

Members are reminded that they must declare all relevant pecuniary and non-pecuniary interests relating to any items of business to be discussed at this meeting

BIRMINGHAM CITY COUNCIL

SELLY OAK DISTRICT COMMITTEE

THURSDAY, 29 JUNE 2017 AT 10:30 HOURS
IN COMMITTEE ROOMS 3 & 4, COUNCIL HOUSE, VICTORIA
SQUARE, BIRMINGHAM, B1 1BB

A G E N D A

1 NOTICE OF RECORDING/WEBCAST

The Chairman to advise/meeting to note that this meeting will be webcast for live or subsequent broadcast via the Council's Internet site (www.birminghamnewsroom.com) and that members of the press/public may record and take photographs except where there are confidential or exempt items.

2 ELECTION OF A CHAIRPERSON AND DEPUTY CHAIRPERSON

To elect a Chairperson and Deputy Chairperson for the Municipal Year 2017/18.

3 APOLOGIES

4 MEMBERSHIP OF COMMITTEE

To note the membership of the Committee as follows:-

Councillors - Philip Davis, Alex Buchanan and Susan Barnett (Billesley Ward)

Councillors - Mary Locke, Rob Sealey and Timothy Huxtable (Bournville)

Councillors - Eva Phillips, Mike Leddy and Dr Barry Henley (Brandwood Ward)

Councillors - Karen McCarthy, Changese Khan and Brigid Jones (Selly Oak)

Co-opted Members for Discussion/Confirmation:

West Midlands Fire Service Representative
West Midlands Police Representative
District Housing Panel Member

5 - 12

5 **MINUTES**

To confirm and sign the Minutes of the meeting held on the 29 March 2017.

6 **DECLARATIONS OF INTERESTS**

Members are reminded that they must declare all relevant pecuniary interests and non-pecuniary interests relating to any items of business to be discussed at this meeting. If any pecuniary interest is declared a Member must not speak or take part in that agenda item. Any declarations will be recorded in the minutes of the meeting.

13 - 18

7 **DISTRICT COMMITTEES FUNCTIONS AND GUIDELINES**

To note the executive powers, rules of governance and functions for District and Ward Committee/Forums (Article 10 of the Constitution).

19 - 20

8 **CODE OF CONDUCT**

To note the Code of Conduct for District Committee meetings.

9 **SCHEDULE OF FUTURE MEETINGS 2017/2018**

2017

Thursday 27 July
Thursday 7 September
Thursday 16 November

2018

Thursday 25 January
Thursday 8 March

All meetings will be held at 1030 hours at the Council House.

10 **DISTRICT COMMITTEE APPOINTMENTS 2017/2018**

To consider the appointment of a District Councillor Champion for the following:-

a) Corporate Parenting Champion

To appoint 1 Member as Champion for looked after children in the Selly Oak District to help co-ordinate visits to children's establishment, feedback any issues and support fellow Members in the Corporate Parenting role.

In 2016/17 Councillor Susan Barnett was appointed.

In 2017/18 Councillor be appointed

b) Dementia Champion

To appoint 1 Member with a particular interest in issues affecting older persons

who would be prepared to engage with the elderly and the people who worked with them, to ensure that their issues and concerns are addressed at District level.

In 2016/17 Councillor Karen McCarthy was appointed.

In 2017/18 Councillor be appointed

c) District Parent Partnership Champion

To appoint 1 Member as the Selly Oak District Parent Partnership Champion.

In 2016/17 Councillor Susan Barnett was appointed.

In 2017/18 Councillor be appointed

d) Cultural and Heritage Champion

To appoint 1 Member to be involved in developing a wider cultural strategy as the Cultural and Heritage Champion for Selly Oak.

In 2016/17 Councillor Phil Davis was appointed

In 2017/18 Councillor be appointed

e) Jobs and Skills Champion

To appoint 1 Member as the Selly Oak District Jobs and Skills Champion.

In 2016/17 Councillor Eva Phillips was appointed

In 2017/18 Councillor be appointed

f) Youth Champion

To appoint 1 Member with a particular interest in issues affecting young people who would be prepared to engage with both young people and the people who worked with them, to ensure that young people's issues, concerns and interests are addressed at District level.

In 2016/17 Councillor Mike Leddy was appointed

In 2017/18 Councillor be appointed

11 CABINET COMMITTEE LOCAL LEADERSHIP "CONNECTING COMMUNITIES AND ASSETS PILOT"

The Chairperson, Councillor Karen McCarthy and Karen Cheney, Selly Oak District Lead will give a verbal update on the item.

12 LOCAL INNOVATION FUND WITHIN SELLY OAK DISTRICT

The Chairperson, Councillor Karen McCarthy and Karen Cheney, Selly Oak District Lead will give a verbal update on the item.

13 ARRANGEMENTS FOR INFORMAL DISTRICT MEETING AROUND ROAD SAFETY ISSUES

Kevin Hicks, Assistant Director and Paul O'Day, Street Services Manager are invited to attend the meeting to present the item.

