

Community Committee Review 'Draft' Recommendations for Approval

RAG Rating = **Green** (implement straight away); **Amber** (further work required via Task & Finish Groups); **Red** (unable to implement)

Recommendation	Approval needed (Y/N)	Work programme to be developed & implemented	RAG	Notes
Champions Role				
Review Champions role/role profile: <ul style="list-style-type: none"> Identify clear accountability. Responsibilities. Boundaries. Link to the committee Chair. Linked to strategic aims locally. Pre-agreed level of service support. 	Y	Autumn 2024	Amber	General Purposes Committee approval needed. Full Council approval needed.
Champion themes to be reviewed: <ul style="list-style-type: none"> Employment & Skills Champion to be renamed Inclusive Growth. 	Y	Autumn 2024	Amber	General Purposes Committee approval needed. Full Council approval needed.
Review of sub groups: <ul style="list-style-type: none"> Membership. Terms of reference. Frequency. Efficacy. Links to other themes. Any potential budget? 	Y	Summer 2025	Amber	Won't need this to go to a formal council meeting for approval, however, will need sign off i.e., Chairs Forum/Group Leaders?
Development & learning for Champions: <ul style="list-style-type: none"> Design a learning and development package for new Champions. Look at a mentoring/peer support network. 	Y	Summer 2025	Amber	Won't need this to go to a formal council meeting for approval, however, will need sign off i.e., Chairs Forum/Group Leaders?

Delegated Budgets				
<p>Review full customer journey when applying to committees:</p> <ul style="list-style-type: none"> • Application form (1 for all budgets)? • Funding deadlines (cycles)? • Cross committee applications/economies of scale. • Due diligence process. • Funding agreements. • Supporting documentation. • Monitoring process (inc. interim monitoring/project visits). • Evidence required. • Process to ensure other funding opportunities shared with organisations. • Can we make the funding process less bureaucratic for organisations? 	Y	April 2025		<p>Won't need this to go to a formal council meeting for approval, however, will need sign off i.e., Chairs Forum/Group Leaders?</p>
<p>Review localised committee decision making process:</p> <ul style="list-style-type: none"> • Deferments (do we limit this)? • DDN's. • Finance meetings pre-committee. • Finance Sub Groups. • CIL arrangements. 	Y	Summer 2025		<p>Any changes to decision making process will need to go to Full Council.</p> <p>Other changes will not need this to go to a formal council meeting for approval, however, will need sign off i.e., Chairs Forum/Group Leaders?</p>

<p>Agree local priorities for Community Committees at start of each municipal year:</p> <ul style="list-style-type: none"> • Support/fund communities in capacity building as LCC has adopted the ABCD approach. • Look at social value. • Review every year. 	Y	Summer 2025		<p>Won't need this to go to a formal council meeting for approval, however, will need sign off i.e., Chairs Forum/Group Leaders?</p>
<p>Develop better links with other funders:</p> <ul style="list-style-type: none"> • Improve links with Parish & Town Councils (CIL). • Mayor's Office (Safer Communities Fund). • West Yorkshire Police (POCA). • West Yorkshire Combined Authority. 	Y	April 2025		<p>Won't need this to go to a formal council meeting for approval, however, will need sign off i.e., Chairs Forum/Group Leaders?</p> <p><i>To increase funding opportunities with Community Committees.</i></p>
<p>Look at how committees can influence other council funding streams:</p> <ul style="list-style-type: none"> • Housing Engagement Budget (previously HAP). • Climate Action Grants. • S106. • How this influence can also link to specific Champion themes. 	Y	April 2025		<p>Won't need this to go to a formal council meeting for approval, however, will need final sign off i.e., Chairs Forum/Group Leaders?</p> <p><i>So that they become better community 'place shapers': EHC Scrutiny Board statement on plans for community parks, Oct 2023: "Community Committee Review...members recommended that local influence over funding should be an integral part of the current community committee review."</i></p>
<p>Look at how committees can become more enterprising/potential income generators.</p>	Y	April 2025		<p>Won't need this to go to a formal council meeting for approval, however, will need sign off i.e., Chairs Forum/Group Leaders?</p> <p><i>Example given in MWG of how to generate income in a ward through parking tickets, which then pays for the officer.</i></p>

