

<b>STRONG &amp; SUPPORTIVE COMMUNITIES SCRUTINY COMMITTEE</b>	<b>Agenda Item No. 6</b>
<b>20 JULY 2011</b>	<b>Public Report</b>

## **Report of the Head of Neighbourhoods**

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## **UPDATE ON RECOMMENDATIONS RELATING TO NEIGHBOURHOOD COMMITTEES**

### **1. PURPOSE**

- 1.1 This report is intended to provide an update of progress made in respect of the recommendations of the scrutiny review group in relation to neighbourhood councils, following cabinet decisions in February and March 2011, and decisions at Annual Council in May 2011. As a result of that review the name was changed from neighbourhood councils to neighbourhood committees, which is how they will be referred to in this report.

### **2. RECOMMENDATIONS**

- 2.1 It is recommended that the committee notes the progress made, and proposals for further progress.

### **3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY**

- 3.1 Neighbourhood committees are a vital component of effective delivery of Peterborough's sustainable community strategy.

### **4. BACKGROUND**

- 4.1 This committee requested a report on the progress of neighbourhood committees in November 2010, following which it undertook a review of their progress and principles. The first stage of the review was presented to cabinet on 7 February 2011, and the second stage on 21 March 2011. Officers have been working to introduce the necessary changes as a result of the cabinet decisions, and this report is to update the committee as to the current position.

### **5. KEY ISSUES**

- 5.1 The committee will wish to consider and comment upon the progress made, and address any difficulties.

### **6. IMPLICATIONS**

- 6.1 The implications of the review undertaken are city wide, and do not relate to any specific ward, as there are neighbourhood committees for each ward. There are no specific legal, financial, or crime and disorder implications of this report, save as specifically referred to in respect of individual recommendations, and as initially referred to in the reports to cabinet.

## **7. CONSULTATION**

- 7.1 There has been no consultation specifically in respect of this update report, except with Cllr Burton, as Chair of the scrutiny review group.

## **8. NEXT STEPS**

- 8.1 No further action is needed at this stage. The committee may wish to return to this item at its meeting on either 18 January 2012 or 7 March 2012 when there will have been more meetings of the neighbourhood committees, and when there should also be further information available about the status of the Localism Bill, which may have considerable impact on the work of neighbourhood committees.

## **9. BACKGROUND DOCUMENTS**

- 9.1 Reports to Cabinet meetings on 7 February and 21 March 2011, and to Annual Council May 2011.

## **10. APPENDICES**

- 10.1 APPENDIX 1: Amendments to Constitution

APPENDIX 2: Draft job descriptions for Chairmen and Vice Chairmen

## REVIEW OF NEIGHBOURHOOD COMMITTEES – PART ONE

	<b>RECOMMENDATIONS TO CABINET</b>	<b>CABINET DECISION</b>	<b>PROGRESS TO DATE</b>	<b>COMMENTS</b>
1	Agree the principle of delegating as much revenue and capital funding as possible is a driving principle behind Neighbourhood Councils, in line with the spirit of the new Localism Bill, and that this principle is agreed by Councillors and shared with officers.	AGREED		
2	Commit to reviewing the Constitutional delegations to neighbourhood Councils in support of maximising funding delegated to them.	AGREED	Constitution amended (revised delegations attached at Appendix 1)	Notice of changes will be issued shortly
3	Agree that the current level of £25 000 funding is guaranteed from 2011/12 onwards as a minimum sum available to each Neighbourhood Council to be offset by any POIS monies that become available to each Neighbourhood Council.	Agreed for the remaining period of the medium term financial plan (when it will then be reviewed as part of the normal planning process)	It is likely that all neighbourhoods will benefit at some point from POIS money, and the £25,000 is a sum provided to ensure minimum funds for each neighbourhood so that investment may begin in the meantime. Proposals for spend will be aligned to the Community Action Plans (part 1, recommendation 6) and will be the main agenda items at the September/October meetings	
4	Agree that the process for determining and allocating POIS monies be carefully assessed and agreed to ensure that all parts of Peterborough benefit from growth and new development	AGREED	POIS Neighbourhood Pool money generated from new development must be spent in the neighbourhood in which the development is located. Neighbourhood projects will be identified through the Community Action Planning process and added to the Integrated Development Programme (IDP) to make them eligible for POIS funding	
5	Agree that the mainstream revenue budgets are disaggregated, wherever possible, feasible and legal, and delegated to neighbourhood Councils. In agreeing to this a pilot programme to be implemented focussing on a specific part of council activity before a more expansive roll-out programme.	AGREED	A suitable pilot programme has been discussed between Directors, who have agreed that an element of the Ringway contract for highways maintenance should form this pilot. Neighbourhood Managers have been working with colleagues to develop the model, and local priorities are being identified. Officers will also be working with the contractor, and councillors, to determine how this should work in practice.	

