

**Report of:** The South East Area Leader

**Report to:** Outer South Community Committee (Ardsley & Robin Hood, Morley North, Morley South and Rothwell)

**Report author:** Jarnail Mudhar (07712 214727)

**Date:** Monday 29<sup>th</sup> June 2015

**For decision**

## **Outer South Community Committee Forward Plan 2015/16**

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### **Purpose of report**

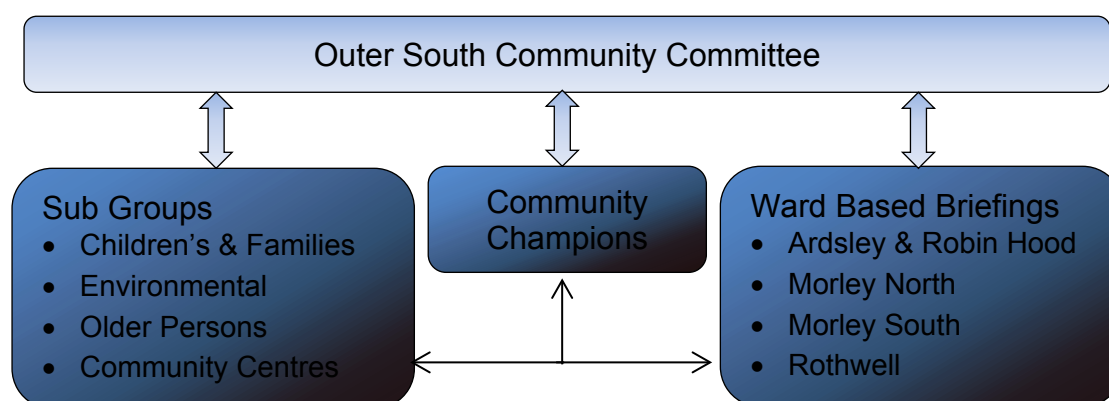
1. This report introduces the Outer South Community Committee Forward Plan for 2015/16. It details the Community Committee meeting dates and sets out workshop themes. It also highlights the work of the Community Committee Champions and the work of the Community Committee in relation to the Council Constitution and associated delegations which are managed through its sub group structure.

### **Background information**

2. Leeds City Council has agreed a constitution which sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by law, while others are a matter for the Council to choose.
3. In order to give local citizens a greater say in Council affairs, Community Committees were established on the basis of representing inner and outer wedges of the City. The Executive may make arrangements for the discharge of functions for which the Executive is responsible by Community Committees. The Executive has identified a number of functions that Community Committee exercises decision making on. However the Executive remains ultimately responsible for these services and may remove or limit a Committee's powers. As with the Executive, in exercising their powers Community Committees must make decisions which are in line with the Council's overall policies and budget. The Committees involve all the Councillors from the Wards within each Committee area and meetings are held in public. The following areas are delegated to Outer South Community Committee:

- a. Wellbeing budget
  - b. Environmental Services
  - c. Youth Activities Fund
  - d. Facilities (Community Centres)
  - e. Parks & Countryside (new delegation) with effect from 1<sup>st</sup> April 2015. Whilst there is no change in service in 2015/16, it is expected that Members will be in a position to influence the delegated service for delivery in 2016/17. Members are asked to agree that the Outer South Environmental Sub Group take on the monitoring and service improvement role on behalf of the Community Committee
4. The Outer South Community Committee has put in place a sub structure to provide support, monitor performance and, when required, make decisions in relation to the delegations it is responsible for. These are:
- Children and Families Working Group
  - Community Centres sub group
  - Environmental sub group
  - Older Person working group
5. Minutes, action plans and reports are shared with Community Committee via email prior to meetings and updates are provided through the Summary of Key Work Report. These updates could form the basis of an annual report from each sub group.
6. Driving the work of the Community Committee through the sub groups are the Community Champions. The Community Champion role aims to provide local leadership for each theme, whilst acting as a critical interface with services. Community Committee champions meet quarterly with service leads and are well placed to shape the local agenda around each theme, working with services.
7. Community Committees were established to build on the successes of Area Committees with an enhanced focus on community engagement and, in particular, increase the attendance and active involvement of local people at Community Committee meetings. Themed workshops were introduced to provide a forum for Councillors, residents and services to consider issues affecting their communities and find solutions. The topics were determined in collaboration with service leads and Community Committee Champions.
8. The Outer South Community Committee held four workshops in 2014/15 covering key issues in the area. These were:
- Environment and Community Safety
  - Children's Services: Things for Children and Young People to do
  - Health & Wellbeing and Adult Social Care: Tackling Social Isolation and Loneliness
  - Employment, Skills & Welfare: Achieving Positive Outcomes in the Labour Market for disabled people

