

NOTTINGHAM CITY COUNCIL

BULWELL AND BULWELL FOREST AREA COMMITTEE

MINUTES

of meeting held on **Wednesday 12 September 2012** at

Bulwell Riverside, Main Street Bulwell, Nottingham, from 5.34 pm to 8.10 pm

✓ indicates present at meeting

- ✓ Councillor Eunice Campbell (Chair)
- ✓ Councillor Alan Clark (Joint Vice-Chair)
- ✓ Councillor Ginny Klein (Joint Vice-Chair)
- ✓ Councillor John Hartshorne
- Councillor Nick McDonald
- ✓ Councillor Jackie Morris

Community Representatives

- ✓ Father Andy Nicolls - Bulwell Churches Together
- ✓ Ms Sheila Loades - Bulwell Hall Tenants' and Residents' Association
- ✓ Mr John Hancock - CRESTA Tenants' and Residents' Association
- ✓ Ms Doreen Carruthers - Forest Park Neighbourhood Watch
- ✓ Ms Roz Yousof - Nottingham Elders Forum
- ✓ Mr David Norman - Nott's Royal Society for the Blind
- ✓ Ms Gillian Slack - Ravensworth Road Methodist Church
- Mr P Bakajsa - Rise Park Action Group
- Mr John Millington - Rise Park Community Association
- Ms Sally Wilson - Snapewood Community Centre

Guests, Partners, Observers and Others

- Mr Steve Parkinson - Bulwell Community Toy Library
- Mr James Quy - EON Energy
- Ms Alix Dale - Nottingham City Homes
- Mr Fergus Slade - Nottingham Community and Voluntary Service
- Miranda Cumberbatch) Nottingham Energy Partnership
- Phil Angus)
- Inspector Andrew Goodall - Nottinghamshire Police
- Reverend Andrew Morris - St Philip's Church
- Ms Gabrielle Thomas - St Johns' Theological College

- Mr Tim Astel)
- Mr Peter Brown)
- Miss Katie Cooper)
- Miss Bernadette Dunn) Top Valley School and Engineering College
- Miss Bobbie Knighton) (Academy)
- Mr Kaylem Litchfield)
- Mr Lee Morgan)
- Mr Tyler Simpson)

Nottingham City Council Colleagues

Mr Mark Paulson	-	Area 1 Family and Community Team)	
Ms Candida Brudenell	-	Director of Quality and Commissioning)	Children and Families
Ms Irene Andrews	-	Market Development)	
Mr Steve Pepper	-	Bulwell Riverside Manager		
Ms Kam Harte	-	Development Librarian)	
Mrs Heidi May)	Neighbourhood Management)	Communities
Ms Celia Knight))	
Mrs Emma Eckhardt))	
Ms Catherine Ziane-Pryor	-	Democratic Services	-	Resources

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

15 APOLOGIES FOR ABSENCE

Apologies for absence were received from Paul Bakajsa, Rise Park Action Group, John Millington, Rise Park Community Association.

16 DECLARATIONS OF INTERESTS

No declarations of interests were made.

17 MINUTES

RESOLVED that, the minutes of the Area 1, Bulwell and Bulwell Forest Area Committee meeting held on 23 May 2012, copies of which had been circulated, be confirmed and signed by the Chair.

18 STREAMLINING INVESTMENT TO THE VOLUNTARY COMMUNITY SECTOR

Irene Andrews and Candida Brudenell of Quality and Commissioning, presented the report which was accompanied by a presentation, a copy of which was submitted to the online agenda following the meeting, as was Appendix One to the report which was also circulated at the meeting.

The City Council was working closely with the Nottingham Community Voluntary Service to identify where and how broader funding was allocated across the city.

The Chair welcomed the inclusion of community representatives in the process which better enabled transparency and promoted transparency in how funding was allocated.

It was hoped that with a more transparent process in place, external funding organisations would be more willing to grant funds to groups and projects in the area, especially where it was clear that match funding could be provided.

Appendix 1, circulated at the meeting, identified the Area 1 budget 2012-13 (or actual spend in 2011-12, where applicable), as follows:

	Total by Grant £	%
Community Voluntary Sector Investment Programme	62,115	57.7
Positive Activities for Young People	20,053	18.6
Youth Voluntary Sector Investment Programme	-	0.0
Sport and Leisure Actual 2011/12	-	0.0
Community Association Block Grants	23,403	21.8
Parks and Open Spaces Actual 2011/12	2,001	1.9
Economic Development Voluntary Sector Investment Programme	-	0.0
Total	107,572	100

It was noted that Irene and Candida had previously met with many community representatives and representatives of City Council grant funded organisations and many of their questions had already been responded to.

