Agenda Item 9

To: Communities and Partnership Scrutiny Committee

Date: 6th. June 2011 Item No:

Title of Report: Development of Area Forums

Summary and Recommendations

Purpose of report: To update the committee on the "starting point" for Area Forums across the City

Key decision - No

Scrutiny Lead members; Councillors Wilkinson and Sanders

Approved by: Councillor Sanders

Recommendation(s):

Committee is asked to:

- 1. Note the start up discussions in area groups
- 2. Consider how it wishes the scrutiny member group to proceed from this point. In particular the criteria to be used to review progress towards improved community engagement/leadership set for the end of the year

1. Introduction and Background

On the 10th. February 2011 the committee considered the proposals for changes to the City Council's democratic arrangements. The recommendations with responses are included at Appendix 1

2. Recommendation 8 was to nominate Councillors Sanders and Wilkinson to be part of the member group detailed in the report. This group was to be set to discuss proposals for Area Forums. The group proposed was replaced with councillor meeting in their Forum groups to discuss what they wanted in their areas. The nominated scrutiny councillors and the scrutiny officer between them attended all of these meetings (with the exception of South East) and Appendix 2 shows the scrutiny lines of inquiry (linked to agreed recommendations) used by all to report back on what was agreed. Appendix 3 shows the outcomes observed from these discussions

Current Position

3. No conclusions are drawn at this point. As members can see at Appendix 3 the depth of thinking and shaping varies considerably

across the area groupings with some areas having a very clear view about what will work for their communities and areas and the interpretation of this into clear starting points to move forward from. Others areas still have thinking to do to form structures for their areas. Officers from Communities and Neighbourhoods have met councillors since these start up meetings to focus on their first meetings and ensure all have a starting point. At the time of writing this detail was not available but will have been circulated to all members by the time of the scrutiny meeting

4. The intention of the scrutiny committee is to review the working of the Forum structure at the end of the year to ensure that it achieves better community engagement in the long term. Some Forums have outlined what success means to them, others have not (or have simply outlined a review in 6 months with no criteria). The committee is asked to consider how it wants to take this work forward.

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Appendix 1

Scrutiny Recommendations – Democratic changes

Recommendation	Response
1. Any new system must be set as an	Accepted
improvement to current processes	Accepted
and in particular for better community	Linked to recommendation 3
engagement. The development of	Linked to recommendation o
new systems and structures must	Agreed that the systems had to be
have as key considerations issues of	better than currently.
flexibility, broad engagement, and	Agreed that we needed criteria to
robustness of outcome for	review the new arrangement against
communities	(officers would be setting these). The
Communics	starting point for Area Forum success
	measures would be:
	The degree to which they
	engage with a broad cross
	section of communities in
	their area
	What comes out from these
	in terms of community development and challenge
	for those areas
2. To lay out clearly within a protocol	Accepted with amendment
the processes within which Area	Accepted with amendment
Forums operate detailing in particular	Area forums would be linked to the
any arrangements for them to be	structures of the Council in the way
heard, responded to and rights of	that Area Committees are now (CEB
access	and Scrutiny). This will be made
400000	clear. In addition a Director will be
	allocated to and attend meetings so
	will be able to link forums into officers
	and groups. For those in
	regeneration areas there will be
	significant influence
3. To review in December the	Accepted
operation of all new process and	
structures within the changed	See 1 above.
democratic arrangement against	
criteria to be decided now	A review will take place and the
	Board welcomes the work that
	scrutiny will do in considering the set
	up of the various area forum
	mechanisms with local members in
	their areas. This will be considered
	alongside this review
	See also recommendation 8
4. To detail the amount of staff time	Accepted with amendment

and budget available within the Community Development and Local This will become clear in the current Regeneration Team to support the discussions with area councilor inputs and outputs from Area Forums groupings. When a full picture is and the administrative processes available of the requirements of local councillors an overall consideration of necessary when running "meetings" resources will be made. Scrutiny will be present at these meetings 5. Implementation must happen in Accepted June. The committee want planning discussions to begin now, running This will happen and these will be alongside consultation, to ensure "real" meetings administrative process are sound and can be built upon as decisions are made 6. To provide in May a range of Accepted with amendment member briefings aimed at familiarising them with the new Area Outlines will be provided in the form of the papers in the report and Forum system alongside other changed democratic arrangements protocols. Anything else will be at the request of members 7. To provide a broad consultation Noted process using all opportunities to reach a wide group of people. To The current consultation will be included within the consultation further improved with the addition of opportunities for residents to not only detailed consultation with members in comment on the principle but make areas about what structures and suggestions on ways of working mechanisms they believe will fit their areas. These outcomes will be reconsidered in June along with the scrutiny view on this by a member group (see below) 8. To formally nominate Councillors Accepted Sanders and Wilkinson as members of the working group proposed and The 2 councilor's work is welcomed urge that this group meets as soon as and they should actively take part in the discussions with councillor area possible groupings. These will lead into a members group (which they will be members of) to consider "area outcomes" and the interpretation of these into structures, resources and

practical operation

Appendix 2

Approach Taken

Response to scrutiny recommendation on flexibility of approach when setting area structures