	<b>RECOMMENDATIONS TO CABINET</b>	<b>CABINET DECISION</b>	<b>PROGRESS TO DATE</b>	<b>COMMENTS</b>
6	Agree that the neighbourhood plans are produced for each of the neighbourhood council areas in line with the thinking articulated in the Localism Bill in order to help determine how all funding and other resources delegated to neighbourhood councils should be spent.	AGREED	Community Action Plans are being developed, modelled on the same structure as the Single Delivery Plan. Neighbourhood profiles are being compiled which will form the evidence base for the remainder of the Plans. To be in place during summer 2011.	
7	Agree that the Community Leadership Fund is maintained at £10 000 per ward, but that 25% of that budget is allocated by councillors to meet needs identified through neighbourhood council neighbouring planning processes	AGREED but with addition of the words "if all ward members agree"	CLF has been maintained at the £10 000 level	It is down to councillors to decide what they consider to be the most effective use of this sum in their wards, although Neighbourhood Managers are working closely with councillors to help maximise the added value CLF can make
8	Agree that the frequency of Neighbourhood Council meetings be maintained at four per year in each area and that any future change to this pattern should see an increase rather than a decrease in the frequency of meetings	AGREED	Meeting frequency has been maintained and schedule for the year produced	
9	Agree that a thorough review be conducted of all other community based meetings with a view to combining meetings wherever possible.	AGREED	See part 2, recommendation 7	
10	Agree that the ongoing but separate review of the Rural North Neighbourhood Council be included in the overall review of Neighbourhood Councils to ensure shared learning and avoidance of confusion and misinformation.	AGREED, and added that a rural councillor be a member of the review panel for this element of the review	See part 2, recommendation 6	The Rural Affairs Working Group that was formed to review the Rural North Neighbourhood Council became a formal sub-group of the Scrutiny Review Group.
11	Agree that the Neighbourhood Management Delivery meetings, led by the relevant Neighbourhood Manager, be created in all Neighbourhood Council areas as a means of engaging and progressing actions between Neighbourhood Council meetings.	AGREED	Full schedule of monthly NMD meetings in place for the year.	See also part 2, recommendation 8

	<b>RECOMMENDATIONS TO CABINET</b>	<b>CABINET DECISION</b>	<b>PROGRESS TO DATE</b>	<b>COMMENTS</b>
12	Agree that minimal staffing costs be maintained by ensuring only essential council officers are present at each Neighbourhood Council meeting.	AGREED	It is likely that there will be some debate about which officers are "essential" but the principle is in place.	
13	Agree that ALL councillors are encouraged, through a flexible and modern programme of continuous training and development, to actively participate in all aspects of Neighbourhood Council business, this training and development programme to incorporate the broader aspects of Neighbourhood Management, Localism and Big Society.	AGREED	The Governance Team is looking at suitable training and development programmes.	The success of this will rely on the willingness of councillors to engage, it is acknowledged that training adds additional demands to busy diaries.
14	Agree that the Special responsibility Allowance for Neighbourhood Council Chairs is no longer awarded; reflecting the greater role to be played by ALL councillors in relation to Neighbourhood Councils and that each of the seven Neighbourhood Councils should elect its own Chair who should be a councillor from one of the wards represented at that Neighbourhood Council.	DISAGREED	An Independent Members' remuneration panel is being convened for July 2011 and the report will be presented to council in October 2011, giving councillors further opportunity to debate this issue.	
15	Agree that the recommendations form part of an overall implementation plan for Neighbourhood Councils alongside the recommendations that emerge from part two of the review to be overseen by the cross-party working group formed from the task and finish group; and that the Constitution be updated accordingly to reflect any recommended changes.	AGREED	The recommended changes to the Constitution to date have been implemented. The Scrutiny meeting will be asked to reconvene the cross-party working group to support officers in taking the recommendations forward	

