

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

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

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**Date:** Monday, 20<sup>th</sup> June 2016 **For decision**

## **Outer South Community Committee Forward Plan 2016/17**

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### **Purpose of report**

1. This report presents the Outer South Community Committee (OSCC) Forward Plan for 2016/17. It details the Community Committee meeting dates and sets out proposals for workshop themes and topics. 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.

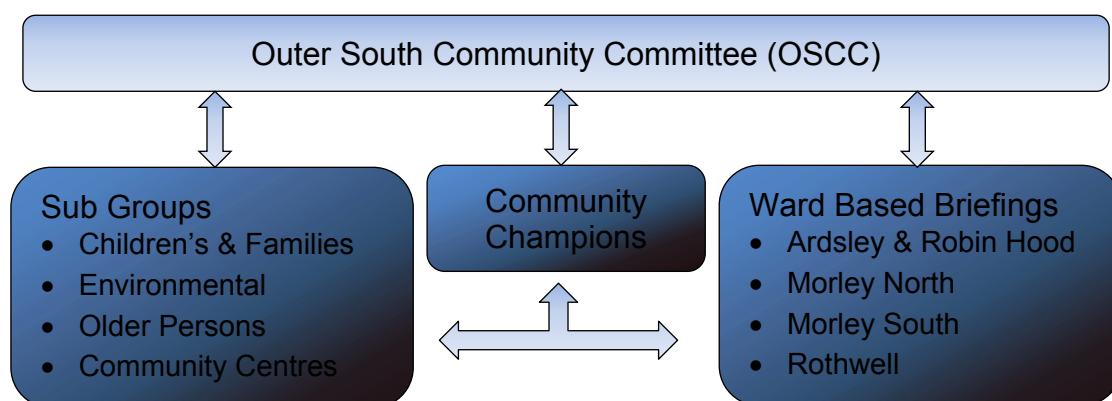
### **Background information**

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 to represent all areas of the City. The Constitution states that the Executive make arrangements for the discharge of some functions for which the Executive is responsible for by Community Committees. The Executive has identified a number of functions that Community Committee can make decisions on however the Executive remains ultimately responsible for these services and may remove or limit a Community Committee's delegation. 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 Community Committees involve all the Councillors from the Wards within each Committee area and meetings are held in public. The following areas are delegated to the OSCC:

- a. Wellbeing, Youth Activities, Capital Budgets
- b. Facilities, Community Centres
- c. Environmental Services
- d. Parks & Countryside
- e. Community Infrastructure Levy (CIL)

### Outer South Community Committee Structure

4. The OSCC 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 Sub Group
  - Community Centres Sub Group
  - Environmental Sub Group
  - Older Person's Working Group
5. Minutes, action plans and reports are shared with the Community Committee via email prior to meetings and updates are provided through the Update Report.
6. Driving the work of the Community Committee through the Sub Groups are the Community Committee Champions. The Community Committee Champion role aims to provide local leadership for each theme, whilst acting as a vital interface with service leads. Community Committee Champions aim to meet quarterly with Service Leads and are well placed to shape the local agenda around each theme, working with services. Information on the activities of the sub groups is included in the Community Committee Update Report.
7. Community Committees are working to improve community involvement and engagement in local decision making. Themed workshops provide a forum for Councillors, residents, local groups and services to consider issues affecting their communities and find solutions. Topics are determined in collaboration with Community Committee Champions, Service Leads and in some cases in consultation with local partners and community organisations.
8. The structure of the Outer South Community Committee can be illustrated and summarised as follows:



## Outer South Community Committee Workshops 2015/16

9. The OSCC held four workshops in 2015/16 covering key issues in the area. These were:

Date	Theme	Workshop Topic
23 <sup>rd</sup> March 2015	Employment, Skills and Welfare	Achieving Positive Outcomes in the Labour Market for Disabled people
29 <sup>th</sup> June 2015	Environment & Community Safety	Child Sexual Exploitation
30 <sup>th</sup> November 2015	Adult Social Care and Health & Wellbeing	Health & Wellbeing in Outer South Leeds
14 <sup>th</sup> March 2016	Environment & Community Safety	Have Your Say on Environmental Services in Your Area

- a. 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.
- b. Actions will be progressed and monitored through services, relevant Sub Groups and Community Committee Champions meeting and updates will be provided by Community Committee Champions through the Update Report.

