

Appendix 1

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.