## REVIEW OF NEIGHBOURHOOD COMMITTEES - PART TWO

	<b>RECOMMENDATIONS TO CABINET TO ENDORSE PRIOR TO CONSIDERATION BY ANNUAL COUNCIL</b>	<b>CABINET DECISION</b>	<b>PROGRESS TO DATE</b>	<b>COMMENTS</b>
1	To change the name of Neighbourhood Councils to Area Committees	NOT AGREED as cabinet members were keen to retain the “neighbourhood element” so cabinet agreed instead to recommend a change of name to “Neighbourhood Committees”	Neighbourhood Committees is the way in which these committees are now being referred to. All publicity and promotional materials have been changed.	
2	Adopt the following as a vision statement for the Area Committees: “Area Committees will deliver improvements for the local area by identifying, overseeing, monitoring and driving actions to support all issues relevant to the area, including service delivery, service improvements, and area developments”.	AGREED subject to their being sufficient resources to implement the recommendations		
3	Amend the relevant procedure rules contained within the Constitution to reflect these recommendations, and to ensure that Area Committees are supported by similar procedures that support other Council committees	AGREED subject to their being sufficient resources to implement the recommendations	Procedure rules have been amended (see Appendix 1).	
4	Replace the existing terms of reference for Neighbourhood Councils with the following: (i) Area Committees are established in Peterborough in accordance with the provisions set out in the Local Government Act 2000 (ii) Area Committees will require the pro-active support of all elected Councillors, officers, and partner organisations to ensure their full and positive success Area Committees should: (iii) Make decisions within the remit of their terms of reference and their formally delegated responsibilities, or make recommendations to the Executive as appropriate on issues which affect the area	AGREED subject to their being sufficient resources to implement the recommendations	Amended (see Appendix 1)	

	<b>RECOMMENDATIONS TO CABINET TO ENDORSE PRIOR TO CONSIDERATION BY ANNUAL COUNCIL</b>	<b>CABINET DECISION</b>	<b>PROGRESS TO DATE</b>	<b>COMMENTS</b>
	<p>(iv) Be the committee where members of the Area Committee and members of the community can discuss issues of concern or interest, including those that are not the direct responsibility of the Council as well as those that are</p> <p>(v) Set the standards for services to meet local needs which are outside the immediate responsibility or budget of the Area Committee, and seek agreement for any changes from the Executive</p> <p>(vi) Be the primary focus for public involvement and consultation within the area, working closely with other public, private and voluntary agencies, and advising and/or making recommendations that arise to the Executive as appropriate on issues which affect the area</p> <p>(vii) Develop community action plans, and monitor their implementation, to ensure the promotion of economic, environmental, cultural and social well-being of the area, that service delivery improvements are made and that better outcomes are achieved</p> <p>(viii) Carry out any non-Executive functions delegated by the Council, and any Executive functions delegated by the Leader, in accordance with the scheme of delegations set out in Part 3 sections 1 and 3 of the Constitution</p> <p>Be directly responsible for any delegated funding identified by the council and invest that money in ways that support the priorities identified through the community planning process</p>			

	<b>RECOMMENDATIONS TO CABINET TO ENDORSE PRIOR TO CONSIDERATION BY ANNUAL COUNCIL</b>	<b>CABINET DECISION</b>	<b>PROGRESS TO DATE</b>	<b>COMMENTS</b>
5	<p>That for the municipal year commencing May 2011, replace the existing delegations to neighbourhood councils with those set out below. Keep this under review during that year, with a view to expanding the delegations from the start of the Municipal year commencing May 2012:</p> <ul style="list-style-type: none"> <li>(i) The Leader retains responsibility for functions delegated and may exercise those functions in person, regardless of further delegation. Further, the Area Committees must act with due regard to all other council policies and procedures</li> <li>(ii) To promote the council's role as a community leader in its area, giving a meaningful voice to the community and fostering good and productive working relationships with the council's partner organisations, including Parish Councils, Police, Fire, Probation, criminal justice agencies, health &amp; social care agencies, education agencies, young people's services, community associations, residents associations and voluntary sector agencies</li> <li>(iii) To take a leading role in promoting the economic, environmental, cultural and social wellbeing of the area, and develop community action plans to achieve this that improve service delivery and achieve better outcomes</li> <li>(iv) To set the standards for all former City Services operations now contracted to Enterprise to ensure effective delivery of all services, including making decisions on the maximum amount of any delegated budgets allowable within the terms of the contract to be deployed on local priorities (to be confirmed subject to details of the contract)</li> <li>(v) To agree the annual programme of works contained within the Highways Capital Programme for 2012/13 onwards</li> <li>(vi) To act as consultees on all major or significant Executive and Council proposals that affect the area, including those affecting both capital and revenue spend</li> </ul>	<p>AGREED subject to their being sufficient resources to implement the recommendations</p>	<p>Amended (see Appendix 1)</p>	