In response to the Chair's comment that it would be interesting to see how wider voluntary sector organisations were to benefit, Candida assured the Committee that the Quality and Commissioning Team were working closely with Nottingham Community and Voluntary Service and wanted the transition to be as simple as possible.

It was noted that groups and organisations would need to know by January 2013 if funding was not going to be available to them in future.

RESOLVED

(1) that the following be noted:

- (a) the new model for streamlining funding to the Voluntary Sector, including Area Committees as a geographical basis for the dissemination of funding;**
- (b) the current spend in Area 1 (Bulwell and Bulwell Forest) for 2012-13;**

(2) that anyone wanting further information or clarification contact the Quality and Commissioning team on 0115 8765506.

19 AREA COMMITTEE COMMUNITY REPRESENTATIVES

Celia Knight presented the report which identified the Community Representatives nominated by their respective community organisations, and appointed by Councillors to the Area Committee.

A former community representative of more than one local organisation, expressed concern that representatives who did not, or no longer, lived within the area, were not eligible to act as community representatives for local organisations even though they held responsible positions within those organisations. This had resulted in some local organisations not being represented at Area Committee.

The Committee were directed to consider the report approved by Executive Board 'The Role of an Area Committee Community Representative' at its meeting on 20 July 2010 which stipulated the criteria for community representation.

Councillors were keen to remind the Committee that while formal community representative appointments were required for voting purposes, at the invitation of the Chair, any citizens attending the meeting were able to speak on the item being considered and that citizens were rarely prevented from doing so, particularly those who were known to be active in the area concerned.

Heidi May assured current and past community representatives that the points raised, along with the issues regarding individuals potentially being nominated as community representatives on more than one Area Committee, or even on behalf of two organisations to one Committee, would be considered when the role and criteria for community representatives were re-drafted in the near future.

Although not listed in the report circulated, the Committee were informed that Councillors had approved the nomination of Mr John Hancock as a representative of CRESTA.

RESOLVED

- 1) that the following appointments be noted:

Name of Representative	Name of Organisation	Ward or City Wide Representative
Paul Jackson	Royal British Legion Bulwell Branch	Bulwell Forest
Paul Bakajsa	Rise Park Action Group	Bulwell Forest
Fr Andy Nicolls	Bulwell Churches Together	Bulwell Forest
John Hancock	CRESTA	Bulwell
David Norman	Notts Royal Society for the Blind	City Wide
John Millington	Rise Park Community Association	Bulwell Forest
Doreen Carruthers	Forest Park Neighbourhood Watch	Bulwell Forest
Gillian Slack	Ravensworth Rd Methodist Church	Bulwell
Sheila Loades	Bulwell Hall TRA	Bulwell
Sally Wilson	Snapewood Community Centre	Bulwell
Ros Yousouf	Nottingham Elders Forum	City Wide

- 2) that the Committee's endorsement of the above nominations be recorded;
- 3) that a copy of the report 'The Role of an Area Committee Community Representative', approved by Executive Board at its meeting on 20 July 2010, be circulated with the minutes.

20 TOP VALLEY ACADEMY AND FUND RAISING EVENT

At the Chair's invitation, pupils from Top Valley Academy were in attendance to inform the Committee of how students had worked together, with the support of the staff, to raise an impressive £3,100.

Pupils arranged a fund raising week between 4 and 6 July 2012 with a variety of activities ensuring that pupils of the Academy and young people living in the area, were able to be involved and contribute. Pupils led on choosing the activities, planning how they would be co-ordinated, considering health and safety, security and costs.

The idea for fund raising had come about as a result of several pupils being admitted to University Hospital, Queen Medical Centre for different reasons but finding that, beyond the obvious medical focus, there was little available to interest and occupy young people during their stay and speed their recovery. The majority of funds raised were to be presented to Queens Medical Centre with a high proportion to be focused on trying to remedy this and ensure that young people in hospital had a voice. Funds were also to be directed to help support pregnant students attending Beckhampton Learning Centre.

The Committee made the following comments:

- Councillors were very proud of what the students had achieved and the young people should be very proud of themselves;
- the tenacity of the young people in driving to achieve what they had was marvellous;
- it was good to see what young people could achieve for the benefit of the community;
- where young people were so motivated to make a difference and improve things, that motivation could be productively harnessed in relation to the hospital environment through their joining Patient Advice and Liaison Service (PALS).

In addition to the achievements of the students, the Committee were informed of how Top Valley Academy was driving to raise pupil aspirations and improve academic and vocational outcomes for pupils.

