

# INNER EAST AREA COMMITTEE COMMUNITY ENGAGEMENT STRATEGY

## COMMUNITY LEADERSHIP TEAMS

### TERMS OF REFERENCE

*(DRAFT FOR APPROVAL BY AREA COMMITTEE AND SUBJECT TO CLEARANCE IF REQUIRED THROUGH COUNCIL MEMBER MANAGEMENT COMMITTEE)*

#### **Titles/Areas Covered**

The Inner East Community Engagement strategy includes the establishment of a new Community Leadership Team (CLT) for each of the agreed five priority neighbourhoods. These are:

Burmantofts, Gipton, Harehills, Killingbeck & Seacroft, Richmond Hill

Maps defining the five areas can be obtained from the Area Management offices.

#### **Purpose and Functions**

The CLTs are area based advisory forums of the Area Committee and report direct to the committee.

The key aims and purpose of the CLT is:

- ✓ To bring together residents from different parts of the community to form a team that can share knowledge and skills and build relationships between active residents
- ✓ To support and develop existing civic roles of residents in the neighbourhood
- ✓ To oversee the development and implementation of a Neighborhood Improvement Plan (NIP) on behalf of the Area Committee
- ✓ To report progress on the NIP to the Area Committee and raise concerns where it feels agreed priorities are not being adequately addressed
- ✓ To provide opportunity for public debate on agreed local priorities
- ✓ To provide a mechanism for local consultation to be steered through

#### **Membership and Attendance**

Membership will be restricted to local councillors and residents only. The core membership will consist of:

- local Governing Bodies to nominate a parent or community governor resident in the area
- local tenant and resident associations to nominate a local resident
- Community Champions – selection to cover a range of skills and background
- youth councils and/or school councils to nominate local young people
- Good Neighbour and Elderly Action groups to nominate local older people
- local Children Centres to nominate a local parent from their advisory boards

- further places will be filled by local residents to bring contributions from the business sector, disabled residents and other significant elements of the community not represented through the above.

The number of representatives for each of the above will be determined by the need to keep the total membership to a level that enables business to be conducted effectively and the need to ensure the overall membership is a fair representation of the community. As a guide it is expected not to exceed a core membership of 20.

Decisions on the overall make up of the CLT will be made by local ward members based on nominations received and recommendations made by the Area Management Team.

Membership of the CLT will be on an annually reviewable basis.

### **Chairperson**

The chair of the CLT is elected annually by the Area Committee in accordance with the Council's Area Committee Procedure Rules.

### **Duration and Format of Meetings**

The CLT meetings will be open to the public to attend and will be split into 2 parts:

- (a) Business meeting (guide time 45 mins) – covering responsibilities such as monitoring the NIP
- (b) Open meeting (guide 45mins) – providing opportunity for discussion on an agreed local priority plus a “have your say” item at the end

Although the whole meeting will be open to the public to attend, the business meeting part will be restricted to discussion between the agreed membership through the Chair. This is to help ensure all members feel able to contribute with an equal voice and that business can be conducted within a manageable timeframe. This will allow more time for the second part of the meeting to be opened up to others present to contribute through the Chair. This part will be themed on a particular local priority identified in the NIP and enable relevant organisations to be present where appropriate.

### **Time and Frequency of Meetings**

Each CLT shall meet quarterly. A schedule of meetings for the year will be agreed through the Chair following consultation with membership and published locally.

The schedule will seek to fit with Area Committee meeting cycle to maximise the reporting between both sets of meetings and the influence of the CLT.

The start time of meetings will be agreed by each CLT with the aim of achieving the best attendance possible from membership.

Each CLT is expected to expand one of its meetings each year into an annual Community Conference. This will provide opportunity for residents, community groups and local staff to meet together and share information, build relationships and plan for future local improvements.