

**Report of East North East Area Leader**

**Report to North East (Inner) Area Committee**

**Date: 12<sup>th</sup> March 2012**

**Subject: Inner North East Area Business Plan Refresh and Community Charter**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Summary of main issues**

1. This report provides a draft refreshed Business Plan for the Inner North East Area for 2012/13, which sets out the priorities and ways of working for the forthcoming year.
2. The report also contains a draft Community Charter for consideration and further discussions will take place at ward member meetings on content, with the final copy being brought back to the June Area Committee for sign off.

**Recommendations**

3. The Inner North East Area Committee is requested to approve the attached Inner North East Area Business Plan for 2012/13.
4. The Inner North East Area Committee is requested to approve the draft format of the Community Charter 2012/13 and that the final charter will be approved at June Area Committee after consultation at ward member meetings.

## **1 Purpose of this report**

- 1.1 This report seeks Area Committee approval for the revised 2012/13 Area Business Plan and Community Charter, which sets out promises for action.
- 1.2 The Area Committee is asked to agree the format for the Community Charter in response to Members suggestions for improvements and that the production of the Charter be scheduled for June.

## **2 Background information**

- 2.1 At the June 2011 Area Committee meeting the Delegates Roles and Functions of the Area Committee were presented along with a forward work programme detailing how the roles and responsibilities would be discharged and action taken during 2011/12.
- 2.2 Since then an Area Committee Business Plan, which takes the forward work programme a stage further and sets out in more detail the work of the Area Committee, was created. This replaces the old Area Delivery Plan (ADP).
- 2.3 The Business Plan was developed to provide a consistent approach and framework across the City following the direction from Councillor Gruen, Deputy Leader of the Council and Executive Member for Neighbourhoods, Housing and Regeneration and James Rogers, Assistant Chief Executive, Policy Planning and Improvement. The plan provides a business planning framework with the main headings that the Area Committee are expected to adopt with information beneath to reflect the local circumstances.
- 2.4 The Area Committee Business plan provides a complete set of papers relating to the area, which will be refreshed annually. The actions and priorities will be monitored at the Area Committee meetings and performance managed.
- 2.5 In 2009/10 the Area Committee also agreed that they would pilot the production of a Community Charter to present the ADP (now Area Business Plan) in a more user friendly and understandable format and to help provide clearer progress reports to Area Committee during the year. The Area Committee agreed this was a success and decided to continue the production of a Charter in 2011/12.

## **3 Main issues**

### **Proposed Business Plan 2012/13**

- 3.1 The Area Committee adopted an annual Business Plan as the document that frames its priorities and actions for the Inner North East last year.

- 3.2 As approved last year the business plan has been refreshed for 2012/13 following consultation with local people and organisations.
- 3.3 The new Business Plan for Inner North East Area Committee is attached at Appendix 1.
- 3.4 The Business Plan incorporates a number of documents including the new Area Committee priorities for 2012/13 and an updated consultation plan for the Area Committee. This has been updated to include all the recommendations that were agreed at the January Area Committee to try and engage local people more with the Area Committee process and raise its profile.

### **3.5 Community Charter**

- 3.6 It was agreed at the last Area Committee in January that the Inner North East Area Committee would fund the Community Charter again for 2012/13.
- 3.7 The priorities for action for the inner north east area were also approved by the Area Committee in January 2012 and these have been translated into a draft forward facing Community Charter, which will be shared with partners and distributed in the local area. The draft Community Charter for 2012/13 is attached at Appendix 2.
- 3.8 Through the work of the Area Support Team and the various partners in the area projects will be developed to address the agreed priorities. Work continues to develop further actions to address the identified priorities and progress will be reported on a regular basis to the Area Committee as set out in the forward plan.
- 3.9 Members are requested to approve the general layout and design. Further discussion on content will take place at ward member meetings to enable a final version to be presented at the June Area Committee for approval.
- 3.10 It has been identified that costs for production would include £440 for design, for an A3 6pp folded to size 1000 = £560 plus £180 per extra 1000. Last year the Area Committee sent out 4,000 which would cost £1,280. There would also be related postage and stationary costs of approximately 40p per charter.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 As recommended in a report to the Area Committee in September 2011 the Area Committee's Engagement Plan is now included as part of the Area Business Plan which is attached at appendix 1.

### **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 Consideration is given to the equality impact of projects to deliver the promises within the charter and in funding projects to local groups through light touch equality impact assessments and the completion of project planning documentation.

4.2.2 Where a negative equality impact is identified action will be taken to mitigate the impact or risk.

### **4.3 Council policies and City Priorities**

4.3.1 The themes in the proposed Business Plan will mirror the themes and priority outcomes at a city wide level and also reflect the delegated functions and priority advisory functions.

### **4.4 Resources and value for money**

4.4.2 The Well-Being Fund is used to finance projects which support the promises in the Area Business Plan and Community Charter. Area Management work with Council services, partner agencies and local communities to take a strategic approach to Well-Being Fund expenditure to ensures best use of this funding.

4.4.3 Area Management are responsible for monitoring progress on the promises contained in the Charter and for delivering the actions in partnership with partner agencies and organisations.

### **4.5 Legal Implications, Access to Information and Call In**

4.5.1 All decisions taken by the Area Committee in relation to the delegated functions from the Executive Board are eligible for Call In.

4.5.2 There are no key or major decisions included in this report.

4.5.3 There are no legal implications relating to this report.

### **4.6 Risk Management**

4.6.1 Not applicable under this section.

## **5 Conclusions**

5.1 The Area Committee requires a document to set out the key priorities for the year that links to city wide policies and provides a framework for the spend of the Wellbeing Budget.

5.2 The business plan continues to illustrate how the Area Support Team will support partnerships and local services in this process and continue to champion the role of the Area Committee.

5.3 A draft business plan is outlined at Appendix 1.

5.4 The Area Business Plan is a very useful document but it is not easily digested and shared with partners and other organisations in the area. Therefore for the past few years the Inner North East Area Committee have agreed on the production of a Community Charter. A draft is attached at Appendix 2 for approval.

## **6 Recommendations**

- 6.1 The Inner North East Area Committee is requested to approve the attached Inner North East Area Business Plan for 2012/13.
- 6.2 The Inner North East Area Committee is requested to approve the draft format of the Community Charter 2012/13 and that the final charter will be approved at June Area Committee after consultation at ward member meetings.

## **7 Background documents<sup>1</sup>**

- 7.1 Area Committee Roles and Functions 2009/10

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<sup>1</sup> 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.