

Report of East North East Area Leader

Report to North East (Inner) Area Committee

Date: 18th June 2012

Subject: Inner North East Area Committee Charter and Promises

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

Summary of main issues

1. This report contains a final draft Community Charter for sign off by the Area Committee. The Charter will then be distributed to community groups and local organisations as in previous years.
2. The Area Committee is also asked to agree the top three priorities for the forthcoming year 2012/3 and proposed actions and reporting mechanism.
3. The champions for the Inner North East Area Committee need to be refreshed for 2012/13, especially given the change in elected members.

Recommendations

4. The Inner North East Area Committee is requested to approve the attached Inner North East Area Community Charter for 2012/13 and to review and approve the attached mailing list.
5. The Inner North East Area Committee is asked to agree the top three priorities and actions for 2012/13 and reporting mechanisms.
6. The Inner North East Area Committee is asked to nominate and agree the membership of the Area Committee sub groups focussing on the environment and wellbeing.

Purpose of this report

- 1.1 This report seeks Area Committee approval for the 2012/13 Community Charter, which sets out promises for action and the attached mailing list.
- 1.2 The report also sets out the proposed top three priorities for 2012/13 and reporting mechanism for all actions.
- 1.3 The Area Committee is also asked to agree the membership of the Environment and Wellbeing sub-groups.

2 Background information

- 2.1 At the June 2011 Area Committee meeting the Delegated 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 The Inner North East Area Business Plan 2012/13 was approved at the Area Committee meeting on 12th March 2012.
- 2.6 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 2010/11 and 2011/12.

3 Main issues

3.1 Community Charter

- 3.1.1 It was agreed at the Area Committee in January that the Inner North East Area Committee would fund the Community Charter again for 2012/13 and a draft

version of the charter was brought to the March Area Committee and the style and format approved by the Area Committee.

- 3.1.2 Since then work has been ongoing to finalise the draft charter including all text and photographs as necessary. The final draft Community Charter for 2012/13 is attached at Appendix 1.
- 3.1.3 The charter was taken to ward member meetings as agreed and a final draft copy presented to members for comment in advance of this meeting.
- 3.1.4 Through the work of the Area Support Team and the various partners in the area projects will be developed to address the agreed priorities included in the charter. 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.
- 3.1.5 When printed the charter will be distributed to community groups and local organisations to help raise awareness of the Area Committee and its role. They will be requested to pass on and make available copies to their members and the public as appropriate. A copy of the mailing list is attached at appendix 2 and members are requested to review the list to make sure any groups they are aware of have not been missed off.

3.2 Area Committee Priorities and Reporting Mechanisms

- 3.2.1 Corporately the Area Support Team needs to have a performance management framework in place for the Area Committees. This is the Area Committee Performance Plan. The Area Committee Performance Plan is the primary method of capturing performance information for Area Committees. The intention of the plan is to identify three key actions that the Area Committee feel are important to progress in the forthcoming year, along with actions to achieve this. These actions should be constrained to only those outcomes that the Area Committee achieve, rather than those done by partners. They should clearly show “what difference do Area Committees make and what value do they add”.

- 3.2.1 It is suggested that the Area Committee adopt the below three actions as a priority as they fit the criteria well and the actions set out to achieve them.

1. The Inner North East Area Committee will deliver a diverse and exciting holiday programme that provides activities for at least 1,000 young people in the Inner North East. This aligns to the City Plan Priority “Best City for Children and Young People”

We will do this by:

- Allocating £40,000 of wellbeing funding towards holiday activities to be added to the cluster funding of £15,000 to make a total pot for the area of £55,000.
- Holding two workshops for organisations to make them aware of the process and making sure that the funding is available to a wide range of organisations. Funding bids will be closely scrutinised to make sure approved bids cover the whole area, age range and a number of activities.

- Questionnaires and registers will be sent to organisations who were successful at gaining funding and this will be used to commission future funding. We aim for a 90% response rate with at least 75% young people rating the activities average or above.

2. The Inner North East Area Committee will support local community groups in the area to make sure that as many residents as possible are engaged in their local community and so volunteers in the area feel valued. This aligns to the City Plan Priority “Best City for Communities”.

We will do this by:

- Setting aside £10,000 from the wellbeing funding for a small grant pot to support local community groups with events and projects. At least 20 organisations should benefit.
- Improving and maintaining our mailing lists which will be used to keep groups and individuals more informed and involved on the work of the Area Committee, funding streams etc. To increase list to 750 residents/groups, with 90% contact details complete.
- Holding an annual Thank You event for volunteers working or living in the Inner North East area to make them feel valued in the time they give. Target is to have 100 volunteers attend the event.
- Setting up a new Community Leadership Team for the Meanwood priority neighbourhood and Neighbourhood Improvement Board for the Chapeltown/Scott Hall Priority neighbourhood.
- Establishing a Chapeltown and Harehills cross ward forum in order to focus on what can be done to maintain and enhance community cohesion and compliment positive partnership working across Chapeltown and Harehills.

