

**NOTTINGHAM CITY COUNCIL**

**AREA TWO COMMITTEE (BASFORD AND BESTWOOD WARDS)**

**Date:** Tuesday 29 November 2011

**Time:** 4.30pm

**Place:** Meeting Room LB 31 - 3rd Floor at Loxley House, Station Street

**Councillors are requested to attend the above meeting on the date and at the time and place stated to transact the following business.**



**Deputy Chief Executive/Corporate Director for Resources**

**Constitutional Services Officer: Carol Jackson Direct dial - 8764297**

**A G E N D A**

- 1 APOLOGIES FOR ABSENCE**
- 2 DECLARATIONS OF INTERESTS**  
Councillors, colleagues or other participants in meetings are requested to declare any personal or personal and prejudicial interest in any matter(s) on the agenda
- 3 MINUTES** Attached  
Last meeting held on 28 September 2011 (for confirmation)
- 4 NEIGHBOURHOOD BLOOM** Attached  
Report of Director of Sport, Culture and Parks
- 5 NOMINATIONS FOR AREA COMMITTEE COMMUNITY REPRESENTATIVES** Attached  
Report of Director for Neighbourhoods & Communities
- 6 UPDATE ON SOUTHGLADE HEALTH CENTRE**  
Presentation by Suzanna Uprichard, Soldiers, Sailors, Airmen and Families Association (SSAFA)
- 7 UPDATE ON BASFORD WEEK OF ACTION**  
Presentation by Katy Follows

**IF YOU ARE UNSURE WHETHER OR NOT YOU SHOULD  
DECLARE AN INTEREST IN A PARTICULAR MATTER, PLEASE  
CONTACT THE CONSTITUTIONAL SERVICES OFFICER SHOWN  
ON THIS AGENDA, IF POSSIBLE BEFORE THE DAY OF THE  
MEETING, WHO WILL PROVIDE ADVICE IN THE FIRST  
INSTANCE.**

**CITIZENS ATTENDING MEETINGS ARE ASKED TO ARRIVE AT  
LEAST FIFTEEN MINUTES BEFORE THE START OF THE  
MEETING TO BE ISSUED WITH VISITOR BADGES**

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**NOTTINGHAM CITY COUNCIL**

**AREA TWO COMMITTEE (BASFORD AND BESTWOOD WARDS)**

**MINUTES**

of meeting held on **28 SEPTEMBER 2011** at

Loxley House, Station Street, Nottingham from 4.30 pm to 5.47 pm

**Present**

- ✓ Councillor Grocock (Chair)
- ✓ Councillor Ottewell (Vice-Chair)
- ✓ Councillor Arnold (minutes 15 to 19)
- ✓ Councillor Norris
- ✓ Councillor Smith
- Councillor Wildgust

✓ indicates present at meeting

**Community Representatives**

- Ms M Hemphill - Chair, Area 2 Panel
- Ms P Chambers ) Bestwood Estate Community Centre
- Mrs M Wright )
- Mr R Glass - Leen Valley Community Association
- Mr M Nawrocki - Leen Valley Tenants and Residents Association
- Rev. A Morris - St Matthews Church
- Mr P England - Whitemoor Neighbourhood Watch Association

**City Council colleagues, partners and others in attendance**

- Mr A Henry - Neighbourhood Environmental Manager )
- Mr J Marsh - Public Realm Manager ) Communities
- Ms H May - North Locality Area Manager )
- Ms S Watson - Senior Planning Officer - Development
- Miss L Wilson Constitutional Service Officer Resources
- Inspector R Williams Inspector Nottinghamshire Police

**Please note: except where otherwise indicated, all items discussed at the meeting were the subject of a report which had been circulated beforehand.**

**ACTION**

**15 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Wildgust and Corina Ioannou (Children and Families).

**16 DECLARATIONS OF INTERESTS**

No declarations of interests were made.

**17 MINUTES**

**RESOLVED** that, subject to the following amendments, the minutes of the last meeting held on 27 July 2011, copies of which had been circulated, be confirmed and signed by the Chair:

- (1) Mr R Glass being listed as the representative for Leen Valley Community Association; and
- (2) Mr M Nawrocki being listed as the representative for Leen Valley Tenants' and Residents' Association.