	RECOMMENDATIONS TO CABINET TO ENDORSE PRIOR TO CONSIDERATION BY ANNUAL COUNCIL	CABINET DECISION	PROGRESS TO DATE	COMMENTS
	<p>(vii) To act as consultees in respect of Major Planning applications relevant to the area, and report views to the relevant Committee</p> <p>To carry out any actions that the Executive authorises in addition to those set out above, until such time as that authorisation is revoked</p>			
6	<p>Deliver the recommendations set out in the report from the sub-group of the Neighbourhood Council Task &amp; Finish Group which has focussed on rural / parish issues specifically:</p> <p>(i) create a new committee to replace the Rural North Neighbourhood Council, that comprises rural ward councillors, and one co-opted representative from each of the 23 rural Parish Councils</p> <p>(ii) appoint a rural ward councillor as chair of this committee</p> <p>(iii) hold all meetings at a rural location within any of the 23 rural parish council areas</p> <p>(iv) decisions relating to non-financial matters or those that are not formally delegated responsibilities will be debated by all members of the committee, with all members having a single vote each</p> <p>(v) matters relating to financial or delegated responsibilities will be decided solely by elected City Councillors</p>	<p>AGREED subject to their being sufficient resources to implement the recommendations</p>	<p>First meeting of the new Committee held on 7<sup>th</sup> July at community centre in Eye. All future meetings to be held in rural locations.</p> <p>Cllr David Over (Barnack) has been appointed as Chair, and Cllr David Harrington (Newborough) has been elected as Vice Chair.</p> <p>All Parish Councils were invited to nominate a co-optee to join the new Committee, and the majority have taken this opportunity up.</p>	
7	<p>Create a single, seamless approach to neighbourhood engagement by creating a structure which enables the following to be delivered in each Area Committee area during the same session:</p> <ul style="list-style-type: none"> <li>Ward Forum: a ward-specific informal forum where ward councillors can engage with their constituents and discuss informal issues or issues which may require escalation to the Area Committee. During these forums, key officer representation should also be available, including from the Neighbourhood Management team, Trading Standards, Community Safety, Police, and Enterprise</li> </ul>	<p>AGREED subject to their being sufficient resources to implement the recommendations</p>	<p>The Ward Forum process has been created and in 5 out of 7 meetings in the current round these have been held (the remaining 2 meeting dates falling before the process was agreed).</p> <p>Positive discussions have been held with Police colleagues and the detail around logistics and planning to pilot a new delivery arrangement are being finalised. This will protect the identity of both the Neighbourhood Committees and the existing Neighbourhood Panels.</p>	

	<b>RECOMMENDATIONS TO CABINET TO ENDORSE PRIOR TO CONSIDERATION BY ANNUAL COUNCIL</b>	<b>CABINET DECISION</b>	<b>PROGRESS TO DATE</b>	<b>COMMENTS</b>
	<ul style="list-style-type: none"> <li>• Neighbourhood Panel: formally police-led but now partner-wide meetings during which three local priorities are identified for resolution</li> <li>• Area Committee: re-launched Neighbourhood Council meetings, focussing on more strategic or impactful issues affecting the area</li> </ul> <p>For example, the Ward Forums may run from 6pm until 6.50pm, and the Area Committee meeting may run from 7pm until 9pm with the first 30 minutes given over to business of the Neighbourhood Panel.</p>			
8	Ensure the broader neighbourhood management framework is in place and is able to respond to the opportunities provided in the Localism Bill and other relevant emerging legislation. Further ensure that monthly Neighbourhood Management delivery team meetings are in place for all Area Committee areas, that there is full commitment from all councillors, and that the role of community partnership organisations is firmly established.	AGREED subject to their being sufficient resources to implement the recommendations	See part 1, recommendation 11	
9	Organise a minimum of two Area Committee locality “tours” per annum, during which ALL members of the Committee, the nominated CMT member, key PCC officers, key officers from partner organisations, key community leaders/representatives and the local media explore the area in more depth, focussing on particular problems, hotspots and successes.	AGREED subject to their being sufficient resources to implement the recommendations	Schedule of visits to commence in the autumn following the development of the Community Action Plans. This will help ensure that visits are targeted at priority areas	

	<b>RECOMMENDATIONS TO CABINET FOR APPROVAL</b>	<b>CABINET DECISION</b>	<b>PROGRESS TO DATE</b>	<b>COMMENTS</b>
10	Agree to the creation of a job description for the roles of Chair and Vice Chair of the Area Committee that reflects the changes of emphasis and focus set out in these recommendations, and the role these posts will play in support of the broader neighbourhood management structure	AGREED subject to their being sufficient resources to implement the recommendations	Draft job descriptions are attached at Appendix 2 for further consideration by this committee, members of the review group, and the neighbourhood committee chairmen	Views of the committee would be appreciated