9. Themed workshops addressed key issues and the topics were determined in collaboration with Community Committee Champions and service leads. Actions from each of the workshops have been fed back to services and through relevant sub groups of the Community Committee where key partners are helping to deliver against the actions and improve service delivery.
10. For future workshops, Area Support team will:
  - a. Circulate the written notes from each workshop within 7 days of the event;
  - b. Action plan developed and shared with the Champion with 14 days for agreement and circulation to all members
  - c. Actions will be progressed through services and relevant sub groups
  - d. Monitoring to be undertaken through the Community Committee Champions meeting
  - e. Updates to be provided by Community Committee Champions through the Summary of Key Work Report
11. The structure of the Outer South Community Committee can be illustrated and summarised as follows:



## Main issues

12. Whilst the new Community Committee format has provided successful in the Outer South, opportunities exist to further develop and embed this approach. Members are asked to consider the following:
  - a. in part, success has been due to managing down the number of reports that would previously have come to this Community Committee, together with showcasing local issues determined by the champions at themed workshops. Members may want to consider scope of future agendas
  - b. service delegations are currently managed through the sub group structure. Through the Community Champion leadership, the sub groups play an increasing role in driving service improvements locally. Currently, updates are provided at each Community Committee through the Summary of Key Work Report. These updates could form the basis of an annual report from each sub group

- c. Community Committee Champions (previously Area Leads) have played an active role in shaping the agenda and working with service leads which has had a positive impact. The Community Champion role has proved more successful in shaping the local service agenda when working with a designated service lead. This connectivity with services is essential to achieving increased improvement and local influence on service delivery and in particular when dealing with services delegated to Community Committee. There is need to develop the role of the Community Champions to monitor performance and service improvements
- d. The use of Facebook and features such as video by the Chair and Champions to promote Community Committee vents has been effective in reaching a wider audience and securing attendance at Community Committee workshops. Area Support Team will continue to explore innovative ways to develop the use of social media through profiling the role of the Chair and Community Champions.

## Conclusions

- 13. The new ways of working has enabled engagement with a range of services and stakeholders on a number of topics across the area and has provided a platform to widen the conversation and make connections with all involved including engaging residents and service users in the issues that matter to them.
- 14. Community Champions have played an active role in shaping the agenda and working with service leads which had a positive impact.
- 15. Greater publicity and communications is a key role in promoting the Community Committee and new ways of engaging residents has started. Various promotional activities have been used to promote meetings and workshops to residents and service partners. A Facebook page and Twitter account has been developed which is updated regularly with information about events and meetings. This also provides an opportunity for residents to post comments or questions before the Community Committee.

## Recommendations

- 16. The Community Committee is asked to:
  - a. Note the content of the report and make comment as appropriate;
  - b. Consider the scope and content of future Community Committee agendas;
  - c. Agree the Parks and Countryside delegation be referred to the Environment sub group for monitoring and performance management;
  - d. Confirm Community Committee Champions to approve workshop topics;
  - e. Request a designated officer lead for the Adult Social Care champion;
  - f. Receive a summary of workshops including outcomes through the Summary of Key Work Report;
  - g. Receive an annual report from Community Committee subgroups

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

- 17. None.

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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.