**18 BIG SUMMER CLEAN CAMPAIGN - EVALUATION**

John Marsh, Public Realm Manager, and Alvin Henry, Neighbourhood Environmental Manager, City Services, presented the Committee with the following information:

- Nottingham was the cleanest big city in the UK;
- the title of cleanest big city increased awareness of how clean the whole City was and the innovative way services were delivered;
- there was a manifesto commitment to make neighbourhoods as clean as the City Centre;
- citizens needed to get involved to keep their neighbourhoods clean;
- enforcement was important to keep the City clean;
- the purpose of the Big Summer Clean Campaign, which ran from 1 July to 31 August 2011 was to:
  - increase awareness;
  - promote behaviour change;
  - localism;
  - increased satisfaction and engagement;
  - enforcement;
  - showcase innovation;

**ACTION**

- the Campaign messages were:
  - keep it clean, love where you live;
  - clean, cleaner, cleanest;
  - join in and make a difference;
  - shame on you (enviro crime);
  
- the activities, as part of the Campaign, included:
  - a launch event;
  - easier reporting – ‘Report It Now’ was launched online;
  - a programme of local clean ups – at least one per ward;
  - innovation showcase;
  - themed weeks, which included themes such as enforcement, graffiti, tidy gardens, recycling, dog fouling, etc;
  - a ‘flash mob’ video filmed on the Market Square, which was now on You Tube, which included an empty plastic bottle placed near a bin to see how long it would take for someone to pick it up. After 25 minutes it was finally picked up and the ‘flash mob’ that were located around the Market Square gave the person a round of applause;
  - waste recycling at Splendour. The waste was collected from bins and the floor by approximately 100 volunteers and sent for recycling rather than landfill or incineration;
  
- the measurements of success included:
  - increased public perception;
  - increased cleanliness;
  - increased volunteers;
  - increased online reporting and web hits;
  - positive media coverage;
  
- the city-wide results were:
  - 129 events held, including community clean ups, litter picks, repairing and painting fencing, graffiti and fly tip removal, leaflet drops and ward walks, with approximately 1000 volunteers involved;
  - presentations to 17 schools, with 3 subsequently organising litter picks, with approximately 3000 children involved;
  - Nottingham City Homes cleared over 123 alleyways and 37 garage sites, and, additionally, organised over 50 estate inspections with residents;
  - 634 Fixed Penalty Notices were issued;
  - ‘Report It Now’ online received 335 reports in July and 453 in August;
  - the cleanliness index was unchanged but dog fouling incidences were down by half and fly tipping incidences had been reduced;
  - of those that took part in an online survey, 90% were happy with the state of their neighbourhood;

**ACTION**

- the number of events held by area was as follows:

Area 1 (Bulwell and Bulwell Forest)	14
Area 2 (Basford and Bestwood)	18
Area 3 (Aspley, Bilborough and Leen Valley)	11
Area 4 (Arboretum, Berridge, Radford and Park)	13
Area 5 (Mapperley and Sherwood)	22
Area 6 (St Anns and Dales)	19
Area 7 (Wollaton and Lenton Abbey)	2
Area 8 (Dunkirk and Lenton and Bridge)	14
Area 9 (Clifton and Wilford)	9
City-wide	7

- specifically in Area 2:

- 18 events were held;
- 4 schools were visited;
- the Bestwood Week of Action was held from 11 July and included 8 events;
- the Basford Week of Action was held from 18 July and included 4 events;
- 50 children from Henry Whipple Primary School were involved in a litter pick in the area;
- Community Payback was used to help clear private land behind the City Hospital of waste that had been fly-tipped;

- the next steps included:

- a national chewing gum campaign running from 5 to 30 September 2011 funded by Keep Britain Tidy. Nottingham was one of only 10 local authorities chosen to take part in the campaign;
- the launch of FIDO – the dog fouling collection machine;
- the 'My Street' promotion for local people to become representatives/champions for cleanliness in their street/local area;

- City Services had won the Association for Public Service Excellence (APSE) award for Street Cleansing/Streetscene.

