

Report of East North East Area Leader

Report to Inner East Area Committee

Date: 21st June 2012

Subject: Area Committee Work Programme 2012/13

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Killingbeck & Seacroft, Gipton & Harehills, Burmantofts & Richmond Hill		
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 asked to agree the top three priorities for the forthcoming year, 2012/13, and the proposed actions and reporting mechanism.
3. The membership of the Area Committee sub groups and CLT Chairs also needs to be refreshed for 2012/13.

Recommendations

4. The Inner East Area Committee is requested to approve the attached Inner East Area Community Charter for 2012/13 and to review and approve the attached mailing list.
5. The Inner East Area Committee is asked to agree the top three priorities and actions for 2012/13 and the reporting mechanisms.
6. The Inner East Area Committee is asked to nominate and agree the membership of the Area Committee sub groups focussing on the Environment, Health & Wellbeing and Community Centres. It is also asked to nominate and approve Chairs for each of the 5 Community Leadership Teams.

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 to distribute it to.
- 1.2 The report sets out the proposed top three priorities for 2012/13 and the reporting mechanism for all actions.
- 1.3 The Area Committee is also asked to agree the membership of the Environment Sub Group, Health & Wellbeing sub group and Community Centres working group and to agree Chairs for the Seacroft, Gipton and Harehills CLT's and the Burmantofts and Richmond Hill forums.

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 East Area Business Plan was approved at the Area Committee meeting on 22nd 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 2011/12.

3 Main issues

3.1 Community Charter

- 3.1.1 It was agreed at the Area Committee in February that the Inner East Area Committee would fund the Community Charter again for 2012/13

- 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 circulated 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 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 key actions that the Area Committee feel are important to progress in the forthcoming year, along with actions to achieve these. 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 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”.
- 3.2.2 The performance plan will also act as a reporting plan to be presented to Area Committee at intervals identified in the Forward Plan. The Performance Plan is attached at appendix 3 for approval. It includes all of the priorities agreed by the Area Committee at the meeting in March 2012.
- 3.2.3 The Inner East Area Committee is asked to agree the appended priorities and actions as a work programme for 2012/13.

3.3 Inner 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 Community Centres and the environment.
- 3.3.2 On each group one member per ward is nominated to sit on the group. Both groups are currently chaired by the Area Committee chair, who is also the nominated member from their ward on the Environment Sub Group.

3.3.3 Current membership is as follows:

Environment sub-group

Current: Cllr Graham Hyde (Chair), Cllr Asghar Khan and Cllr Arif Hussain

Community Centres sub-group

Current: Cllr Graham Hyde (Chair), Cllr Vonnie Morgan, Cllr Kamila Maqsood and Cllr Asghar Khan

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.

3.3.6 In 2012/13 it is proposed that a new Health & Wellbeing sub group is established to be Chaired by the Health & Wellbeing Champion, or a similar role.

3.3.7 As a reconfiguration of the Leeds Initiative structure means that Champion titles and roles are to be reassessed and allocated at a later date we cannot confirm the Chair at this meeting but members are requested to nominate a representative from each ward to sit on this sub group.

3.4 CLT Chairs

3.4.1 Community Leadership Teams (CLTs) have been established for Gipton, Harehills, Killingbeck & Seacroft. They offer opportunities for local residents to get involved in shaping their community and overseeing the delivery of the neighbourhood improvement plans.

3.4.2 The CLTs are each chaired by a ward member, current Chairs are as follows:

Gipton- Cllr Maqsood

Harehills- Cllr Arif Hussain

Seacroft- Cllr Vonnie Morgan

3.4.3 The Area Committee is asked to either approve the chairs of the above CLTs for another year or to make any amendments as agreed in accordance with Area Committee Procedure Rules

3.4.4 Local community forums currently take place quarterly in Burmantofts & Lincoln Green and Richmond Hill. The forums are currently chaired as follows;

Burmantofts & Lincoln Green- Cllr Ron Graham

Richmond Hill- Cllr Asghar Khan

- 3.4.5 The Area Committee is asked to approve the Chairs of the above forums for another year or to make any amendments as agreed in accordance with Area Committee Procedure Rules.
- 3.4.6 It is proposed that a Burmantofts & Richmond Hill CLT and a Neighbourhood Improvement Board are developed in 2012/13 which will replace the existing forums. Once plans have progressed for this further discussion will be needed to establish a Chair for the CLT and a Co Chair for the Neighbourhood Improvement Board.

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 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 will be paid for from this budget.

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 priorities for action and reporting mechanism for these are attached at appendix 3 for approval..

6 Recommendations

6.1 The Inner East Area Committee is requested to approve the attached Inner East Area Community Charter for 2012/13 and to review and approve the attached mailing list.

6.2 The Inner East Area Committee is asked to agree the actions for 2012/13 set out in the Performance Framework and the reporting mechanism.

6.3 The Inner East Area Committee is asked to nominate and agree the membership of the Area Committee sub groups focussing on the environment, Health & Wellbeing and Community Centres.

6.4 The Inner East Area Committee is asked to nominate and agree chairs for each of the 3 Community Leadership teams and the two forums.

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.