The Academy had strong links with its sponsor, South Nottingham College, which had resulted in more and broader options being available to students. The refreshed approach to education and the arrangements as a whole were enthusiastically approved by students in attendance who welcomed the new school uniform and were enthusiastic at how the options now available to them were broader than before. There was a general consensus that pupils and the quality of education at the academy should not be judged by the standard of the building they occupied.

Mr Brown, Principle, commented that by recruiting quality teachers, this secured a quality future for the Academy and its pupils.

RESOLVED

- 1) that the achievements of the Top Valley Academy pupils in raising funds be noted and applauded;**
- 2) that the thanks of the Committee to the students and staff of Top Valley Academy for their attendance and presentation, be recorded.**

21 POLICING UPDATE

Further to minute 7 dated 23 May 2012, Inspector Andrew Goodall updated the Committee on the criminal and ant-social behaviour issues experienced in the two wards

since the last meeting of the Committee. Resulting from this, the Committee were informed of the area priorities which were identified following consideration of reported crime and issues raised through the online consultation. The revised priorities were to be the focus of neighbourhood policing from the start of August to the end of October, after which priorities were to be reviewed.

Policing priorities were identified as follows:

Bulwell Ward - Anti-Social Behaviour (ASB) around the areas of Aspen Road, Utile and Larch Gardens.

Bulwell Forest Ward - ASB based on drug criminality continued to be an issue across a wide area but was denser in the Highbury Road area.

It was noted that where there had been a lot of criminal damage in the Bulwell Ward, ASB teams had made several visits and this had resulted in a 50% reduction. In Bulwell Forest, regarding the drug related ASB, a couple of warrants had been served and plain clothes Police operations had produced some good results in the areas of focus.

Councillors requested that awareness be raised regarding the increasingly serious issue nuisance telephone calls where callers were targeting elderly and vulnerable citizens, asking for financial details which were then used to steal money from those people. It was suggested that registration on the 'Telephone Preference Service' (call 0843 0700707 or visit www.tpsonline.org.uk for more information and to register) be promoted. It was acknowledged that registration would not prevent cold callers telephoning from abroad, therefore, citizens needed to be reminded not to offer their personal or financial details over the telephone.

Inspector Goodall informed the Committee that where there were incidents of telephone harassment/ASB, this should be reported to the Police who would be able to liaise with the relevant parties. A recent issue had been considered and robustly dealt with as a hate crime. In relation to calls from abroad, there was little that could be done to stop these.

A community representative expressed concern that there had been several recent incidents across the City where mobility scooters had been driven without due care which resulted in injuries to other people. Scooter owners put themselves and others at risk by allowing children to ride with them, and also even pets, sometimes at relatively high speeds. Other than a recent scooter theft, Inspector Goodall was not aware of any other incidents in the area and assured the Committee that if any of his officers were to see dangerous behaviour, they would advise the 'drivers' of on what was considered in appropriate use of the scooter.

The incidents of vandalism to cars on Cantrell Road was believed to have been a one off alcohol fuelled incident but any information relating to this would be welcomed.

RESOLVED that the Committee's thanks to Inspector Goodall for his attendance and information, be recorded.

22 BULWELL RIVERSIDE

Steve Pepper, Manager of Bulwell Riverside, Kam Harte, Development Librarian, Mark Paulson, Family and Community Team, and Steve Parkinson, Bulwell Toy Library, were

in attendance to deliver a presentation outlining the services offered at Riverside and inform the Committee of the community uptake.

In addition to the presentation which had been circulated with the agenda, background information which had been available on the online agenda, were placed around the table. The background information included details on the services and citizens using Riverside.

Further to the information available, the following points were made and questions responded to;

- initially concern had been expressed that as many of the services and resources in the area were to locate to Bulwell Riverside, that communities from outside the Bulwell Town Centre area would feel isolated, however, information gathered regarding who was using the centre, ie address, age, gender, etc. showed that the Centre was being used and servicing a very broad area;
- it was pleasing to see that 24% of Bulwell citizens were using the library;
- Bulwell Community Choir had been established and was looking to increase membership;
- it was impressive that approximately 400 children had taken part in the Summer Reading Challenge and that many had continued to their reading programme. Volunteers had been vital in enabling the Challenge to become such a success;
- the holiday club had been very successful with the involvement of more than 70 young people.

The Committee also made the following comments:

- the provision and uptake of services at Riverside was pleasing but there appeared to be little consideration or provision currently for older people aged 50 years and older;
- it was a concern that the Guides Association was not able to utilise Riversides sporting facilities due to a shortage of centre staff. There was a perception that centre organised youth activities over-rode in priority external youth organisations which also provided valuable services for the local community but historically met on set days of the week.