**ACTION**

In discussing the information presented by Mr Marsh and Mr Henry, Councillors and community representatives raised the following points:

- the cleanliness of alleyways was still a problem and needed a regular cleaning regime;
- there was an issue with 'contaminated' recycling bins not being emptied and left out on the street. A system needed to be put in place so that 'contaminated' recycling bins were emptied when the normal rubbish bins were emptied;
- there needed to be some focus on areas around shops and the debris left from people using them. People dropping litter needed to be challenged;
- information and advertisement of the bulky waste collection service needed to be provided to citizens to ensure that they were aware that they needed to ring to arrange collection, rather than just put the waste outside;
- there was a need to increase personal responsibility for litter, so that when people saw litter they picked it up and put it in the bin;
- dog fouling was an issue across the City so the introduction of FIDO was justified and welcomed;
- progress had been made on the cleanliness and appearance of the area as 5 years ago people would be reporting burnt out houses and cars rather than dog mess and fly tipping, but there was always further work to be done.

**RESOLVED that City Services be congratulated on winning the APSE award and that Mr Marsh and Mr Henry be thanked for their presentation.**

**19 LAND AND PLANNING POLICIES DEVELOPMENT PLAN DOCUMENT**  
(Corporate Director of Development)

Sarah Watson, Senior Planning Officer, introduced the report and circulated the consultation document and an A3 version of the site map.

Ms Watson informed the Committee that the Plan was at a very early stage of development and was focused on 'issues and options'. There were 13 potential development sites for the area included in the Plan and feedback on these, plus any other sites, was welcomed and would help to form the next stage of the Plan, known as the 'preferred option'. Further consultation would take place on the 'preferred option'. Individual maps of the sites would be emailed to Councillors.

In discussing the options put forward in the Plan, Councillors and community representatives raised the following points:

- it could be possible to use Johnson Dyeworks as a park and ride site for

**ACTION**

the tram, as flooding was not an issue for the site and the housing market was currently depressed;

- it would be interesting to look at suggested development sites just outside of the ward boundary as they had an impact on nearby areas;
- the former Padtsow Schools detached playing field should be kept as an open grassed area for people to enjoy, rather than having a residential development on it;
- there was a need for low cost housing for the elderly in the north of the City. If there was more housing suitable for the elderly, e.g. bungalows, it would help free up family housing and help reduce the waiting list for Council housing and encourage people to stay in Nottingham;
- some of the sites on higher land, as well as other sites not included in the Plan, could potentially be suitable for wind turbines to produce energy and help prevent energy poverty;
- the area had high unemployment rates so it was important to ensure that some sites were developed that would create jobs;
- a low cost supermarket retail offer was required for the area and some of the sites should be considered for this.

**RESOLVED** that the report and proposed development sites within the area be noted, and the views of the Committee be fed into the consultation process.

**20 AREA COMMITTEE COMMUNITY REPRESENTATIVES**

(Director of Neighbourhoods and Communities)

Heidi May, North Locality Area Manager, introduced the report and informed the Committee that she would be writing to community groups to invite nominations. The possibility of providing training for Community Representatives was being investigated.

The Chair confirmed that, as it was a public meeting, people from the community could still attend even if they were not appointed as Community Representatives.

**RESOLVED**

- (1) that the revised terms of reference for the role of Area Community Representatives, as set out in Appendix 1 to the report, be noted;
- (2) that ward based events be arranged during Local Democracy Week to promote this opportunity to citizens.



**ACTION**

**21 AREA CAPITAL RESOURCES 2011-2013**  
(Director of Neighbourhoods and Communities)

Heidi May, North Locality Area Manager, introduced the report and circulated a handout detailing allocations made by the Committee so far.

The Committee was reminded that the amount of money available to the Committee had been greatly reduced so work would have to be prioritised.

**RESOLVED that the following be noted:**

- (1) the monies available to the Basford and Bestwood wards, as detailed in Appendix 1 to the report;**
- (2) the criteria for suitable local transport schemes, based on the Local Transport Plan, for the Area Capital Fund monies, as detailed in Appendix 2 to the report;**
- (3) the criteria agreed by Area Committee Chairs for making decisions and prioritising Area Capital Programme spend, as detailed in Appendix 3 to the report;**
- (4) the Housing Revenue Account funding and the criteria for its expenditure, as detailed in Appendix 4 to the report;**
- (5) the Section 106 money funding available for each area and the criteria applied to its expenditure, as detailed in Appendix 5 to the report.**



4.

