



Report of the Director of Environment & Neighbourhoods Directorate

Outer East Area Committee

Date: 6th July 2010

Subject: Community engagement plan and election of forum chairs 2010/11

<p>Electoral Wards Affected: Garforth & Swillington Kippax & Methley Temple Newsam Cross Gates & Whinmoor</p> <p><input type="checkbox"/> Ward Members consulted (referred to in report)</p>	<p>Specific Implications For:</p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input checked="" type="checkbox"/></p> <p>Narrowing the Gap <input type="checkbox"/></p>	
<p>Council Function <input type="checkbox"/></p>	<p>Delegated Executive Function available for Call In <input checked="" type="checkbox"/></p>	<p>Delegated Executive Function not available for Call In Details set out in the report <input type="checkbox"/></p>

Executive Summary

This report outlines a community engagement plan for the Area Committee and describes how this will increase the number of people involved in, and who feel they have an influence over local decision making. It presents a timetable of forums/events for Members consideration.

1.0 Purpose Of This Report

1.1 The purpose of this report is to present a community engagement plan for the Area Committee which will enable the Committee to increase the number of local people involved in, and who feel they have influence over local decision making.

2.0 Background Information

- 2.1 In November 2007 the Executive Board agreed an increase in the responsibilities of area committees. This included community engagement.
- 2.2 At the same time, the Executive Board agreed to end the district partnership structure, which had previously provided a framework for multi-agency partnership working in the city under the Leeds Initiative.
- 2.3 The Area Committees now have more of a role in overseeing partnership work in their area. The Area Delivery Plans have been changed to reflect this, as they are now linked to the Leeds Strategic Plan and its priorities.

2.4 **Two of the key improvement priorities in the Area Delivery Plan under the Harmonious Communities theme are:**

‘an increase in the number of local people that are empowered to have a greater voice and influence over local decision making and a greater role in public service delivery’.

‘an increase in the number of local people engaged in activities to meet community needs and improve the quality of life for local residents’.

3.0 **Main Issues**

3.1 **Outer East arrangements since 2004**

- 3.1.1 In 2004 community forums were established under the Area Committee structure. There were 7 in total and each met 4 times per year. In 2009 Members in Garforth & Swillington and Kippax & Methley agreed to a mixture of community forums and consultation events. In Temple Newsam and Cross Gates & Whinmoor Members decided to retain the structure of community forums.
- 3.1.2 The community engagement strategy is increasingly linked to the Area Delivery Plan. It is therefore suggested that over the course of the year some forum meetings have particular themes that have been agreed in advance with Members that will provide feedback that can be used to influence current and future work funded from the Well Being Budget and actions included in the Area Delivery Plan. It is suggested that these are the themes in the Leeds Strategic Plan.
- 3.1.3 There are clearly still benefits in retaining Community forums: they can enhance the representative role of local councillors; they are a contact point for citizens to express their views and concerns about issues that affect them; they can be a useful link between partner agencies and local people; they provide a useful link to get issues out into the community for consultation.
- 3.1.3 As part of the strategy for improving community engagement the Area Management Team will look continue to look at ways to improve attendance and have as wide a cross section of local people from the area attend the meetings. These will include:
- Updating invite lists to ensure all newly formed groups, neighbourhood watches etc are invited
 - Carry out an evaluation with current forum members to see if they have any ideas.
 - Advertising meetings in About Leeds, on the LCC website, in community fliers, in community buildings etc
 - Producing an equality framework action plan that includes an action on community engagement
 - Ensuring venues are DDA compliant
 - Possibly having the whole meeting on a theme or half the meeting on a theme.

3.2 Community Forums and events

3.2.1 The following tables list proposed dates for forums and events in 2010/11.

Cross Gates & Whinmoor Ward

Cross Gates Forum

Date	Venue	Time
27 July 2010	Cross Gates Good Neighbours (CGGN)	6pm
20 Oct 2010	CGGN	6pm
12 January 2011	CGGN	6pm
6 April 2011	CGGN	6pm

Swarcliffe Forum

Date	Venue	Time
21 July 2010	St Gregory's Club	6pm
6 October 2010	St Gregory's Club	6pm
2 February 2011	St Gregory's Club	6pm
20 April 2011	St Gregory's Club	6pm