3. The Inner North East Area Committee will help improve the local environment to make it a cleaner and greener place to live. This aligns to the City Plan Priority “Best City to Live”.

We will do this by:

- Part-funding (£7,500), using and promoting the Community Payback team to effectively tackle hotspots. To process at least 50 referrals across the area with at least 5,000 offender and supervisor hours being recorded for the year.
- Effectively managing the delegated Environmental responsibilities of the Area Committee, particularly focussing on the three Area Committee priorities of leaf fall (Autumn) and adequate litter bin provision, clean and tidy shop fronts and a school litter campaign. To help this a pilot lengthsmen scheme will be started in Oakwood and a pilot school litter campaign initiated.

- To set aside £3,000 of wellbeing funding to provide skips for at least 20 different community groups to help with community clean ups and environmental projects.
- Supporting the development of and Environmental Improvement Zone in Chapeltown and measuring the impact.

3.2.2 The Inner North East Area Committee is asked to agree the above priorities and actions for inclusion in the Area Committee Performance Plan.

3.2.3 A copy of the proposed Area Committee Performance Plan will be brought to each Area Committee to update members on progress. The performance plan is attached at appendix 3 for approval. It includes the above actions and also all the other priorities agreed by the Area Committee at the meeting in March 2012.

3.2.4 The Area Committee Performance Plan will be brought back to the September Area Committee for reporting back to date. At that point the plan will be fully populated.

3.2.5 An updated copy of the Inner North East Area Committee Forward Plan is attached at appendix 4.

3.3 Inner North East Area Committee Sub Group Membership

3.3.1 In order to facilitate the running of the Area Committee and to help oversee the Environmental delegation the Area Committee has two working groups around wellbeing and the environment.

3.3.2 On each group one member per ward is nominated to sit on the group. The Environment sub-group is currently chaired by the Area Committee chair, who is also to be the nominated member from their ward.

3.3.3 Current membership is as follows:

Environment sub-group

Current: Cllr Ghulam Hussain (Chair), Cllr Mohammed Rafique and Cllr Rebecca Charlwood

Wellbeing sub-group

Current: Cllr Jane Dowson, Cllr Sharon Hamilton and Cllr Christine MacNiven

3.3.4 The Area Committee is asked to either approve the membership of the above groups for another year or to make any amendments as agreed on a ward basis.

3.3.5 If the nominated ward member on either group is unable to make a meeting they are able to nominate another ward member to attend in their place.

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 and covers the Community Charter.
- 4.1.2 The priorities identified are based on consultation that has occurred in the current cycle.
- 4.1.3 The sub-groups are not subject to any consultation or engagement needs.

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 Community Charter mirror the themes and priority outcomes at a city wide level and also reflect the delegated functions and priority advisory functions.
- 4.3.2 The sub groups also reflect the delegated functions of the Area Committee.

4.4 Resources and value for money

- 4.4.1 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 The Inner North East Area Committee also provides the funds for the community Charter. This year £3,000 has been allocated for Community Engagement and the community Charter.
- 4.4.4 The sub-groups do not incur any additional expenditure.

4.5 Legal Implications, Access to Information and Call In

- 4.5.5 In line with the Council's Executive and Decision Making Procedure Rules, all decisions taken by Area Committees are not eligible for Call In.
- 4.5.6 There are no key or major decisions included in this report.
- 4.5.7 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 Business Plan sets 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 Community Charter translates this into a user friendly document that can be sent out to local groups to let them know what the Area Committee is focussing on in the current year. A final draft Community Charter is attached at Appendix 1 for approval.
- 5.3 Attached a appendix 2 is a copy of the current mailing list for approval.
- 5.4 The three priorities for action and recommended reporting mechanism that includes all priorities (attached at appendix 3) are for approval.
- 5.5 A review of the Wellbeing and Environment sub groups is also included.

6 Recommendations

- 6.1 The Inner North East Area Committee is requested to approve the attached Inner North East Area Community Charter for 2012/13 and to review and approve the attached mailing list.
- 6.2 The Inner North East Area Committee is asked to agree the top three priorities and actions for 2012/13 and reporting mechanisms.
- 6.3 The Inner North East Area Committee is asked to nominate and agree the membership of the Area Committee sub groups focussing on the environment and wellbeing.

7 Background documents¹

- 7.1 Area Committee Roles and Functions 2009/10

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.