**BASFORD AND BESTWOOD AREA COMMITTEE - 29 NOVEMBER 2011**

<b>Title of paper:</b>	<b>Neighbourhood Bloom</b>	
<b>Director(s)/ Corporate Director(s):</b>	Hugh White Director of Sport, Culture and Parks	<b>Wards affected: ALL</b>
<b>Report author(s) and contact details:</b>	<p>Eddie Curry Head of Parks and Open Spaces 0115 8764982 <a href="mailto:eddie.curry@nottinghamcity.gov.uk">eddie.curry@nottinghamcity.gov.uk</a></p> <p>Julie Walker/Caroline Elmhirst Nottingham in Bloom Partnership Manager 0115 8764985 <a href="mailto:julie.walker@nottinghamcity.gov.uk">julie.walker@nottinghamcity.gov.uk</a> <a href="mailto:caroline.elmhirst@nottinghamcity.gov.uk">caroline.elmhirst@nottinghamcity.gov.uk</a></p>	
<b>Other colleagues who have provided input:</b>	<p>John Pell Horticultural Services Manager 0115 9152725 <a href="mailto:john.pell@nottinghamcity.gov.uk">john.pell@nottinghamcity.gov.uk</a></p> <p>Steve Ross Financial Analyst 0115 8763738 <a href="mailto:steve.ross@nottinghamcity.gov.uk">steve.ross@nottinghamcity.gov.uk</a></p> <p>Vincent Bryce Equality and Diversity Consultant 0115 8764954 <a href="mailto:vincent.bryce@nottinghamcity.gov.uk">vincent.bryce@nottinghamcity.gov.uk</a></p>	

**Relevant Council Plan Strategic Priority:**

World Class Nottingham	
Work in Nottingham	
Safer Nottingham	
Neighbourhood Nottingham	<b>x</b>
Family Nottingham	
Healthy Nottingham	
Leading Nottingham	

**Summary of issues (including benefits to citizens/service users):**

The Spectacolour budget will fund core floral displays for the area. Area Committee is asked to note the budget for 2012-13 and to agree on the displays required.

The Committee is also asked to acknowledge the achievements of local groups who participated in the Britain in Bloom 'It's Your Neighbourhood' awards and supported other Parks initiatives.

<b>Recommendation(s):</b>	
<b>1</b>	That the Committee notes the level of displays to be provided from the Spectacolour budget and agrees on the displays required.
<b>2</b>	That the Committee acknowledges the achievements of local groups and encourages future involvement.

## **1. BACKGROUND**

1.1 Nottingham in Bloom is a corporate initiative linking local communities, businesses and individuals through sustainable partnerships, working together to produce horticultural excellence and enhance the local landscape, the environment and character of Nottingham.

1.2 Proposals for 2011 fall into two categories – Neighbourhood Bloom displays and local participation in Bloom and Parks initiatives.

### **Neighbourhood Bloom displays**

1.3 The available budget for floral displays in the neighbourhoods is £5, 710 per Area for 2012-13.

1.4 Prices have increased due to rising plant costs over the past few years and a review of maintenance requirements in light of operational difficulties in some areas last summer, which was the driest for 30 years.

1.5 The £5,710 budgeted will provide 36 barrier baskets planted for the 2012 summer season, and ten floor planters with displays all year round. This compares with 40 barrier baskets and ten planters last year. A list of suggested sites in Area 2 for displays in 2012-13 within this budget appears in Appendix 1.

1.6 Should the Committee wish to continue with displays at the same levels as last year, individual unit prices are outlined in Appendix 1.

### **Participation in Bloom and Parks initiatives**

1.7 A report commissioned by the Royal Horticultural Society shows how the Bloom initiative plays a significant role in helping the environment, reducing crime and bringing communities together. This report is being unveiled at the UK in Bloom forum to be held in Nottingham in November. Nottingham is at the forefront of this national Neighbourhood Bloom campaign, and activities are underway across the City, including Area 2.

1.8 Forty seven Nottingham groups participated in the Royal Horticultural Society Britain in Bloom 'It's Your Neighbourhood' awards 2011, including four groups from Area 2. The awards recognise and reward gardening achievement, environmental responsibility and, most of all, community participation. Assessment results of the groups in Area 2 are outlined in Appendix 2.

