

**Area 5 Committee – Berridge & Sherwood Wards – September 27<sup>th</sup> 2017**

<b>Title of paper:</b>	<b>Area Committee Community Representatives</b>	
<b>Director(s)/ Corporate Director(s):</b>	Dave Halstead Director of Neighbourhood Services	<b>Wards affected:</b> Berridge Sherwood
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<b>Other colleagues who have provided input:</b>	Heidi May, Head of Neighbourhood Management 07983718859	
<b>Date of consultation with Portfolio Holder(s) (if relevant)</b>	N/A	
<b>Relevant Council Plan Key Theme:</b>		
Strategic Regeneration and Development		<input checked="" type="checkbox"/>
School		<input type="checkbox"/>
Planning and Housing		<input checked="" type="checkbox"/>
Community Services		<input checked="" type="checkbox"/>
Energy, Sustainability and Customer		<input type="checkbox"/>
Jobs, Growth and Transport		<input checked="" type="checkbox"/>
Adults, Health and Community Sector		<input checked="" type="checkbox"/>
Children, Early Intervention and Early Years		<input checked="" type="checkbox"/>
Leisure and Culture		<input type="checkbox"/>
Resources and Neighbourhood Regeneration		<input checked="" type="checkbox"/>
<b>Summary of issues (including benefits to citizens/service users):</b>		
<p>The report invites the Area Committee to confirm the appointments of Community Representatives from the Berridge and Sherwood Wards onto the Area 5 Committee as required by the Terms of Reference for the role of Area Committee Community Representatives.</p> <p>Local organisations are invited annually to nominate a representative to the Area Committee. The role of the community representative and the procedure for accepting nominations is outlined in Appendix 1.</p>		
<b>Recommendation(s):</b>		
<b>1</b>	To confirm the appointments of the Community Representatives from the Berridge and Sherwood Wards as announced at the meeting to the Area Committee for the 2017/18 municipal year.	

**1 REASONS FOR RECOMMENDATIONS**

- 1.1 The Council's constitution requires Area Committees to formally confirm Community Representatives at the start of the municipal year and encourage citizens living in the

ward to become involved in the democratic decision making process alongside Councillors.

## **2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)**

- 2.1 Each year the Area Committee invites nominations from relevant groups and organisations and appoints representatives from the wards. Nominations are attracted from groups that are active in the area, but there is also the need to ensure that the Committee reflects the views of all sectors of its community.
- 2.2 The role of the Community Representatives on an Area Committee has been designed to bring citizens living in the area in question into the democratic decision making process alongside Councillors.
- 2.3 The revised Terms of Reference for the role of Area Committee Community Representatives include guidance on the selection and the role of the Community Representative and is designed to help achieve reflective representation of the ward.
- 2.4 The Council's constitution requires Area Committees to confirm community representatives at the start of each municipal year, normally a meeting in May and the Neighbourhood Development Officers have been liaising with local community groups in advance of this meeting.
- 2.5 Nomination forms were sent out along with the Terms and References to groups and organisations on the basis that it provides a geographical representation of the ward.
- 2.6 Completed nomination forms and expression of interest for Community Representatives onto the Area 5 Committee for this municipal year were received from groups and community organisations.

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

- 3.1 None.

## **4 FINANCE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/VAT)**

- 4.1 That the Area Committee set aside a small budget for the payment of travel and care costs for Community Representatives

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

- 5.1 None.

## **6 STRATEGIC ASSETS & PROPERTY COMMENTS (FOR DECISION RELATING TO ALL PROPERTY ASSETS AND ASSOCIATED INFRASTRUCTURE) (AREA COMMITTEE REPORTS ONLY)**

- 6.1 Not needed (report does not contain proposals or financial decisions)

## **7 EQUALITY IMPACT ASSESSMENT**

7.1 Has the equality impact of the proposals in this report been assessed?

No



An EIA is not required because this is not a new or changing policy, service or function.

Yes



Attached as Appendix x, and due regard will be given to any implications identified in it.

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

8.1 None.

**9 PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT**

9.1 The Council's Constitution.

## Appendix 1

### The Role of Community Representatives

- You will be encouraged to act as an ambassador for the Area Committee to help to raise the profile of the work done by the Area Committee.
- You should attend all Area Committee meetings, events, training etc wherever possible.
- If you cannot attend the meetings try to find someone who will cover for you.
- You should represent the views of residents and of your group or community who live and work in the area.
- All business representatives should have business premises within the area.
- You will be encouraged and entitled to speak on all items discussed at Area Committee meetings.
- Events and training will be held for you to give you the confidence and knowledge to be actively involved within the Area Committee. We will ask you what training and events you would like.
- You will be invited to put forward items for discussion at the Area Committee meetings. You will need to do this at least 3 weeks before the date of the meeting.
- You will be encouraged to tell us when things are not running well.
- You will find it much easier to fulfil your role if you have read the reports before the meeting and, if possible, had a chance to discuss the report with your community group. Everyone will benefit from this as it allows the community representatives to play a much more active role and makes for a more effective and informed contribution to discussions and debate.
- Most importantly, any relevant information should be passed back to your community group to any local friends, neighbours or colleagues. None of the information made available during the meetings are secret or confidential.
- One of the biggest challenges for the Area Committee is to keep people informed. Your agreement to pass on information, display and distribute any publicity material in community venues and promote involvement in the work of the Area Committee and to take an active role in local community consultations is appreciated.