Sort of things you might want to listen for

- Is discussion focused on what will work for the area
- Is good use made of member knowledge
- Is good use made of what we know of issues within an area and therefore what might work
- Is good use made of what we know of the current operation of area committees
- Is there a neighbourhood/community approach taken in discussions
- Are the local partnership bodies for an area considered? What is the view on inclusion

Practicalities

Response to scrutiny recommendation on the practicalities of running meetings and the staff time and money available to do this

Sort of things you might want to listen for

- How often do members want to meet
- How do they want those meetings arranged and what support are they asking for to do this
- What are members contributing to the process
- Are the meetings likely to be formal, informal or a mixture of both
- Who will take the lead on administrative issues
- Are this group asking for anything different to other area groups
- What training and information do members want to get started and then on-going

Planning and Outcomes

Response to the scrutiny recommendation on planning, management of process and linking Forums into areas of influence

Sort of things you might want to listen for

- What do members want the overall structure of forums operation in their area to be
- What is the member view on how their forum should be linked into the Council and other groups of influence
- How do members want service and other officers to engage with and link to their forum

 How will agendas be decided upon How will outcomes from forums (in all forms) be managed
Engagement with Communities
Response to the scrutiny recommendation on improved engagement with a broad cross section of the community in an area
 Sort of things you might want to listen for Is the overall approach centered on community/neighbourhood ` Is good use made of the member knowledge of communities Is good use made of overall Council knowledge of communities in areas
 Is their a good discussion on strengths and weakness currently Are options for improvement discussed and concluded

Review of Success

Response to the scrutiny recommendation on reviewing against success measures

Sort of things you might want to listen for

- What do members see as measures of success for their area forum
- How is the community view considered within this discussion
- What ideas do they have about how to measure success and how would they want to go about it

Are options for measurement discussed and concluded								

Appendix 3

	East	South East
Approach	Donly 3 members present at the start up meeting so no real consideration of what might work for all communities in the area Very much wanted to take a community approach and very keen that residents had an input to the possible themes for meetings. The first of these inputs happened at the last of the East Area Parliament meetings Some recognition that partnerships where needed at Forums to allow good quality challenge discussion and	South East Meetings to be styled for the 3 areas that make up South East Area: • Blackbird Leys and Northfield Brook – 2 meetings • Littlemore – 1 meeting • Rose Hill – 1 meeting Run on an entirely local basis ie the issues/themes that affect/engage those wards
	outcome agreement	Meeting priority is a problem solving opportunity for local groups rather than getting local people to attend so invitees would vary according to the ward makeup. The invitees however would be broad ranging with examples discussed from School Head Teachers, Sure Start and Tenant Representatives to TVP and County Councillors
		Only the Councillors for the wards will be specifically invited. A member of the City Corporate management Team would be expected to attend each meeting and a members of the County Council Management Team would be encourage to attend
Structure	Number of meetings:	Number of Meetings:
	12 meetings per year as follows: 4 supported Forum meetings	Per year as follows: Blackbird Leys and
	2 unsupported Forum meetings	Northfield Brook – 2

At least 6 Ward Meetings (2 in each ward)

Place:

All Forum meetings will be held at East Oxford Community Centre Ward meetings at the discretion of local councillors

General:

Rotating Chair

Forum meetings dates to follow a memorable pattern and set in advance Encourage ward councillors to do the same

Advertise dates on posters around the area as soon as possible

Agendas:

Whole Area agendas

- To be focused on outcomes
- Themed
- Time limited
- Not to include local "service" issues unless members feel these point towards a whole area issue for wider solution finding
- To have action points produced on the items to take forward
- Follow up on action points towards solution

Ward Meetings

- Mixture of issues in wards
- Not necessarily formal agendas
- Time on "agenda" for listening and discussion items to inform agenda planning
- Time limited

Meeting Style (still thinking to be done on this)

Whole area

- · Open meetings
- Core for debate by invitation
- County Councillors to be invited as "permanent members"

- meetings
- Littlemore 1 meeting
- Rose Hill 1 meeting

Other Meetings:

All South East Area wards are included within the focus for the Regeneration Framework so there is or will shortly be partnership working with the local community. For this reason it is not envuisgaed that any other more local meetings will be necessary.

