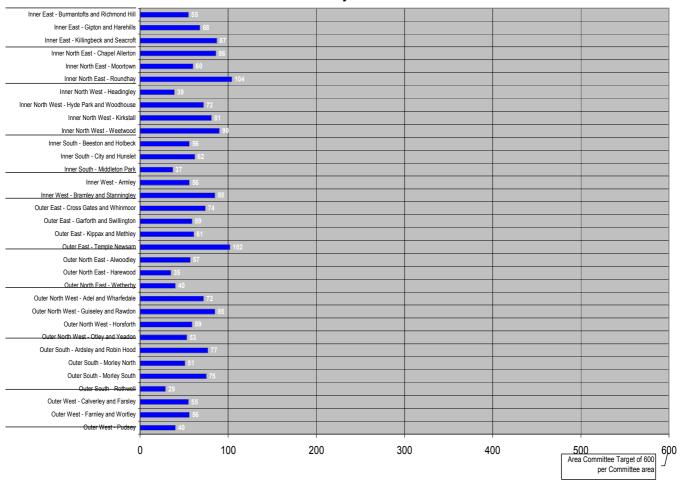


#### **Outer North West**



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

## **Returns by Ward**



# Appendix Two – Recruitment questions

		2. About you		
	Make a difference and get involve Joining the new Citizens' Panel for Lee	A. Are you: Male Female	ou need to answer A & B to be able to join the Citizens' Panel*	
<b>动心的中间的身份</b>	Johning the new Cluzens Paner to Lee	B. What is your date of birth? (DD/MM/Y	m	
By filling in this form you are telling us you are interested in joining the new Leeds Citizens' Panel.		C. Please tick one option that best describes your ethnic background "You need to tell us this to be able to join the Citizens' Planel"		
We need to know some things about you to make sure the Citizens' Panel members come from a wide range of backgrounds.		White British	Mixed Race White and Black Caribbean	
By asking you for this information once now, you save time and we save public money by not have 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. We 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 views and experiences.		Any other White background (Please write in below)	White and Black African     White and Asian     Any other mixed background     (Please write in below)	
personal information will be held	fe in line with the Data Protection Act. Your contact details and securely by Leeds City Council and will not be shared with other			
organisations. What you tell us now, and when you take part in Citizens' Panel surveys and discussions, is in confidence and will only be used to send you information about the panel and otl ways to get involved. Four questions are mandatory and <u>must</u> be completed to join the panel. The rest of the questions are voluntary, but it will help us to know as much about you as you feel comfortable with.		Asian or Asian British Indian Pakistani Bangladeshi	Black or Black British Caribbean African Any other Black background	
Getting in touch with you Please tell us how we can contact you about the Citizens' Panel in future:		Kashmiri	(Please write in below)	
A. Tick your Title  Miss Miss Mis Mis Mis Mis Mis Miss Mis	Vr ☐ Other Please write in below	Any other Asian background (Please write in below)		
		13		
C.Surname		Other Ethnic Group Chinese		
An email address we can se	end surveys and information about the panel to	☐ Arab		
		Gypsy/Traveller		
E. Postal address House/Flat number Street		Any other background		
		(Please write in below)		
Town/District				
Postcode				
	* You need to tell us this to be able to join the Citizens' Panel	Yes No (if No, please go to E)	eaith problem or disability that limits your daily activities?	
F. Telephone numbers we c	an contact you on about the panel	If Yes how would you describe your type	of impaignent?	
Main		(Tick all that apply to you)		
Alternative		Physical impairment (such as a wheelchair to get around and/or difficulty using your arms)		
G. Please tell us how you heard about the new Leeds Citizens' Panel PosteriLeaflet In an email I received Through Twitter		Sensory Impalment (such as being bilindihaving a serious visual impalment or being deathaving a serious hearing impalment)		
On Leeds City Council Website At a meeting or event Through Facebook or similar social media		Mental Health Condition (such as depression or schizophrenia)		
On the NHS Leeds website Word of Mouth In a local newspaper egithe Yi		Learning Disability		
☐ In the About Leeds newspaper ☐ Through my workplace ☐ Other (Please write in below)		(such as Down's syndrome or dysiexia) or cognitive impairment (such as autism or head injury)		
	90 PS 90 90 PS	Long standing liness or health condition (such as cancer, diabetes, chronic heart disease or epilespsy)		
Record 2		Record 2		

	will be asking Citizens: Panel men		C. is the place you live:  A detached house or bungalow  A room/rooms
pass on any comments you make in surveys or discussions directly to your GP, unless y			A semi-detached house or bungalow Caravan, mobile home or houseboat
ask us to do so.			A terracediend of house or bungalow Some other kind of accomposation
E. Which GP are you re Surgery Name	gistered with?		A flat or malsonette
Surgery Name			G. About your telepople
I'm not registered with a	lGP□		4. About your interests A. As well as the consultations we will be sending to everyone on the Citizens' Panel, we may also as panel members with particular interests to take part in targeted surveys and discussion groups. Please tick any issues that especially interest you;
F. Please tick one box th	at best describes your current emplo	yment situation?	Children and Young People Health and Wellbeing Local environment
Employed full-time	Employed part time	Looking after home/famil	Community safety and crime Social Services Housing and improving neighbourhoo
(More than 30 hours	per week (less than 30 hours pe	Unemployed and seekin	☐ Education ☐ Leisure and/or culture☐ Other (Please write in)
Unable to work due t	to lease	Work  Covernment apprentices	
term sickness or disa	ability Since rotal in the educa	training scheme	
Other (Please write i	n)		
	7		What will happen now?
G Please tick one box to	hat best describes your religion or bei	lef	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.
Buddhist Christia	n Hindu Jewish Muslim	Sikh No Religion (Please writ	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.
H. Please tick one box t  Hetrosexual/ Straight	that describes your sexual orientation Lesblan/ Gay man Gay Woman Gay man	Bisexual Prefer no	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 will be you are on.
and support to a friend liness or disability)	self to be a carer? (A carer is someon d, neighbour or relative who could not		the waiting list.
	particular need to complet	e surveys in a different wa	For more information visit www.leeds.gov.uk/citizenspanel, email citizenspanel@leeds.gov.uk or leave us a message on 0113 247 4610
Please tell us belo	OW.		
☐ Large Print	☐ Audio CD	Other (Please write iii below)	
Braille	Audio Tape		
<ol> <li>About your house.</li> <li>Who usually lives in g</li> </ol>	sehold your household, including yourself? (	Children = age 16 or younger	
1 adult no children	1 adult with 1 or more children	Other - (Please write in below)	
2 adults, no childre	n 2 adults with 1 or more childre	n	
B. Do you: Own your own hom	e (with or without a mortgage) 🔲 R	ent from a housing association	
Rent from Leeds Cf	ty Council U	ive with family	
Rent from a private	landiord 0	ther (Please write in below)	
Ĩ			
Record 2			Lanu.
	Inches		