1.9 Two parks in Area 2 – Heathfield Park and Vernon Park - achieved Green Flag awards, which recognise the best parks and green spaces in England and Wales.

1.10 It is planned to run a similar community engagement campaign in 2012-13 and the Committee is asked to encourage involvement.

**2. REASONS FOR RECOMMENDATIONS (INCLUDING OUTCOMES OF CONSULTATION)**

2.1 To inform local people about floral displays in neighbourhoods

2.2 To encourage community involvement in Bloom and Parks initiatives

**3. OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS**

3.1 None

**4. FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY)**

4.1 This expenditure can be met from existing resources.

4.2 There is no entry fee for the RHS Britain in Bloom 'It's Your Neighbourhood' awards.

**5. RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS, CRIME AND DISORDER ACT IMPLICATIONS AND EQUALITY AND DIVERSITY IMPLICATIONS)**

5.1 None

**6. EQUALITY IMPACT ASSESSMENTS (EIAs)**

6.1 An Equality Impact Assessment has been carried out. The Equality Team comments that the Spectacolour budget supports work by local groups which brings communities together and helps promote good relations between groups. No adverse impact is identified in the EIA, based on the proposed incremental reduction which will allow the activities the budget supports to continue.

**7. LIST OF BACKGROUND PAPERS OTHER THAN PUBLISHED WORKS OR THOSE DISCLOSING CONFIDENTIAL OR EXEMPT INFORMATION**

7.1 Report to Area 2 Committee 26 January 2011

**8. PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT**

8.1 None



## APPENDIX 1

### Proposed displays in Area 2 for 2012-13

Location	Type	Number	Total no.	Price for 2012-13
Highbury Road	Planters	2		
Bagnall Lane	Planters	3		
Beckhampton Road	Planters	2		
Bestwood Park Drive West	Planters	3	10	<b>£2,542.70</b>
Highbury Road	Barriers	9 (formerly 10)		
Arnold Road	Barriers	9 (formerly 10)		
Bestwood Park Drive	Barriers	9 (formerly 10)		
Stockhill Lane	Barriers	9 (formerly 10)	36	<b>£3,164.76</b>
			<b>TOTAL</b>	<b>£5,707.46</b>

### Prices for individual units in 2012-13

Planter Type	Maintenance	Planting	Total
Metre Square Planters (Summer)	£52.77	£85	<b>£137.77</b>
Metre Square Planters (Winter)	£31.50	£85	<b>£116.50</b>
Barrier Baskets	£39.16	£48.75	<b>£87.91</b>

**Cost of removal or relocation per 1m sq planter: £67.10**





## APPENDIX 2

### Summary assessment report for the RHS Britain in Bloom 'It's Your Neighbourhood' Awards

#### Fenton Court – Level 2, Improving

**Community Participation:** The efforts made here make a real difference especially to the entrance area. The community get involved in a raffle to raise monies to buy plants. The works are appreciated by the local residents.

**Environmental Responsibility:** There are bird feeders present, which has encouraged birds such as a Greater Spotted Woodpecker. The area was clean and tidy.

**Gardening Achievement:** There are good displays of annual flowers in a range of tubs. These are very colourful and are maintained to a high standard.

**Overall Description:** Frank Bradley has continued to set out and maintain some good flower displays throughout the summer and winter. The quality of the plants was very good.

#### Park House Nursing Home – Level 1, Establishing

**Community Participation:** Residents and their relatives clearly benefit from improvements made to the Park House garden, although due to the poor health of a number of the elderly residents their involvement is limited. A number of residents water window boxes and a resident's relative is planning to construct a raised bed in the garden to make it easier for residents to participate.

**Environmental Responsibility:** The group has brightened up the gardens for the benefit of residents and their relatives and plans are in place to harvest rainwater and begin composting to help improve the soil. The well maintained mature shrubs and trees to the front of the nursing home attract birds.

**Gardening Achievement:** The garden has been improved through the planting of annuals in window boxes and beds, herbs and hardy perennials. The variety of mature shrubs to the front of the nursing home provide year round colour.