	RECOMMENDATIONS TO CABINET FOR APPROVAL	CABINET DECISION	PROGRESS TO DATE	COMMENTS
11	<p>Agree to the creation of a lead officer role within the Neighbourhoods division to co-ordinate and facilitate the entire Neighbourhood Management meeting and engagement structure, including:</p> <ul style="list-style-type: none"> <li>• Developing, co-ordinating and monitoring delivery of action plans at area Committee, Neighbourhood Panel, Ward Forums, and locality tour levels, holding Members, officers and partners to account as necessary</li> <li>• Liaising with key PCC departments, notably Democratic Services and Communications, to ensure all required actions are delivered</li> <li>• Arranging agenda setting and planning meetings for Area Committee in accordance with the Constitution</li> <li>• All logistical arrangements for Area Committees, Neighbourhood Panels, Ward Forums, Neighbourhood Management Delivery Team meetings and any other related forums, including venues, refreshments, access, transport, etc</li> <li>• Liaising with Council departments and partners regarding information to be made available at each meeting (e.g. literature or a staffed information stand)</li> <li>• Managing the agenda plan for each Area Committee containing items for future discussion</li> <li>• Developing, managing and co-ordinating a full contacts database of residents, community groups, officers and partners to ensure maximum awareness of all relevant meetings and opportunities for engagement</li> </ul>	<p>AGREED subject to their being sufficient resources to implement the recommendations</p>	<p>This is being looked at in the context of the overall support required to the Neighbourhood Managers</p>	
12	<p>Agree that alongside formal minutes from the Area Committee, comprehensive action plans should be created from (i) every Ward Forum and (ii) every Neighbourhood Committee meeting, setting out clearly what actions have been agreed, and naming a lead officer (with the consent of the officer named) and a lead councillor jointly responsible for ensuring the action is achieved</p>	<p>AGREED subject to their being sufficient resources to implement the recommendations</p>	<p>Ward Forum issue sheets introduced, to be populated during the Forum by councillors. Working action plans for each Neighbourhood Committee area will be established</p>	

	RECOMMENDATIONS TO CABINET FOR APPROVAL	CABINET DECISION	PROGRESS TO DATE	COMMENTS
13	Agree to formalise the seating arrangements at Area Committee meetings so that all Members sit at the front of the audience in a horseshoe arrangement, making it clear who has voting rights, how those rights are used, and who is not in attendance	AGREED subject to their being sufficient resources to implement the recommendations	This has been implemented for each Neighbourhood Committee	Chairmen should ensure that the arrangements are maintained.
14	Agree to identify a different member of the Corporate Management Team to act as champion and advocate for each of the seven Area Committees, and to ensure that the principles of Area Committees are given the appropriate status amongst officers	AGREED subject to their being sufficient resources to implement the recommendations	CMT has agreed that its members will take the role of advocate and champion for the following committees: Central & East 1: Paul Phillipson Central & East 2: John Harrison South 1: Andrew Mackintosh South 2: Denise Radley North 1: Helen Edwards North 2: Andy Liggins North 3: John Richards Gillian Beasley will take a strategic overview of all 7 committees.	It has been agreed that CMT will act as champion and advocate as requested. In addition, to empower the next level of management, and offer them opportunities for wider strategic involvement, each CMT member will also be supported by a Head of Service. These Heads of Service have yet to be finalised and details will be provided in due course.
15	Agree to develop a single media and communications strategy, supported by an action plan, which pro-actively promotes Area Committees and Ward Forums and their achievements in a timely manner (a) to help achieve this assign an officer within the Communications team to have responsibility for co-ordinating publicity and marketing for Area Committees and Ward Forums (b) produce a publicity "pack" of template materials and formats that promote Area Committees including "soft" formats (via use of the web, social networking, etc) and "hard" formats (posters, leaflets, etc)	AGREED subject to their being sufficient resources to implement the recommendations	Neighbourhood Committees are currently supported by the Communications team, and a member of the team supports and attends each committee meeting. The Communications team is currently under restructure, and these issues will be considered and implemented if possible following the review.	

	RECOMMENDATIONS TO CABINET FOR APPROVAL	CABINET DECISION	PROGRESS TO DATE	COMMENTS
16	Agree to be creative and flexible with the logistical arrangements for neighbourhood engagement activities set out in recommendation 7, providing they follow the Access to Information rules. For example, vary the start and end times of the meetings to ensure engagement with different residents, and ensure venues have enough space and capacity to cope with the requirements of both formal and informal forums during the same session	AGREED subject to their being sufficient resources to implement the recommendations	To be discussed with Chairmen and Neighbourhood Committee members during the monthly Neighbourhood Management Delivery meetings	
17	Agree that officers should explore transport initiatives as and where appropriate for each of the Area Committee meetings to support attendance from residents	AGREED subject to their being sufficient resources to implement the recommendations	To be discussed with Chairmen and Neighbourhood Committee members during the monthly Neighbourhood Management Delivery meetings	
18	Agree that the recommendations, when agreed, form part of an overall implementation plan for Neighbourhood Councils alongside the recommendations that emerge from stage one of the review. This implementation plan should be overseen by the cross-party working group formed from the task and finish groups, and become a standing item at all Strong and Supportive Communities Scrutiny Committee meetings, with regular updates also provided to Cabinet and Group Representatives	AGREED subject to their being sufficient resources to implement the recommendations	See part 1, recommendation 15	
19	Agree to re-brand and have a major re-launch of Neighbourhood Councils as Area Committees. This should include raising awareness to all councillors, PCC officers, external partners, and residents to actively promote their purpose including the vision set out in recommendation 2 along with the new delegations and terms of reference.	AGREED subject to their being sufficient resources to implement the recommendations, and subject to the earlier decision to adopt the name "Neighbourhood Committees" not area committees.	The Communications team is currently under restructure, and these issues will be considered and implemented following the review.	