Community Engagement & Empowerment				
<i>Gather feedback and opinions from existing attendees and non-attendees on their local committee and how they can work better/improve their reach.</i>	N	July 2024		<i>Feedback from existing attendees to be analysed and feedback to committee Chairs and the MWG. Consultation with non-attendees to take place through existing engagement methods, LCAN, community newsletters etc.</i>
<i>Consider how committees can further support the work of the 3rd Sector, particularly in relation to sector resilience and empowerment:</i> <ul style="list-style-type: none"> Consider 3rd Sector resilience as a key theme for 1st CC Summit. Consider the role of the LCAN network as potential co-optees. 	N	Summer 2025		General Purposes Committee approval needed. Full Council approval needed.
<i>Create clear engagement principles for committees/engagement offer:</i> <ul style="list-style-type: none"> Develop a 'toolbox' of engagement techniques/approaches that committees can implement dependent on the audience/issue. 	Y	April 2025		Won't need this to go to a formal council meeting for approval, however, will need sign off i.e., Chairs Forum/Group Leaders? <i>Acknowledgement that the formal committee meeting is only one small element of the engagement approach in Leeds. There are many other examples of engagement with communities in Leeds, via the Community Committees, such as committee workshops, Youth Summits, Public Forums & events & festivals etc.</i>
<i>Look at structure of committee meetings to allow for more meaningful engagement:</i> <ul style="list-style-type: none"> Consider a name change for the Community Committees. Listen to residents (what would they like to see discussed at meetings). Co-optees for all committees? Open Forum/resident participation, more flexibility needed. Ensure agendas reflects different wards. 		Summer 2025		General Purposes Committee approval needed. Full Council approval needed. <i>Priority setting with local communities could be done at the end of the year, potentially by using SMART Survey technology (as well as other means), which could then inform a Community Committee Forward Plan for the year ahead.</i>

<ul style="list-style-type: none"> • Theme for each meeting, working with the relevant Champion & services. • Consideration given that the Community Committee visits each committee ward in turn. • Use of technology to live stream/webcast committee meetings (mobile device equipment). • EDI agenda, ensure all protected characteristics are considered when arranging meetings/preparing reports. 				
<p>Look at structure of committee reports to allow for more meaningful engagement:</p> <ul style="list-style-type: none"> • Finance Report. • Update Report (repurposed, or removed altogether)? • Review use of language (plain English, no technical jargon). • Better use of pictures & social media to make reports more visually appealing. • Sharing success/good news stories. 	Y	Summer 2025		Won't need this to go to a formal council meeting for approval, however, will need sign off i.e., Chairs Forum/Group Leaders?
<p>Create Chairs Role profile for the committees:</p> <ul style="list-style-type: none"> • Identify clear accountability. • Responsibilities. • Boundaries. • Link to the committee Champions. • Pre-agreed level of service support. • Training. 	Y	Summer 2025		General Purposes Committee approval needed. Full Council approval needed.
<p>ABCD training for identified groups/organisations across Leeds:</p> <ul style="list-style-type: none"> • Links with Adults & Health. • Links with Voluntary Action Leeds. 	Y	To be discussed with Adults & Health Service		To be discussed with Adults & Health Service.

<ul style="list-style-type: none"> • Links with Local Community Anchor Network (LCAN). • Links with other third sector organisations. 				
ABCD training for all Elected Members.	Y	To be discussed with Adults & Health Service		To be discussed with Adults & Health Service.
Annual Community Committee Summit.	Y	Feb/Mar 2025		<p>Won't need this to go to a formal council meeting for approval, however, will need sign off from somewhere i.e., Chairs Forum/Group Leaders?</p> <p><i>Opportunity for all 99 Elected Members/10 Community Committees to get together & have an annual summit that shares good practice.</i></p>
Delegated Functions				
Review any current SLA arrangements to ensure they are still relevant, as well as looking at others that could be in scope.	Y	Summer 2025		<p>Approvals would need to be via Executive Board.</p> <p><i>Initial workshop on the 6th March 2024, to find out what Elected Members think could/should be delegated to Community Committees. Further workshop with Elected Members later in the year once meaningful discussions have taken place with relevant services.</i></p>