RESOLVED that the congratulations of the Committee to the teams based at Riverside, specifically the Library Service Team and volunteers, for their work and dedication which had resulted in the success of the building and a much improved uptake of services, be noted.

23 ENERGY EFFICIENCY

James Quy, E-on, Miranda Cumberbatch and Phil Angus, Nottingham Energy Partnership (NEP), and Alix Dale, Nottingham City Homes (NCH), were in attendance to inform the Committee of the offers available primarily to NCH tenants resident within one of the super output areas of Nottingham, in regard to insulation and energy saving measures.

Low super output areas which had been assessed to be within the 14% of the lowest deprivation in the country were eligible for this free offer. The majority of Bulwell Hall estate was one of these areas and so qualified for the scheme. The boundary of the area in question could be identified by referring to the City Council's website: <http://info.nottinghamcity.gov.uk/insightmapping/#> and searching under 'layers', neighbourhoods, indices of deprivation.

Samples of the external wall cladding were circulated at the meeting while the Committee were informed of the following:

- many of the properties on the Bulwell Hall estate had not been suitable for cavity wall insulation but as the cladding was attached to external walls, it was suitable for the majority of properties;
- the cladding could be applied to each external wall and was predicted to save the householder between £250-300 per year in heating costs while also improving sound insulation;
- flats were also included in the scheme but required the agreement of all residents;
- the cladding materials were guaranteed for a minimum 20 year period;
- the rigid cladding would be attached to the building and then a skimmed layer would be finished with a brick effect so the houses wouldn't appear completely different. Tile hung walls were not included in the scheme;
- of the approximate 800 properties on the Bulwell Hall estate, approximately 350 were owned by NCH who were working together with NEP (a City wide Charity) and E-on for the benefit of residents. While NCH would contact its tenants, NEP and E-on would be contacting home owners and the private sector to inform them of the scheme;
- for the majority of privately owned properties, especially those attached to NCH properties which were signed up to the scheme, the work would be completely free but an assessment would be undertaken prior to any work being done, to identify where any charges may apply;
- one of the biggest problems faced regarding the take up of this scheme was convincing people that it was free;
- a similar cladding scheme would be available in other areas next year, although there was likely to be a charge;
- consultation days to inform citizens, explaining the scheme, what was available to who, and how it operated, would be advertised and held in the relevant areas;
- it was vital that anyone interested in signing up to the cladding offer, did so very quickly as it was only available until the middle of November 2012;
- properties involved in the cladding scheme would also be surveyed by NCH in regard to the suitability of double glazing although there was no guarantee that any replacement windows would be available in the near future;

- NEP were also promoting cavity wall insulation and loft insulation schemes.

Councillors commented:

- it had initially been quite difficult to persuade householders to sign up to solar panels, once a few had been installed, confidence rose and take up increased rapidly. Once a few properties were insulation clad on the Bulwell Hall estate, it was likely to be a similar situation;
- the investment of the scheme was approximately £4.5 million from a source external to the City. Any investment in the City which did not cost the City funds, actually saved the City money;
- while energy saving schemes could be quite complex, it was important for any explanations of the scheme to be clear and simple;
- it would be beneficial to everyone who could potentially benefit from any of the schemes if informed officers could attend local community group meetings to help spread the information and respond to any queries or concerns.

It was noted that anyone wanting further information on the schemes available should contact James, Miranda, or if a tenant of NCH, Alix, using the details below:

James Quy (E-on)

tel: 02476 42000

email: james.quy@eonenergy.com

Miranda Cumberbatch (NEP)

tel: 0115 985 9057

email: mirander.cumberbatch@nottenergy.com

Alix Dale (NCH)

tel: 0115 8762053

email: alix.dale@nottinghamcityhomes.org.uk

RESOLVED that the presentations be noted and the thanks of the Committee to James Quy, Miranda Cumberbatch, Phil Angus, and Alix Dale, be recorded.

24 WARD PERFORMANCE REPORT

Celia Knight presented the report which outlined how ward information could be presented at future meetings, and asked that the Committee comment. It was noted that the Ward Performance Report was under development with key partners, and that the report contained generic examples of the sort of data which was to be used in future reports, and which was not accurate for each ward.

While the report provided an example of how the information would be provided, ward reports, with some of the latest information relating to Bulwell and Bulwell Forest, were placed around the table.

It was noted that the following officers could be contacted in regard to local issues, and, where unable to assist, would be able to direct citizens to the relevant organisation.