**Overall Description:** In its first year the group has brightened up the nursing home gardens for the enjoyment of residents and their visitors by planting annuals, herbs, and perennials. To the front of the nursing home well maintained evergreen and variegated shrubs add colour and texture. Plans are in place to improve the garden further by constructing a raised bed to make it easier for residents to get involved, to harvest rainwater and begin composting.

#### SALTAR (Stockhill and Ladbrooke Tenants and Residents) – Level 3, Developing

**Community Participation:** This group have a developing plan to enhance their neighbourhood through planting flowers and adopting an area around a disused bowling green. They have support from Groundwork and the Council and are organising activity days for the community.

**Environmental Responsibility:** The group are beginning to take on environmental responsibility by encouraging bees, re-using wildflower seeds and planting saplings from the University of Nottingham.

**Gardening Achievement:** The group are now developing plantings both on the estate and around the bowling green area. They have planted areas of bulbs and are gradually cleaning up the area to make way for further planting. The shrub beds on the estate have a good range of plants that are well maintained.

**Overall Description:** The creation of flower beds at Broad Walk has transformed the area along with ongoing works around the bowls area, which will develop over the coming year. The group have a lot of enthusiasm, which should help them to achieve their goals.

#### **St Leodagarius Church – Level 4, Thriving**

**Community Participation:** This group has really taken ownership of the churchyard and developed links with the local Guide group to help out. The area makes a real difference to local people with ongoing plans for future works. There is real enthusiasm here too and all involved are keen to enhance the area further.

**Environmental Responsibility:** There are numerous bird boxes, feeders and bat boxes provided. There is a wildflower area, and old rocks from the church have been used to create a rockery area. Composting is also taking place on site.

**Gardening Achievement:** The grounds are maintained to a high standard and there is a wide selection of plants providing colour and enhancing the area. The area was also very clean and tidy.

**Overall Description:** This group have come a long way with their efforts to date. There is a good balance of plantings and range of shrubs and flowers around the site. Maintenance standards are very high and the results are a credit to Mick Stafford and the volunteers.

**AREA TWO COMMITTEE – BESTWOOD AND BASFORD WARDS 29 NOVEMBER 2011**

<b>Title of paper:</b>	Nominations for Area Committee Community Representatives	
<b>Director(s)/ Corporate Director(s):</b>	Lianne Taylor Director for Neighbourhoods and Communities Tel: 0115 8764713 lianne.taylor@nottinghamcity.gov.uk	<b>Wards affected: Bestwood and Basford</b>
<b>Contact Officer(s) and contact details:</b>	Heidi May Area Manager Tel: 0115 9159127 Heidi.may@nottinghamcity.gov.uk	
<b>Other officers who have provided input:</b>		
<b>Relevant Council Plan Strategic Priority:</b>		
World Class Nottingham		
Work in Nottingham		
Safer Nottingham		
Neighbourhood Nottingham		X
Family Nottingham		
Healthy Nottingham		
Serving Nottingham Better		X
<b>Summary of issues (including benefits to customers/service users):</b>		
This report informs the Area Committee of the nominations received from different organisations for a member of their group to be selected to hold the position of Community Representative for the Area Two Committee.		
<b>Recommendations:</b>		
1	That the Area Committee approves the appointment of the nominees listed in appendix 1, to this committee as formal Community Representatives for the remainder of the 2011/2012 municipal year, with the intention that they are reappointed for the 2012/2013 municipal year at the Committee's meeting in May/June 2012.	

## **1 BACKGROUND**

- 1.1 The role of Community Representatives on the Area Committee is designed to bring local people into the democratic decision-making process alongside Councillors.
- 1.2 Each year the Area Committee should invite nominations from relevant groups and organisations, and appoint up to ten representatives from the area plus up to three further representatives selected from city-wide groups. Nominations are attracted from groups active in the area, and there is a need to ensure the Committee reflects the views of all sectors of its Community.
- 1.3 The revised terms of reference for the role of Area Committee Community Representatives include guidance on the selection process (see Appendix 2).