Local members still have the discretion to call for and fund other meetings if this is felt necessary and should agree this with Communities and Neighbourhood officers and report back as necessary

Place:

In the local area:

- September Rose Hill Area Forum
- November –
 Blackbird Leys Area

 Forum
- March Littlemore Area Forum
- May Northfield Brook Area Forum

Agendas:

- Created by the City Council
- Items to be a mixture of corporate and central priorities and input on local issues from local groups

- County Officers to be invited when needed
- Could decide on a mixture of styles (work shops/presentations/question and answer) depending on the particular theme or issue for consideration
- Half an hour before the meeting starts councillors to be available to talk to residents about their issues
- The issue for debate to be supported by a report data/information/consultation/poss ible solutions
- People who wish to address the forum on that theme are able to do so in a time limited fashion. The general expectation, however, would be that the listening, evidence gathering would have happened before the debate
- Outcomes agreed by the meeting (facilitated by the Chair). Actions to take forward those outcomes similarly agree
- Report back on the progress made on other actions

Ward Meetings

- Informal
- Dependent on local area and or issues for consideration

- All interested parties to be asked in advance what substantive issues they would wish to see on the agenda for discussion
- Agenda then put together by committee services with thought to the items rather than in a proforma way
- Debate/discussion to be around written reports, presentations, speakers. Whatever is most appropriate for the item/issue under consideration
- All items to be focused on the ward.
 No broader South
 East Area issues to be discussed
- Regeneration and social inclusion to be an item on all meetings and a member of the City Council Steering Group on Regeneration to be invited to give an update appropriate to the area

Community Engagement

Recognition that broader community engagement was necessary. Some concern expressed about how this would be achieved with residents and communities to allow them to influence the agendas and outcomes. Ideas:

- Ward meetings will engage directly with communities and information here should be used within the agenda setting debates
- Communities have a view on what is important to them (community

Review of Success	Short discussion on this with suggestions as:	No details
Outcomes	Managing and bringing together these will produce a good forum The Forum has to show it can work to produce good outcomes and then people will be interested Good community leadership by councillors will bring forward the right topics Ideas of different community groups: Business Faith Student/University Minority Groups Residents Social Networking to be used as part of engagement and communication Influence Don't have decision making powers but do have influence Chairing/facilitating and planning is very important Need to provide focus, data, local knowledge, options, conclusions and actions for issues to taken forward and influence to be credible Need to be realistic Tim Sadler will be the link back into the senior management of the Council but other service officers will engage Members still have the rights to lobby CEB and Scrutiny Committees The drawing of together of outcomes and the progression of these is important Member Budgets Do not want to spend these on organising meetings	An Action Sheet to be produced at the end of every meeting on how actions could be taken forward Responsibility for the implementation of actions would be with the CMT representative and the officer from the Communities and Neighbourhoods Team
	planning will enhance this) and members have information about strategic plans for the area.	

 People engaging across a broad range Feed back from the community Community plans completed Measures of successful influence (changes made) 	

	North	North East
Approach	Want the Forum to be an opportunity to air community concerns and seek solutions to problems – community problem solving Also saw the Forum as an opportunity to discuss local initiatives Keen that local people and groups should be involved insetting the agenda Ward boundaries are not always appropriate lines to set meetings around. Some issues and communities exist across ward boundaries – North Area and Jericho mentioned as an example Cllrs. Campbell and Gotch to write a report for the last North Area Committee meeting on Forum proposals	This is a large area so discussion, by necessity, was about what would work for the whole whilst recognising the difference Councillors are clearly very active in their areas and gave a good view of the ward level engagement through existing "structures" Barton, Northway and Woodfarm are regeneration areas so councillors will see more input by Communities and Neighbourhood officers here to deliver the Regeneration Framework Communities and Neighbourhood officers also wish to introduce community lead planning outside of regeneration areas so will be supporting ward councillors to do this Clear recognition that what they do now has to better than what happen at area committees so there seemed to be agreement around: Ensuring the Forum can "get things done and make a difference" Dealing with issues in the "right place" and not letting small ward issues dominate Setting the right topics, discussed in the right way to attract and engage a broader range of residents
Structure	Number of meetings:	Structure/Style
	 4 supported meetings 	Whole Area Forums (supported)
	l inceiligs	vinole Alea i orains (supported)

themed

 Possibly others at ward level (under consideration)