RESOLVED

(1) that the Committee note the report;

- (2) that any comments or concerns regarding the information proposed to be included in Ward Performance Reports, should be directed to Neighbourhood Development Officers

for Bulwell Forest Ward - Celia Knight 0115 8833729
celia.knight@nottinghamcity.gov.uk, or,

for Bulwell Ward - Emma Eckhardt 0115 8833729
emma.eckhardt@nottinghamcity.gov.uk

25 AREA CAPITAL FUND - 2011/13 PROGRAMME

Emma Eckhardt presented the report which informed the Committee of the projects proposed to be funded by the Area Capital Fund in Bulwell Ward, and listed those projects for which funding had already been approved.

RESOLVED

- (1) that the monies available to Bulwell Ward, as outlined in Appendix 1 to the report, be noted;
- (2) that the Area Capital programme of schemes for Bulwell, as listed in Appendix 1 to the report, be approved.

26 DELEGATED AUTHORITY PROJECTS

The report detailed the amount of funding allocated to schemes by Councillors from their individual ward member budgets following the delegated authority approval of the Director of Neighbourhood Services.

RESOLVED that the actions agreed by the Director of Neighbourhood Services, in respect of projects and schemes within the Bulwell and Bulwell Forest Wards, be noted.

27 DATE OF NEXT MEETING

RESOLVED that the next meeting of the Committee on 21 November 2012, at Bulwell Riverside, from 5.30 pm, be noted.

EXECUTIVE BOARD - July 20th 2010

Title of paper:	THE ROLE OF AN AREA COMMITTEE COMMUNITY REPRESENTATIVE	
Director(s)/ Corporate Director(s):	Lianne Taylor, Director for Neighbourhoods & Communities	Wards affected: ALL
Portfolio Holder(s):	Councillor Urquhart	Date of consultation with Portfolio Holder(s): July 6 th 2010
Contact Officer(s) and contact details:	<i>Steff Webber</i> Interim Area Manager Area 9 & Community Programme Coordinator Tel: 079 8396 0988 Email: steff.webber@nottinghamcity.gov.uk	
Other officers who have provided input:	Tim Coulson tim.coulson@nottinghamcity.gov.uk	
Key Decision:	No	
Reasons for Key Decision:		
Expenditure of £500,000 or more in a single year		
Revenue income of £500,000 or more in a single year		
Savings of £500,000 or more in a single year		
Capital expenditure of £1,000,000 or more		
Capital income of £1,000,000 or more		
Significant effects on communities living or working in an area comprising two or more wards in the City		
Relevant Council Plan Strategic Priority:		
World Class Nottingham		
Work in Nottingham		
Safer Nottingham		
Neighbourhood Nottingham	X	
Family Nottingham		
Healthy Nottingham		
Serving Nottingham Better	X	
Summary of issues (including benefits to customers/service users):		
This report advises of revisions to the Terms of Reference for the Role of Area Committee Community Representative on the Area Committee and particular changes that will add value to the work of the Committee.		
Recommendation(s):		
1	The Committee notes the revised Terms of Reference for the Role of Area Community Representative as set out in Appendix 1 and approves its implementation with immediate effect	

1 BACKGROUND

- 1.1 The role of the Community Representative on an Area Committee has been designed to bring local people living in the area in question into the democratic decision-making process alongside councillors.
- 1.2 Each year the Area Committee invites nominations from relevant groups and organisations, and appoints up to ten representatives from the two wards plus up to three further Representatives selected from city-wide groups. Nominations are attracted from groups active in the area but there is a need to ensure the Committee reflects the views all sectors of its Community. The revised Terms of Reference for the Role of Area Committee Community Representative include guidance on the selection and the role of the community representative that is designed to help achieve this.

2 REASONS FOR RECOMMENDATIONS (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 The revised Terms of Reference describe the minimum standard that the City Council considers should be applied for this someone to effectively carry out the role of Area Committee Representative.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 None

4 FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY)

- 4.1 This procedural change will not incur additional cost to the Area Committee or the Community representative.

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

- 5.1 None

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

- 6.1 Joint report of the Corporate Directors of Neighbourhood and Leisure and Community Services to the Area Chairs Panel on 24th June 2004

7 PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT

- 7.1 None

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. They 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 communications 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 of people living and working in the area.
- With the assistance of the City Council's Neighbourhood Management Team, to provide comment and as necessary help develop, champion and support suitable community projects and initiatives to funding bodies and departments on behalf of local community organisations, and to 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 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 Representatives and Committee Working

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 meeting may be called at other times as 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 in question.

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 engaged 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 another 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 the 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 right to speak at the Committee by invitation of the Chairman include other Councillors, Appointed Community Representatives or their substitutes, the Area 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 Area 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 allowed 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 to 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.
- Area Co-ordinators 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.