Whinmoor Forum

Date	Venue	Time
19 July 2010	Fieldhead Carr	6pm
11 October 2010	Fieldhead Carr	6pm
10 January 2011	Fieldhead Carr	6pm
4 April 2011	Fieldhead Carr	6pm

Temple Newsam Ward

Halton Moor & East Osmondthorpe Forum

Date	Venue	Time
3 August 2010	Halton Moor One Stop	6pm
26 Oct 2010	Halton Moor One Stop	6pm
18 Jan 2011	Halton Moor One Stop	6pm
12 April 2011	Halton Moor One Stop	6pm

Halton Forum

Date	Venue	Time
5 August 2010	Christ Church Hall	6pm
28 October 2010	Christ Church Hall	6pm
20 Jan 2011	Temple Moor (if building works completed)	6pm
14 April 2011	Christ Church Hall	6pm

Kippax & Methley

Date	Type of consultation	Venue
20 to 24 September 2010	Older Persons Events week	various
27 September 2010	Forum	Brigshaw High School
31 January 2011	Consultation event working with Youth Service on priority issues for young people	venue to be determined
18 April 2011	Forum	Brigshaw High School

Garforth & Swillington

Date	Type of consultation	Venue
6 September 2010	Forum	Garforth College.
8 November 2010	Community Safety Event	Garforth Community College
28 Feb 2011	Engagement event re community priorities in 2011/12	Garforth Community College
11 April 2011	Forum	Garforth Community College

3.3 Forum Chairs

3.3.1 The Chairs for municipal year 2010/11 will have to be agreed by Area Committee. The Chairs for the following Forums are unopposed:

- Cross Gates – Cllr Pauleen Grahame
- Whinmoor – Cllr Peter Gruen
- Swarcliffe – Cllr Suzi Armitage
- Garforth & Swillington – Cllr Mark Dobson
- Kippax & Methley – Cllr Keith Parker

3.3.2 There have been no nominations for the Halton Moor & East Osmondthorpe Forum.

3.3.3 There are 2 nominations for the Halton Forum:

- Cllr David Schofield
- Cllr Mick Lyons

- 3.3.4 When considering the nomination for the Chair of the Halton Forum Members are advised to note a change in Area Committee Procedure Rules. In February 2010 the Council amended section 7 of Area Committee Procedure rules relating to 'Advisory or Consultative Forums'. The rules now include the following:

Where an Area Committee establishes a ward based Community Forum, the Chair of that Forum must be appointed by the Area Committee. In making that appointment however the Area Committee must ensure that Chairs are appointed with regard to the political balance of the ward to which a forum relates. Where a political group has the majority of members within a ward, the chair will be appointed from those Members. Where no political group has a majority, the chair will be appointed by the Area Committee from Members of the ward to which the forum relates.

3.4 Terms of Reference for Forums

- 3.4.1 Area Committee is requested to ratify the Terms of Reference for Outer East Forums as detailed on Appendix 1. There has been one alteration in 3.1 of the Terms of Reference that states that the chair is elected by Area Committee annually under its Area Committee Procedure Rules.

3.5 The Year of the Volunteer recruitment event

- 3.5.1 As part of the Year of the Volunteer a 4 day event was held from 12th to 15th of April 2010 at the following venues in the Outer East area:

- Garforth Liberal Club
- St Luke's Swarcliffe
- British Legion Kippax
- Christ Church Halton

- 3.5.2 The purpose of the event was to illustrate the benefits of volunteering, the type of volunteering work that is available and to encourage new volunteers. Over 500 people in total attended over the 5 days and 40 individuals registered an interest in becoming a volunteer.

- 3.5.3 There will be a volunteer recruiting event held at the Garforth Miners Welfare Hall in December 2010 that has been organised by Garforth Community Association. This has, in part, been inspired by the volunteer events week organised by South East Area Management on behalf of Outer East Area Committee.

3.6 The Year of the Volunteer recognition event

- 3.6.1 Outer East Area Committee will hold an awards event in October or November 2010 to recognise the contribution made by volunteers. It is planned to hold the event in the Civic Hall with a buffet being provided and awards/certificates presented by Members of Outer East Area Committee.