PROPOSED FORWARD PLAN FOR 2015/16 COMMUNITY COMMITTEE AND WORKSHOPS					
<b>Core Business</b>		Appeals against refusal of inspection documents Exempt information Late items Declarations of disclosable pecuniary interests Apologies for absence		Minutes of last meeting Open Forum <b>Summary of Key Work</b> <b>Wellbeing</b> <b>Review of previous themed meeting</b>	
<b>MAY MEETING FOR</b> <ul style="list-style-type: none"> <li>ELECTION OF CHAIR FOR 15/16</li> <li>REVIEW OF PREVIOUS YEAR OPERATION</li> <li>FORWARD PLANNING FOR FUTURE OSCC WORKSHOPS</li> </ul>					
Community Committee and Workshop date	Workshop Theme	Ideas for Workshop Topic	Community Committee Champion	Service Lead/Key contributors	Others
29 <sup>th</sup> June 2015	Environment & Community Safety	CSE		<b>Kris Nenadic</b> <b>Phil Staniforth</b> <b>Zahid Butt</b> Inspector Ian O'Brien Mick Parker	T&PC Community Groups Third Sector Residents Housing associations Locality Safety Partnership
28 <sup>th</sup> September 2015	Children's Services	Families First Youth Activities Fund		<b>Martyn Stenton</b> Jim Hopkinson Jean Ellison/Vicki Marsden Vicky Fuggles Chris Hudson Clusters/Local Authority Partners	T&PC Community Groups Third Sector Residents Children & Families Sub Group
30 <sup>th</sup> November 2015	Adult Social Care and Health and Wellbeing	Unpaid Carers The Care Act 2014 implications		<b>Mick Ward</b> <b>Joanne Davies</b> <b>Sukhdev Dosanjh</b> Dennis Holmes Victoria Easton Julie Bootle	Neighbourhood Networks Community Groups Third Sector Residents Older Person's Working Group
14 <sup>th</sup> March 2016	Employment, Skills and Welfare	Employment for the over 50s Welfare		<b>Jane Hopkins</b> <b>Liz Lawrence</b> Job Centre Plus Social Justice Team Third Sector/VAL Aspire to Succeed Connexions Leeds City College Local businesses Tom Bridges	T&PC Community Groups Third Sector Residents

## Outer South Community Committee Sub Groups

## Appendix 2

Theme	Community Committee Champion	Meeting dates
Adult Social Care		<input type="checkbox"/> August 2015 TBC <input type="checkbox"/> October 2015 TBC <input type="checkbox"/> February 2016 TBC
Children's Services and Corporate Carer		
Employment, Skills and Welfare		
Environment & Community Safety		
Health and Wellbeing		

Sub Groups	Ward Member	Meeting dates
Community Centre Sub Group		9 <sup>th</sup> June 2015 3 <sup>rd</sup> November 2015 <input type="checkbox"/> February 2016 (TBC)
Children and Families Sub Group		18 <sup>th</sup> June 2015 10 <sup>th</sup> November 2015 <input type="checkbox"/> February 2016 (TBC)
Older Person's Working Group		15 <sup>th</sup> June 2015 12 <sup>th</sup> October 2015 <input type="checkbox"/> February 2016 (TBC)
Environmental Sub Group		13 <sup>th</sup> May 2015 16 <sup>th</sup> September 2015 13 <sup>th</sup> January 2016

Ward Based Briefings	Meeting dates
Ardsley & Robin Hood	17 <sup>th</sup> June 2015 30 <sup>th</sup> October 2015 <input type="checkbox"/> February 2016 (TBC)
Morley North	26 <sup>th</sup> June 2015 22 <sup>nd</sup> October 2015 <input type="checkbox"/> February 2016 (TBC)
Morley South	26 <sup>th</sup> June 2015 22 <sup>nd</sup> October 2015 <input type="checkbox"/> February 2016 (TBC)
Rothwell	9 <sup>th</sup> July 2015 <input type="checkbox"/> October 2015 <input type="checkbox"/> February 2016 (TBC)