### Main issues

10. The Community Committee format has proved successful in the Outer South however opportunities exist to further develop and embed the 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 structures. 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 Update Report. These updates could form the basis of an annual report from each Sub Group
- c. Community Committee Champions have played an active role in shaping the agenda and working with Service Leads which has had a positive impact. 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 a 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 events has been effective in reaching a wider audience and securing attendance at Community Committee workshops. The Communities Team will continue to explore innovative ways to develop the use of social media through profiling the role of the Chair and Community Champions.

11. Attached at **Appendix 1** is the draft forward plan for the OSCC and workshops for 2016/17. Proposed topics will be considered and agreed in collaboration with Community Committee Champions and service leads.
12. **Appendix 2** details Community Committee Champions (to be confirmed) meetings, the sub group and ward based briefings for 2016/17, where available.

## **Conclusions**

13. The new ways of working have enabled engagement with a range of services, stakeholders and residents on a number of topics across the area. This has provided a platform to widen the conversation and make connections with all involved including local communities and service users in the issues that matter to them.
14. Community Committee 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 continues to play a key role in promoting the Community Committee and new ways of engagement with residents and local groups. Various promotional activities have been used to publicise and promote meetings and workshops to residents, local groups and service partners. The Facebook page and Twitter accounts are 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. Confirm Community Committee Champions and Sub Group Members (Appendix 2);
  - c. Receive a summary of workshops including outcomes through the Update Report;

## **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 2016/17 OUTER SOUTH 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 Wellbeing Report Update Report Review of previous themed meeting	
<b>MAY 2016 MEETING FOR ELECTION OF CHAIR FOR 2016/17</b>			
<b>JUNE 2016 MEETING FOR:</b>			
<ul style="list-style-type: none"> <li>• REVIEW OF PREVIOUS YEAR OPERATION</li> <li>• FORWARD PLANNING FOR FUTURE OSCC WORKSHOPS</li> </ul>			
Community Committee Date and Workshop Date	Ideas for Workshop Topic	Community Committee Champion(s)	Service Lead Key Contributors
20 <sup>th</sup> June 2016 Workshop Date - TBC	Open Spaces to Keep Young People Active	TBC	Keith Lander Vicki Marsden/Kim Brighton Helen Kerr, Adele Scargill Youth Service / Breeze Team Paul Senior, Victoria Nunns Youth Council / Youth Matters
September 2016 - TBC	Employment Opportunities for Women in Engineering & Manufacturing	TBC	Liz Lawrence Matt Wilton Sector Employers Schools/Academies Leeds City College / Universities
28 <sup>th</sup> November 2016	Local Policing Priorities	TBC	Zahid Butt Chief Inspector Chris Matthews Sergeant Richard Abbott Superintendent Lisa Atkinson
27 <sup>th</sup> February 2017	Older People e.g. <ul style="list-style-type: none"> <li>– Support for Carers</li> <li>– Activities for Older People to Promote Health &amp; Wellbeing</li> <li>– Aging Well</li> <li>– Extra Care Options</li> </ul>	TBC	Mick Ward Joanne Davies Rachel Brighton Jo Loft Anna Clifford Gill Clark Michelle Atkinson
2017	European City of Culture 2023 Bid	TBC	Cluny Macpherson Leanne Buchan Sarah Priestley

## Outer South Community Committee Sub Groups

## Appendix 2

Theme	Community Committee Champion	Meeting Dates
Adult Social Care	TBC	July 2016 October 2016 February 2017
Children's Services and Corporate Carer	TBC	
Employment, Skills and Welfare	TBC	
Environment & Community Safety	TBC	
Health and Wellbeing	TBC	

Sub Groups	Ward Members	Meeting dates
Community Centre Sub Group	TBC	19 <sup>th</sup> May 2016 August 2016 November 2016 February 2017
Children and Families Sub Group	TBC	17 <sup>th</sup> May 2016 August 2016 November 2016 February 2017
Older Person's Working Group	TBC	22 <sup>nd</sup> June 2016 September 2016 December 2016 March 2017
Environmental Sub Group	TBC	July 2016 September 2016 December 2016 March 2017

Ward Based Briefings	Meeting dates
Ardsley & Robin Hood	11 <sup>th</sup> May 2016 September 2016 January 2017
Morley North	29 <sup>th</sup> April 2016 August 2016 December 2016
Morley South	29 <sup>th</sup> April 2016 August 2016 December 2016
Rothwell	26 <sup>th</sup> May 2016 September 2016 January 2017