## **APPENDIX 1: Amendments to Constitution**

### ***Constitution: Part 3, Delegations Section 3 - Executive Functions***

#### **3.14 Delegations to Neighbourhood Committees**

- 3.14.1 The Leader retains responsibility for functions delegated and may exercise those functions in person, regardless of further delegation. Further, the Neighbourhood Committees must act with due regard to all other Council policies and procedures
- 3.14.2 To promote the Council's role as a community leader in its area, giving a meaningful voice to the community and fostering good and productive working relationships with the Council's partner organisations, including Parish Councils, Police, Fire, Probation, criminal justice agencies, health and social care agencies, education agencies, young peoples' services, community associations, residents associations and voluntary sector agencies
- 3.14.3 To take a leading role in promoting the economic, environmental, cultural and social wellbeing of the area, and develop community action plans to achieve this that improve service delivery and achieve better outcomes
- 3.14.4 To set the standards for all former City Services operations now contracted to Enterprise to ensure effective delivery of all services, including making decisions on the maximum amount of any delegated budgets allowable within the terms of the contract to be deployed on local priorities (to be confirmed subject to details of the contract)
- 3.14.5 To agree the annual programme of works contained within the Highways Capital Programme for 2012/13 onwards
- 3.14.6 To act as consultees on all major or significant Executive and Council proposals that affect the area, including those affecting both capital and revenue spend
- 3.14.7 To act as consultees in respect of strategic planning applications relevant to the area, and report views to the relevant Committee
- 3.14.8 To carry out any actions that the Executive authorises in addition to those set out above, until such time as that authorisation is revoked

## **Section 4 - Neighbourhood Committees Functions**

### 4.1 Functions of the three Neighbourhood Committees

The Council has appointed Neighbourhood Committees, as set out below:

North and West: 3 Neighbourhood Committees  
Central and East: 2 Neighbourhood Committees  
South: 2 Neighbourhood Committees

The functions apply to all Neighbourhood Committees. The Neighbourhood Committees will undertake the following in respect of the local area, subject to Council policy.

1.	Make decisions within the remit of their terms of reference and their formally delegated responsibilities, or make recommendations to the Executive as appropriate on issues which affect the area
2.	Be the committee where members of the Neighbourhood Committee and members of the community can discuss issues of concern or interest, including those that are not the direct responsibility of the Council as well as those that area
3.	Set the standards for services to meet local needs which are outside the immediate responsibility or budget of the Neighbourhood Committee, and seek agreement for any changes from the Executive
4.	Be the primary focus for public involvement and consultation within the area, working closely with other public, private and voluntary agencies, and advising and/or making recommendations that arise to the Executive as appropriate on issues which affect the area
5.	Develop community action plans, and monitor their implementation, to ensure the promotion of economic, environmental, cultural and social wellbeing of the area, that service delivery improvements are made and that better outcomes are achieved
6.	Carry out any non-Executive functions delegated by the council, and any Executive functions delegated by the Leader, in accordance with the Scheme of Delegations set out in Part 3 sections 1 and 3 of the Constitution
7.	Be directly responsible for any delegated funding identified by the Council and invest that money in ways that support the priorities identified through the community planning process

## **Section 8 - Neighbourhood Committees Procedure Rules**

### **1. TERMS OF REFERENCE**

- 1.1 The terms of reference of the Neighbourhood Committees are as set out in Part 3, section 4 of this Constitution.
- 1.2 Neighbourhood Committees may recommend to the Executive any proposal to create a Sub-Committee, Panel, Working Party, Board, or similar body to report to the Neighbourhood Committee.
- 1.3 Neighbourhood Committees are established in Peterborough in accordance with the provisions set out in Local Government Act 2000.
- 1.4 Neighbourhood Committees will require the proactive support of all elected Councillors, officers, and partner organisations to ensure their full and positive success.