## **2 REASONS FOR RECOMMENDATIONS (INCLUDING OUTCOMES OF CONSULTATION)**

The involvement of Community Representatives in the work of the Area Committee will help to improve local services by ensuring that there is communication between local people, Councillors and various service providers. It will help to make sure that the views of our citizens are fairly represented when discussions take place regarding the impact of policies and service provision on our neighbourhoods, in accordance with the City Council's policies relating to equality and fairness.

## **3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS**

None.

## **4 FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY)**

The proposals contained in this report will not incur additional cost to the Area Committee.

## **5 RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS, CRIME AND DISORDER ACT IMPLICATIONS AND EQUALITY AND DIVERSITY IMPLICATIONS)**

None.

## **6 LIST OF BACKGROUND PAPERS OTHER THAN PUBLISHED WORKS OR THOSE DISCLOSING CONFIDENTIAL OR EXEMPT INFORMATION**

None.

## **7 PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT**

Area Committee Community Representatives; Area Two Committee – 28 September 2011.

**Appendix 1**

**Community Representative Nominees**

	<b><u>Nominee</u></b>	<b><u>Organisation</u></b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		



## **Appendix 2**

### **THE TERMS OF REFERENCE FOR THE ROLE OF AREA COMMITTEE COMMUNITY REPRESENTATIVES**

A Community Representative needs to be actively, effectively and consistently engaged in, and with, the local community, and should work in partnership with the Area Committee, Councillors, public and voluntary services and other Community Representatives.

#### **Primary Purpose of the role:**

- To help improve services provided by the local authority and other public and voluntary services. This will be achieved by helping the Committee to monitor and evaluate services and suggest improvements if they consistently fail to meet the standards set;
- To improve communication between local people, Councillors and service providers;
- To help the Committee with the allocation of its budget and with the forward planning of services;
- To provide a consultative role on the local impact of policies and service provision and the needs of local people;
- To fairly represent the views of local community organisations and local people across all sections of the community in accordance with the City Council's Equality Policy.

#### **Role Requirements:**

- Appointed representatives must be resident in one of the wards served by the Area Committee.
- To fairly and without bias, represent the views of their local community group and others who live or work within the group's area of concern.
- To regularly attend, and actively participate at Area Committee meetings.
- To be available to attend and participate in thematic area working groups and other initiatives as necessary.
- To work jointly with other community group representatives, organisations, agencies, local authority departments and councillors to help enhance the quality of life for people living and working in the area.
- With the assistance of the City Council's Neighbourhood Management Team, provide comment as necessary, to help champion and support suitable community projects and initiatives - to funding bodies and departments on behalf of local community organisations.
- Help develop projects and initiatives that will promote the priorities of local community and ward action plans.
- To participate in tours and inspections of the area (organised by the Committee) as required.
- To help bring together the knowledge, skills and enthusiasm of the local community.
- Be respectful of the views of others and act as a model citizen for others to look up to.

Every member of the Area Committee has a part to play in working towards acting as one organisation with the aim of promoting the social, economical, natural and built environment of the area.

## **The Selection of Community Representatives**

### **Introduction**

Area Committees were introduced with the aim of encouraging greater participation by local people in decision-making and improving service delivery.

The terms of reference for Area Committees gives them important responsibilities which impact on the involvement of Area Committee Community Representatives. This document outlines these terms of reference and sets out the criteria for the selection of Community Representatives and the process for their selection. The Area Committee generally meets bi-monthly although meetings may be called at other times if the need arises.

### **The Criteria and Process for Selection of Area Committee Community Representatives**

An Area Committee Community Representative must be a member of an active community group that currently operates in the area.

Organisations that wish to be appointed to an Area Committee must be properly constituted (i.e. have a constitution/terms of reference, have regular meetings, and operate an Equal Opportunities Policy) and actively engage in working with and for the community.

Community Group Representatives should live in the area in question and agree to abide by the criteria set out in the document "The Role of an Area Committee Community Representative". Those representing citywide organisations are not required to meet the area residency test.

The community group that nominates a representative to the Area Committee should have a defined area in which they operate, a purpose and established networks and appropriate processes for passing information between the Committee and the population that they represent.

Representatives will be selected and appointed each civic year in May and will have the opportunity to remain as representatives for successive years without having to seek re-nomination subject to confirmation that they meet the criteria set out in the document "The Role of an Area Committee Community Representative".