Place:

 Different venue for each meeting around the Area

General:

 Fix meeting dates in advance and make sure these are well advertised

Agendas:

- Always a briefing on the Forward Plan at each meeting by an officer
- Keep the engagement from Street Scene Officers at each Group
- No other set agenda
- Some issues from community lead planning could feed into the agenda
- Consider issues that cannot be solved at the community level
- Consider open session via post it notes and message boards

Style:

Problem solving meetings

- 4 Forum meetings mostly themed to take issues of strategic or generic value to the area. View that this may not be enough so would like the opportunity to call others if this proved necessary
- Forum issues to be sourced from a number of places but no very ward specific issues, these should be challenged to resolution at this level unless they become entrenched across a wider area
- Aim for more interaction and involvement. More dynamic
- Move away from "them and us" so avoid the traditional "committee style"
- No decision on Chairing but discussion on whether it might be practical or advantageous to have some themes Chaired by those other than councillors
- Different venue for each Forum meeting around the area

Ward "Meetings" (unsupported)

 Number unspecified decision on form and function left to the local ward councillors

Meeting process:

Whole Area Forums
Consensus that the process and type of discussion must fit the topics for discussion so forward planning is essential. Below are the non variables

- Open meeting
- Always an advertised time limit of no more than 2 ½ hrs. Start at 6 with members available to talk

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	 Invite residents groups Member Budgets: Consider pooling member budgets 	to residents between 6 and 6.30 (open session of a type but with no hangover into the main business of the meeting). Meeting starts promptly at 6.30 Those taking part in the main forum debate will be invited particular to the themes for discussion. Generally expected that their should be a county presence because most issues involve them Allow public comment on the themes but in a time limited way Produce action points rather than minutes and always ensure that all are clear what has been decided, who is going to do it, within what timescale and how the result will be reported back and tracked (who will lead on the issue)
		Ward "Meetings" • Already well established in wards in the area and happen in many forms. Leave to wards councillors to engage with their residents in the way they think will work Member Budgets General discussion • Don't want to spend this
		on administration May consider pooling some of the money
Community	Keen that residents	Members want to be sure they can
Engagement	and resident groups	make a difference so will always:
	are involved	
	Local councillors to	Set clear action points from
	begin now to talk to	their meetings (Chair to

residents and groups about possible themes and issues

- ensure this happen and draw consensus)
- Set a lead members to champion these, follow up and report back
- Maybe set small groups to work up actions and options
- There was a recognition that it may not always be possible to set clear actions or options at the end of meetings because further work/discussion may be needed

Agenda Setting

This wasn't concluded upon but it was recognised as very important to success. Councillors wanted to be sure that they took items that where "important" to the community and so wanted communities to have an input. Suggestions made:

Standing Group consisting of maybe 6 councillors and a couple of community representatives to suggest and drill down on themes and topics. They could also:

- Decide how the meeting should be run to best effect and who should be invited
- Follow up on action points and resolutions
- Call extra Forum meetings at short notice if issues arose that necessitated this
- Tie things together in a timely manner so that items can be discussed at the most effect time

Did decide that:

- First meeting should take place either the last week in June or the first in July
- The first meeting should hear from communities and

		partners about what they would wish to see as themes within the work of Forums and plan for the future • The first 2 topics (Forum meetings) should be set now so that sufficient planning could happen to allow these to be successful and outcome focused • Agendas would be closed once set so as to control the quality of information, style and debate
Outcomes	Do not want meetings to be talking shops only but no discussion on forming and taking forward actions Wanted to be clear what the powers of Area Forums are and the resources they will have Some consideration of a possible parish Council	Local councillors have establish neighbourhood working so discussions where mature in this area There was a healthy recognition that Forums had to be about more than very local ward issues and agendas had to be carefully set Similarly there was a recognition community interest and engagement would come about more easily if topics were set in partnership and focused enough so as to make a difference Needed expert advice and support to engage with some sections of the community on how was about s Some discussion about the business community and its tie in to the community but no resolution on their engagement or place in the process
Review of Success	Review after 6 months.	Review after 6 months.
	No discussion about what outcomes councillors would see	No discussion about what outcomes councillors would see as defining success so this review may

as defining success so this review may prove to be about process rather than outcome	prove to be about process rather than outcome