### **2. MEMBERSHIP**

- 2.1 All members who are elected to the wards which form part of a Neighbourhood Committee will be members of that Neighbourhood Committee.
- 2.2 The Neighbourhood Committees are currently made up of the following wards:

2.2.1	Central and East -	C&E1: Central and North C&E2: Park, Dogsthorpe, East
2.2.2	South -	S1 : Stanground East and Fletton S2: Orton with Hampton, Orton Longueville, Orton Waterville
2.2.3	North and West -	N&W1 : Northborough, Barnack, Glinton and Wittering, Newborough Eye and Thorney N&W2: Werrington North, Werrington South, Paston and Walton N&W3 : Bretton North, Bretton South, West and Ravensthorpe

### **3. CALL-IN**

- 3.1 Any decision may be called in by the most relevant Scrutiny Committee or Commission with call-in powers and considered by the relevant committee or a sub committee set up for that specific purpose.

### **4. CONFLICTS OF INTEREST**

- 4.1 If a Scrutiny Committee/Commission is scrutinising specific decisions or proposals in relation to the business of an Neighbourhood Committee of which the Councillor concerned is a member, then the Councillor may not speak or vote and must withdraw from the Scrutiny Committee / Commission meeting unless a dispensation is given by the Standards Committee.
- 4.2 Where a Scrutiny Committee / Commission is reviewing policy generally, a Member must declare his / her interest as a member of any relevant Neighbourhood Committee, before the relevant agenda item is reached, but need not withdraw.



## **5. CO-OPTees**

- 5.1 Neighbourhood Committees shall be entitled to co-opt, as non-voting members, external representatives, or otherwise invite participation from non-members where this is relevant to their work.
- 5.2 The North and West 1 meeting shall co-opt a representative from each of the 23 rural Parish Councils. See paragraph 10.2 and 10.3 below for information on voting rights.
- 5.3 Each Neighbourhood Committee will determine at its first meeting which local partners it wishes to issue a standing invitation to its meetings, and this will be reviewed regularly (at least annually). This is likely to include Parish Councils, representatives of local schools, and other interested local groups to be determined by each Neighbourhood Committee.

## **6. MEETINGS OF THE NEIGHBOURHOOD COMMITTEES**

- 6.1 Each Neighbourhood Committee shall hold four Ordinary meetings in each Municipal year. In addition, extraordinary meetings may be called from time to time, either by the Chair, any three members of the Neighbourhood Committee, or the proper officer, if considered appropriate.
- 6.2 Meetings will generally be held in the week and if there is any disagreement about timing between the Chairman and other Members of the Committee, the meeting will start at 7.00 p.m.
- 6.3 Neighbourhood Committees will normally meet in their areas, wherever possible in places accessible to everyone. However, they may meet in the Town Hall to deal with unfinished business from a previous meeting or to deal with business that is private because it is exempt or confidential.
- 6.4 After two hours, the Chairman will finish the item the Committee is on and decide whether to continue with the rest of the business or defer it to a future meeting.
- 6.5 Each agenda will include an open session during which any member of the public and any co-opted member can raise anything that affects the area.
- 6.6 Points raised in an address or in the open session can:
  - Be replied to at the meeting
  - Be discussed at the meeting
  - Be referred elsewhere
- 6.7 The Chair can decide that a point raised will be discussed at a meeting. No action can be taken until a report has been sent to a future meeting, but the Neighbourhood Committee can:
  - Form an opinion
  - Express its opinion to another Council body or outside organisation
  - Ask for a report to a future meeting

## **7. AREA FORUM**

- 7.1 In addition to the four Ordinary meetings, each area shall hold an Area Forum once a year, the subject of which will be determined by the Chairman in consultation with the relevant Neighbourhood Committees.
- 7.2 Area Forum meetings will normally be held in the second half of the municipal year, in a venue suitable for public participation.

## **8. PUBLIC PARTICIPATION**

- 8.1 Ordinary meetings shall generally take place in public, and will be well publicised in advance.
- 8.2 At Ordinary meetings members of the public have the right to speak at any time, with the permission of the Chairman.
- 8.3 Neighbourhood Committees will comply with the Access to Information Rules set out in Part 4, Section 5 of the Constitution.

## **9. QUORUM**

- 9.1 The quorum for a Neighbourhood Committee meeting shall be at least 25% of voting members, to be not less than three.

## **10. VOTING**

- 10.1 The City Councillor members of a Neighbourhood Committee can vote. If a vote is tied, the Chairman has a casting vote.
- 10.2 Subject to paragraph 5.2 above, decisions relating to non-financial matters or those that are not formally delegated responsibilities will be debated by all members of the committee, with all members having a single vote each.
- 10.3 Subject to paragraph 5.2 above, matters relating to financial or delegated responsibilities will be decided solely by elected City Councillors.

