Community Committee Review 'Draft' Recommendations for Approval

RAG Rating = Green (official approval not required); **Amber** (official approval required); **Red** (unable to implement)

Recommendation	Approval needed (Y/N)	Progress to date	Work programme to be developed/ implemented	RAG	Notes
Champions Role					
Review Champions role/role profile: • Identify clear accountability. • Responsibilities. • Boundaries. • Link to the committee Chair. • Linked to strategic aims locally. • Pre-agreed level of service support.	Y	Initial generic Champions Role profile drafted covering all Champions. Feedback taken from CC Support Team and Chairs Forum. Champions profile developed further into x 4 individual Champion profile templates, with space for detail to be included from each service lead. C&YP Champions Profile has reached final draft (attached as appendix 1).	Autumn 2024		Approval by Executive Board.
Review of sub groups: • Membership. • Terms of reference. • Frequency. • Efficacy. • Links to other themes. • Any potential budget?	Y	'Sub Groups' rebranded as 'Delivery Groups' with revised objectives/approach as set out in new terms of reference document (attached as appendix 2).	Summer 2025		Chairs Forum.
Development & learning for Champions: • Design a learning and development package for new Champions. • Look at a mentoring/peer support network.	Y	Discussions are taking place with service leads on the best way to support Champions.	Summer 2025		Chairs Forum.

		Key resources and information to be embedded within each Champion profile. Reference to Councillors Code of Conduct within Champions and Chairs Profiles. Extent of learning and development package yet to be determined, according to individual needs.			
Create Chairs Role profile for the committees: • Identify clear accountability. • Responsibilities. • Boundaries. • Link to the committee Champions. • Pre-agreed level of service support. • Training.	Y	A Chairs Profile has also been created. Following feedback from various sources, the document is now at final draft after being discussed with CC Chairs on the 26th July (appendix 3).	Summer 2025		Chairs Forum.
Delegated Budgets					
Review full customer journey when applying to committees: • 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.	Y	New application form has been drafted. Funding cycles proposals (attached as appendix 4, options appraisal). Working on process for monitoring based upon resource of the team. Other funding opportunities suggestion i.e. match funding dealt with on case-by-case basis, to be considered within the internal funding process.	April 2025		Chairs Forum.

• Process to ensure other funding opportunities shared with organisations. • Can we make the funding process less bureaucratic for organisations?		Localities Officers to continue to support organisations through the application process. Following discussions with Legal, the advice is that we should continue with the current funding process.			
Review localised committee decision making process: • Deferments (do we limit this)? • DDN's. • Finance meetings pre-committee. • Finance Sub Groups. • CIL arrangements, are monies allocated to wards where money is generated, or divided equally across all committee wards?	Y	Deferments to continue as before, following Legal advice. Looking at what exceptional circumstances would be required for a DDN & how we communicate this. Finance meeting pre-committee (attached as appendix 5, options appraisal). CIL arrangements currently decided on an individual committee basis. Any changes to this would need to be made by the respective committee.	Summer 2025		Following consultation with Legal no further actions.
Agree local priorities for Community Committees at start of each municipal year: • Support/fund communities in capacity building as LCC has adopted the ABCD approach. • Look at social value. • Review every year.	Y	Refer to suggested new ways of working for Community Committees. Development of a Forward Plan for each committee in the future, in line with the agreed priorities set out at the start of the municipal year.	Summer 2025		CC's have the authority to set a community plan, which setting priorities falls within, so on advice of Legal, no approvals required.

Improve links with other funders: • Improve links with Parish & Town Councils (CIL). • Mayor's Office (Safer Communities Fund). • West Yorkshire Combined Authority.	Y	Refer to suggested new ways of working for Community Committees.	April 2025		No approvals required as internal process.
Look at how committees can influence other council funding streams: • Climate Action Grants. • S106. • How this influence can also link to specific Champion themes.	Y	Refer to suggested new ways of working for Community Committees.	April 2025		No approvals required as internal process.
Look at how committees can become more enterprising/potential income generators.	Y	Consideration at Chairs Forum around shared learning & successful projects.	April 2025		No approvals required as internal process.
Community Engagement & Empowerment					
Gather feedback and opinions from existing attendees and non-attendees on their local committee and how they can work better/ improve their reach	N	Ongoing action, feedback being collated.	Ongoing		No approvals needed as internal process.
Consider how committees can further support the work of the 3rd Sector, particularly in relation to sector resilience and empowerment: • Consider 3rd Sector residence as a key theme for 1st CC Summit. • Consider the role of the LCAN network as potential co-optees.	N	We are looking into the co-opted member role to see if this can be changed to incorporate local community and/or third sector organisations (attached as appendix 6, options appraisal).	Summer 2025		CC Procedure Rules already permit co-optees on committees, so they can take part in all business (except regulation or control of finances), as they have no voting rights. If want to change the voting rights this is approved with a report to General Purpose Committee and then full council (any changes to paras 3.1-3.5 and s8 of these rules can be amended

					by the Leader (as they relate to executive functions)).
Create clear engagement principles for committees/engagement offer: • Newsletters. • Flyers. • Social media. • Mailing lists. • Use of technology to live stream/webcast committee meetings (mobile device equipment).	Y	Options appraisal created for use of social media marketing which has been through the Communications Team for advice/changes (attached as appendix 7). Live streaming can be done for all committees if held at Civic Hall, where there is the IT support.	April 2025		No approvals required as internal process.
Look at structure of committee meetings to allow for more meaningful engagement: • 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. • 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.	Y	Refer to suggested new ways of working for Community Committees.	Summer 2025		General Purposes Committee & report to full council.

Look at structure of committee reports to allow for more meaningful engagement: • 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	Refer to suggested new ways of working for Community Committees.	Summer 2025		Chairs Forum.
ABCD training for identified groups/organisations across Leeds: • Links with Adults & Health. • Links with Voluntary Action Leeds. • Links with Local Community Anchor Network (LCAN). • Links with other third sector organisations.	Y	Sessions have been arranged for frontline services. How does your application support the ABCD approach across the city.	To be discussed with Adults & Health Service		No approvals required as internal process.
ABCD training for all Elected Members.	Y	2 x ABCD training session have been arranged for Elected Members; one is a virtual meeting (23rd Sep) & one is an in person meeting (9th Oct)	To be discussed with Adults & Health Service		No approvals required as internal process.
Annual Community Committee Summit.	Y	For discussion at Chairs Forum.	Feb/Mar 2025		Chairs Forum.
Delegated Functions					
Review delegations to ensure they are still relevant, as well as looking at others that could be in scope.	Y	LJ having initial discussions with services on what the relationship looks like going forward.	Summer 2025		Amending executive functions delegated to CC's requires approval of Executive Board. Amending executive functions delegated to the Director of CHE is via the Leader of the council

					with an advisory report on that decision.