- 3.6.2 It is intended to recognise volunteering in specific categories and award organisations rather than individuals. The categories will include the following:

- Older people eg older persons networks, luncheon clubs etc
- Young People eg youth clubs, youth activities
- Sport

- Environment eg 'in bloom' groups

3.7 Older Persons Events Week – 20th to 24th September 2010

3.7.1 The Older Persons sub-group now meets monthly with one of its main objectives being to organise this annual event. In 2009 over 1000 people attended over the 5 days and it is anticipated that this figure will be matched in 2010.

3.7.2 Many agencies now use this event as a tool to communicate and consult with the elderly on matters ranging from fire safety to winter warmth, benefits, social care etc.

3.7.3 The events will be held at the following venues:

- 20th September – Great & Little Preston Village Hall
- 21st September – St Gregory's Youth & adult Centre
- 22nd September – Kippax (venue to be determined)
- 23rd September – Christ Church Halton
- 24th September – Garforth Liberal Club

3.8 Consultation events on specific issues. These types of consultation events occur from time to time on specific issues that require the views of local people. In recent years exhibitions have been held on The Town & District Centre Improvement schemes. There have also been consultation events held in various parts of East Leeds on the EASEL programme.

3.9 Community Engagement projects and events supported by Area Committee funds. The Area Committee has provided financial support to a number of galas, festivals and sports projects over recent years. All of these events have provided an opportunity to engage local people with some officer support being provided in either the organisation of the event or on the day itself.

3.9.1 The Garforth Arts Festival now has an Area Management Officer on its steering group; many galas are supported financially by the Area Committee; cricket coaching for youngsters is funded by the Area Committee and administered by Area Management staff with support having also been provided in previous years by Neighbourhood Wardens.

3.9.2 Between 2004 and 2008 the Area Committee funded a Luncheon Club co-ordinator to set up a number of clubs for elderly people across the area. Area Committee decided not to continue funding this post after 2008 and that decision did leave a gap in administrative support provided to these clubs. There are 12 clubs established and these are now running a regular service that is supported by a team of volunteers. Administrative support and assistance in obtaining funding is now provided by Area Management staff.

3.9.3 South East Area Management Team recently helped establish a new community group in Ledston Luck. Help was provided with a constitution, setting up a bank account and arranging a community fete to be held on the 21st of August 2010. There are also proposals to establish a luncheon club for the village.

3.10 Community Charters

- 3.10.1 Area Committee has previously agreed to produce a community charter that is made available to community and voluntary groups with spare copies also available at key buildings such as libraries and One Stop Centres.
- 3.10.2 The community charter acts as an executive summary of the priorities in the Area Delivery Plan; includes a series of pledges by the Area Committee to address priority issues; list projects the area committee has recently funded and include a list of key events in the year. More information on the community charter is provided in the Area Delivery Plan 2010/11 annual refresh report.
- 3.11 Neighbourhood Improvement Plan in East Osmondthorpe.** This document has now been completed and formed the main part of the final year of work by Re'new as part of the Neighbourhood Management programme funded from the Safer Stronger Communities Fund. This document will act as a tool to improve community engagement and service delivery in East Osmondthorpe which has the highest indices of deprivation in Outer East Leeds.
- 3.12 Other departments / agencies consultation activities**
- 3.12.1 Council departments and other agencies will be required to consult with residents in the locality, and it is important that this is recognised and linked in with the Area Committee's community engagement plan.
- 3.12.2 As part of the community engagement plan we will keep a list of area based consultation activities other agencies are carrying out, and where possible and appropriate, try and link these in with any community engagement events being organised by Area Management. This list will also be useful for informing members and community groups in the area as a source of publicity for the departments.

4.0 Implications For Council Policy and Governance

- 4.1 There are no direct implications associated with Council Policy and Governance as a result of this report.

5.0 Legal and Resource Implications

- 5.1 There are no direct legal implications associated with this report.

6.0 Recommendations

- 6.1 The Area Committee is requested to:
- Note the contents of this report
 - approve the community engagement plan for 2010/11
 - agree the Chair of the Halton Forum
 - ratify forum terms of reference.

Background Papers

- Report of the Assistant Chief Executive (Corporate Governance) to Full Council 24th of February 2010. Subject: Recommendations from General Purposes Committee – Constitution amendments
- Area Functions Schedule, July 2010