## **11. CHAIRMAN AND VICE CHAIRMAN**

- 11.1 The Chairman for each area will be appointed by Council each Municipal year. The Chairman will be responsible for all Neighbourhood Committees in the area, that is, there will be one Chairman for North and West, one Chairman for Central and East, and one Chairman for South.
- 11.2 In exception to paragraph 11.1 above, the Chairman for the North and West 1 meeting shall be a Ward Councillor from that area.
- 11.3 The Vice Chairman will be appointed from the members appointed to the Neighbourhood Committees, and there will be one Vice Chairman appointed for each of the 7 Neighbourhood Committees.

## **12. WORK PROGRAMME**

- 12.1 The Committees will be responsible for setting their own work programmes, in consultation with officers in Neighbourhood Management and Democratic Services teams.

## **13. AGENDA ITEMS**

- 13.1 It must be made clear on the agenda for the meeting whether the decisions required relate to Executive functions or not.
- 13.2 Any member can submit an item of business to be included on the agenda of any Neighbourhood Committee. The item will be included as long as the Member gives written notice to the Chief Executive by midday seven working days before the meeting (not including the day of the meeting).
- 13.3 Any resident or organisation that provides services to the area can put an item on the agenda if it is within the committee's terms of reference and they make the request in writing to Democratic Services at least ten working days before the meeting.

## **14. MISCELLANEOUS**

- 14.1 If there is any gap in procedures, the appropriate action shall be entirely within the discretion of the Chairman.

## **APPENDIX 2: Draft job descriptions (recommendation 10)**

### **Draft Job description: Neighbourhood Committee Chairman**

1. To provide leadership of and direction to their particular committee
2. To identify and request from the Council necessary resources to support the Neighbourhood Committee process
3. To chair the meeting and ensure it achieves its terms of reference
4. To encourage Neighbourhood Committee Members in their community development roles
5. To work closely with the Neighbourhood Management Team

### **Duties and responsibilities**

1. To ensure that work is member-led and that the committee:
  - a. develops an effective work programme to progress community development;
  - b. leads on the monitoring of services within the area of the Committee, making recommendations where appropriate about their alteration or improvement;
  - c. seeks the necessary training to enable its members to carry out their roles effectively;
  - d. develops and promotes an Area Action plan
  - e. works effectively with the Neighbourhood Manager for the area
2. To work with other Neighbourhood Committees & chairmen where appropriate, to share learning and experience and to progress and promote the role of community development;
3. To engage, liaise and consult with the local community
4. To work closely with the Vice Chair of the Committee and to brief them on the meeting due to be attended, on occasions when personal attendance is not possible
5. To work closely with the designated Corporate Management Team representative to ensure the committee works effectively and achieves its terms of reference

### **Skills Required**

1. Good communication and interpersonal skills
2. Leadership and chairmanship skills
3. Project and time management skills
4. Ability to influence and work constructively with members, officers, the public and outside organisations
5. Ability to work as part of a team

Note: The above duties and responsibilities are in addition to the Member's role as a Councillor

## **Draft Job Description: Neighbourhood Committee Vice Chairman**

1. To assist the Chairman in providing leadership of and direction to their particular committee
2. To assist the Chairman in identifying and requesting from the Council necessary resources to support the Neighbourhood Committee process
3. To chair the meeting in the absence of the Chairman and ensure it achieves its terms of reference
4. Encourage Neighbourhood Committee Members in their community development roles
5. To work closely with the Neighbourhood Management Team

### **Duties and responsibilities**

1. To ensure that work is member-led and that the committee:
  - a. develops an effective work programme to progress community development;
  - b. leads on the monitoring of services within the area of the Committee, making recommendations where appropriate about their alteration or improvement;
  - c. supports the Chairman in promoting the necessary training to enable its members to carry out their roles effectively;
  - d. supports the development and promotion of an Area Action plan
  - e. works effectively with the Neighbourhood Manager for the area
2. To work with other Neighbourhood Committees & Chairmen & Vice Chairmen where appropriate, to share learning and experience and to progress and promote the role of community development;
3. To engage, liaise and consult with the local community;
4. To work closely with the Chair of the Committee;
5. To work closely with the designated Corporate Management Team representative to ensure the committee works effectively and achieves its terms of reference

### **Skills Required**

1. Good communication and interpersonal skills
2. Leadership and chairmanship skills
3. Project and time management skills
4. Ability to influence and work constructively with members, officers, the public and outside organisations
5. Ability to work as part of a team

Note: The above duties and responsibilities are in addition to the Member's role as a Councillor

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