	Central South and West	Cowley
Approach	Good mixture of	3 distinct areas:
	community structures to	
	support cross area	Lye Valley
	working in Forums	Cowley Marsh
	Broad opportunities for	Cowley
	communities and groups	
	to engage at different	No real discussion about what
	levels	might work in these areas but
		an acceptance that there would
	Recognitions of the distinct	have to be an issue of
	communities within the	community interest to
	area:	encourage residents to attend
	Hinksey/Abingdon road	
	Botley Road	Members were not clear what
	Greater Jericho	issues there were in their wards
	University Parks and City	other than the very local
	Centre	Not also and at a 14
	Double continuing the continuing	Not clear what current "ward
	Partnership in these areas	engagement" happens that
	at all levels to vary	could be part of the pool of local
	according to issue	knowledge for ward planning
	Want flexibility to pick up cross area issues	and theme setting.
	cross area issues	Discussion about how to get to
	Forums to be supported by	Discussion about how to get to this knowledge so as to set
	Forums to be supported by Community Partnership	themes/issues for Forums that
	meetings in the areas.	could be could engage the
	Members show good	whole area and provide
	consideration of who might	community leadership
	be the partners within	Community reactions
	each areas	Agreed to try to create a pool of
		knowledge by doing the
		following:
		Ward members would
		organise local meetings
		now to understand what
		was important locally
		Possibly a stall would be
		taken in Templers
		Square to ask more
		generally about themes
		for Forums (need to be
		clear that local residents
		comments took priority)
		 Councillors would
		consider the information
		available to them as
		members of the Council

(crime data/school performance/council and partners strategies and plan for action etc) as they applied to the area and draw conclusions on possible themes from this

Have an interactive session at the first Forum meeting in July to ask

 Have an interactive session at the first Forum meeting in July to ask those present what themes they wanted

Councillors agreed to meet to bring this together to consider future themes

Structure

Number of meetings:

- 4 forums a year around university terms (1 in each area
- More flexibility on community partnership meetings

Place:

 In community grouping areas (venues identified)

Style:

- Community
 partnership
 meetings to be
 more flexible
 depending on
 issues to be
 discussed
 (workshops etc)
- Get away from lengthy power point presentations and reports etc. To be more interactive and outcome

General

- 4 Area Forums per year
- Move around the 3 distinct areas starting in Cowley
- Chair to be one of the councillors from the hosting wards
- Representatives for the discussion or to give evidence to be invited according to the theme/topics
- Police will only be there if this is necessary to the themes/topics
- Want the Forums well advertised in advance including an advert in the Oxford mail
- Review process and style after the first meeting

Agenda

- Open Session
- Structured around 1 or 2 topics

1	Social media	Suggestion that Simon Howick
Community Engagement	Community Partnership in areas alongside opportunities to engage on broader themes	No real consideration of how action/recommendations will be formed, promulgated or reported back on
	 focused Open session but place this at the end of the meeting Action points from community partnerships to feed into Forums Agendas limited to small number of themes for focus Themes for meetings to be a mixture of cross community issues and cross area issues Suggestion of themes already in place General Time limited (1 ½ to 2 hours at the most) Start time 6.30pm Dates and times to be advertised Cross party co-Chairing Chairs will put together agendas and focus outcomes/actions Open invitations to County Councillors May also set up sub groups ,at any level, to consider specific issues of concern or to find solutions Ward members to organise community meetings 	 Time limited – start 6.30 7 – open session 7 – 9 main meeting Style Flexible – determined by topics Move away from formal committee style Try open session for the first meeting in the traditional style. If this doesn't work effectively consider other methods e.g. question board Rebecca offered to take the lead in putting together the first meeting but members needed to do this for the future in their role as community leaders First meeting 14th. July – 6.30 for 7 Church Cowely Cllr. Keen to Chair Agenda – open session/High ways issues (parking and traffic safety)/consultation on Forum themes

	Development of community planning to improve engagement	as the CMT rep would take some of the outcomes Suggestion that answers to questions raised could be placed on a web site
Outcomes	 Action Notes to be taken Link into authority through Peter Sloman and Communities and Neighbourhoods Officer Ensure that people of influence are invited on themes discussions 	See approach taken Members were clear that they needed to engage people more broadly across the area
Review of Success	Want to give more thought to this but suggestions after a year: • Complete 1 community partnership plan for each of the 4 community neighbourhoods within a year • Number of people still attending at the end of the meeting	No discussion on how they would judge if they were being successful The review after first meeting is presumably input rather than outcome based May become more clear when councillors have conducted their ward work