One nomination per group will be accepted for a Committee at any given time. Any person from that group may attend a Committee meeting as a temporary substitute for the appointed representative providing they meet the above requirements.

Any member of the public or member(s) of a group may attend the Committee meeting as an observer but will not have a right to speak at the Committee.

### **Committee Working**

This part explains the role of persons at the Committee.

The Chairman of the Committee controls the meeting and will be supported by other Committee Members, the Neighbourhood Manager, the Committee Administrator and appointed Community Representatives or their substitutes. Only City Councillors and appointed Community Representatives or their substitutes may vote at the Committee but only councillors may vote on financial items.



Other persons at the meeting will normally include City Council officers who have reports before the Committee and invited guests or members of the public. Persons who have a right to speak at the Committee by invitation of the Chairman include other Councillors, appointed Community Representatives or their substitutes, the Neighbourhood Manager, the Committee Administrator and officers of the City Council who have a report on the agenda before the Committee. The public do not normally have a right to speak at the Committee but may be invited to speak by the Chairman.

### **Area Committee Community Representatives**

1. Community Representatives are entitled to speak on any item on the agenda or any matter put forward by the Group they represent at the Committee Chairman's invitation.
2. Normally the Area Committee agenda will contain an item for Community Representatives to highlight issues affecting the community their organisation represents.
3. Community Representatives will be entitled to claim reasonable expenses for travelling and care costs related to attending Committee meetings subject to making receipts available.
4. Community Representatives may submit items for inclusion on the Area Committee agenda and should do so through the Neighbourhood Management Team at least two weeks before the meeting, or at the meeting with the agreement of the Chairman.
5. Community Representatives will be offered City Council training and development relevant to their role and responsibilities in relation to Area Committee and Community Representative working.
6. By prior agreement with the Committee Chairman, Community Representatives may make formal presentations to the Committee on community projects or initiatives relevant to the Area that their Group is sponsoring.
7. If a Representative is deemed to persistently not abide with the role of an Area Committee Community Representative or with the Corporate Policies of Nottingham City Council, or they leave the organisation that nominated them or the nominating organisation ceases to operate, s/he will be required to resign their position as Community Representative on the Area Committee. If the Group is still active it may nominate another Representative from its membership to the Committee.
8. Councillors may choose to invite representatives from other organisations outside their geographical area in order to widen participation from under-represented groups.
9. Councillors will allocate a budget for the reimbursement of expenses incurred by Community Representatives in attending Committee-related business. Reimbursements are administered by the Neighbourhood Management Team.
10. Community Representatives may by prior appointment meet with the Neighbourhood Manager prior to a Committee meeting to discuss the agenda or other items of concern.
11. Whilst the Council has an expectation that a Community Representative will regularly attend Committee meetings, it equally recognises that representatives may have to miss occasional meetings and will allow for a nominated proxy from the nominating Group to cover periods of absence.
12. Community Representatives must carry out their role with respect and tolerance of the views of others expressed at the Area Committee. If the Community Representative is found to bring the Area Committee or the Community

Representative role into disrepute, s/he may be removed from membership of the Area Committee.

### **The Recruitment and Selection Process**

- Each year Councillors must determine the number of Community Representatives that they wish to represent the community on the Area Committee. This may be based on a set number of places per ward or according to specific priorities or issues in the area. Representation should take account of the diversity of the population resident in the area. Where under-representation exists, city wide groups may be approached for representation on the Committee.
- Each year the Neighbourhood Management team will issue nomination forms to known community organisations operating in the area, inviting them to nominate a representative from their organisation to be an Area Committee Community Representative.
- Neighbourhood Managers will assess completed nomination forms to ensure that the selection criteria is met and will produce a report for area committee detailing nominations received.
- Councillors will decide which of the nominations should be selected for community group representation at area committee meetings, taking into account the population make up of the area or specific issues/priorities in the area.
- Newly appointed Community Representatives will be invited to participate in Induction training as well as occasional area tours/ward walks.
- A review will take place each civic year (by Councillors – advised by officers) to determine what groups are the most appropriate to be represented on the Area Committee
- Where Community Representative nominations are not accepted, a letter explaining why will be signed by the Chair and sent to the nominating organisation, together with details of other opportunities for getting involved in area working.