## **CENTRAL LOCALITY - COMMUNITY INVOLVEMENT IN AREA COMMITTEES: THE CRITERIA AND PROCESS FOR SELECTION**

### **INTRODUCTION**

- Encouraging greater participation in service delivery and decision making was one of the main reasons for establishing Area Committees in 1995.
- The new terms of reference give Area Committees more responsibilities which in turn will have an impact on the involvement of local representatives.

### **THE CRITERIA FOR SELECTION**

- Community or Voluntary organisations that wish to be represented on Area Committees will be properly constituted (i.e. have a constitution/terms of reference, have regular meetings, and operate an Equal Opportunities Policy)
- All community group representatives (except those representing citywide organisations), should live in the area and seek to represent the views of their group(s) or community organisation and not individual viewpoints.
- Community Group representatives will have established networks/systems for passing information to the Area Committee from groups that they represent, citizens that they aim to serve within their area and likewise feedback information from the Area Committee.
- Representatives will be selected each civic year (normally in May). Only one nomination per group will be accepted by the Area Committee at any given time. Any person from the group can attend Area Committee meetings although only the nominated community representative will be allowed to speak. If the community representative is unable to attend a meeting, the group can nominate an individual to speak on behalf of the community representative for the group.
- Any member of the public may have the right to attend Area Committee meetings as an observer.

### **POWERS OF COMMUNITY GROUP REPRESENTATIVES**

- Community Group Representatives are entitled to speak on all items discussed at Area Committee meetings and can 'influence' the decisions (but cannot vote on any matter) being made by the area committee.
- Community Group representatives will be entitled to claim expenses for travelling and care costs related to attending Area Committee meetings.
- Community Group representatives will be able to submit items for inclusion on the Area Committee agenda at least three weeks before the meeting or in advance of the meeting with the agreement of the Chair.
- Community Group representatives will be entitled to attend specific events and training across the city in order to carry out their role and responsibilities in relation to Area Committee/Working.
- Community Group Representatives can make formal presentations at Area Committee meetings on community projects/initiatives with the prior agreement of the Chair.

## **POWERS OF COUNCILLORS IN RELATION TO COMMUNITY INVOLVEMENT IN AREA COMMITTEES**

- Only Councillors can vote on all matters in respect of the Area Committee
- If a representative fails to attend committee meetings consistently without good reason, the Area Committee may approach their organisation for a replacement.
- If a representative is deemed to persistently not abide by the corporate policies of Nottingham City Council, (e.g. Health & Safety, Equality and Diversity), he/she will be required to resign their position as local community group representative on the Area Committee
- Councillors may choose to invite representatives from other organisations outside their geographical area in order to widen participation from under-represented groups.
- Councillors will allocate a small 'rolling budget' for reimbursement of Community Group Representatives' expenses.
- If Community Representatives find it beneficial and have made a request, Councillors will provide community group representatives with an opportunity to meet together with the Locality Team prior to each Area Committee meeting, to discuss the agenda or other items of concern.

## **THE PROCESS**

- Each year Councillors must determine the number of Community Representatives that they wish to represent the community. This may be based on a set number of places per ward or according to specific interests and issues in the area. Representation should take account of the population make-up of the area. Where under-representation exists, city wide groups may be approached for representation.
- Once per year (normally in March) the Locality Team will send out nomination forms by post, (together with an Area Committee information pack), to all community organisations in the area, inviting them to nominate a representative from their organisation to be involved in Area Committee meetings
- Locality Managers will assess completed nomination forms to ensure that the selection criteria are 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/interests in the area.
- Those community group organisations selected will be notified in writing of the offer by the Locality team. Details of future dates of committee meetings will be sent out at the same time.
- 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 nominations are not accepted, a letter explaining why will be signed by the Chair and sent to the organisation, together with details of other options for involvement in area working.
- Where groups are dissatisfied with the decision, they have the right to appeal to the Area Committee within four months.
- Councillors will then enlist the assistance of other Councillors of the city (Area Chairs Panel), to review the decision and any decision made thereafter, will be final.