14 **DISTRICT WORK PROGRAMME**

Karen Cheney, Selly Oak District Lead will present the item.

15 **FEEDBACK FROM SELLY OAK WARDS: BILLESLEY, BOURNVILLE, BRANDWOOD AND SELLY OAK**

To note the verbal update.

16 **OTHER URGENT BUSINESS**

To consider any items of business by reason of special circumstances (to be specified) that in the opinion of the Chairman are matters of urgency.

17 **AUTHORITY TO CHAIRMAN AND OFFICERS**

Chairman to move:-

'In an urgent situation between meetings, the Chair jointly with the relevant Chief Officer has authority to act on behalf of the Committee'.

BIRMINGHAM CITY COUNCIL

**SELLY OAK DISTRICT
COMMITTEE
WEDNESDAY 29 MARCH 2017**

**MINUTES OF A MEETING OF THE SELLY OAK DISTRICT COMMITTEE HELD
ON WEDNESDAY 29 MARCH 2017 AT 1030 HOURS, IN COMMITTEE ROOM 6,
COUNCIL HOUSE, BIRMINGHAM**

PRESENT: - Councillor Karen McCarthy in the Chair

Councillors Susan Barnett, Alex Buchanan, Timothy Huxtable, Mike Leddy, Mary Locke and Phil Davis.

ALSO PRESENT: -

Karen Cheney	- Selly Oak District Head/Lead for Community
Darren Share	- Assistant Director, Place
Andy Middleton	- Birmingham Cycle Revolution
Peter Howarth	- Birmingham Cycle Revolution
Mark Wright	- Senior Service Manager
Patricia Sweeney	- Fortem
Marie Reynolds	- Legal and Democratic Services

NOTICE OF RECORDING/WEBCAST

412 The District Committee were advised that the meeting would be webcast for live or subsequent broadcast via the Council's Internet site and members of the press/public may record and take photographs except where there were confidential or exempt items.

APOLOGIES

413 Apologies for non-attendance were submitted on behalf of Councillors Barry Henley, Brigid Jones, Changese Khan, Eva Phillips and Rob Sealey. An apology was also submitted on behalf of Steve McCabe, MP.

The business of the meeting and all discussions in relation to individual reports was available for public inspection via the web-stream.

MINUTES

- 414 The Minutes of the meeting held on Thursday, 26 January 2017 having been previously circulated were confirmed and signed by the Chairman.
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LIFFORD LANE/PERSHORE ROAD

- 415 Darren Share, Assistant Director, Place, referred to the traffic issues at Lifford Lane especially during the summer months as a result of the green waste collections. He confirmed that there was a planning application for the development of the site which did include some traffic measures as a means to relieve some of the traffic congestion.

He reported that the development consisted mainly of replacing buildings and office blocks and one of the proposals was to segregate staff vehicles and vehicles returning to the depot and the public entering the site, adding that they were trying to get as many people onto the site as quickly as possible. He stated that they were opening the extension to the HRC site to accommodate the green waste disposal and for additional re-cycling and vehicles to use the facilities. He further stated that they were placing bollards down the centre of the road to control the vehicles as they came onto the site, and that they publicised through the web cams, the activity at the site in order for the public to be aware of how busy the site was before they visited.

He confirmed that they were looking for both a temporary or permanent alternative HRC site within the city highlighting that it was not a simple fix. He added that they were trying to do all that they could in addressing the congestion however due to the site being enclosed with railway bridges and canals made access to the site extremely difficult.

Following the presentation and during the discussion the following points were made:-

Members welcomed the efforts that were being made at the site for easier and quicker access. However, it was highlighted that the difficulties encountered at times in accessing the site, should not give the public the right to dispose of their rubbish on the streets.

Councillor Huxtable expressed severe disappointment of the lack of officer representation from Transportation Department. He highlighted that this was not the first time that they had failed to attend and therefore questioned why, they were refusing to engage with elected members, and that it should be taken back to the Strategic Director, of the distinct lack of respect being shown in terms of engagement when raised by residents within Selly Oak District.

Several concerns were raised by members with regard to; the significant highway management issues that were not being adequately addressed and that the planning applications should not be considered in isolation as it was necessary to look at the broader picture, and that there needed to be a road layout system that actually worked for all of the developments within Selly Oak District. It was also suggested that given the number of brownfield sites on the south side of the city that there should be at least one other HRC site to try and relieve some of the traffic congestion from the Lifford Lane site.

In response to members' comments, Darren Share apologised for the lack of officer representation from the Transportation Department and confirmed that he would feedback members' comments. He believed that the HRC was the largest cause of issues around Lifford Lane and therefore they had the biggest opportunity to improve the traffic congestion. He confirmed that they were looking at alternative sites that they were currently progressing as a temporary seasonal green waste site and also another potential HRC site located in the south west of the city. He added that they were working on a number of options that were open to the Council but were having to go through a series of processes with the Environmental Agency and with Highways to ensure the problem did not transfer from one area to another.

The Chair proposed to schedule an informal meeting before the next district meeting with Transportation regarding the planning applications and for the discussion to include looking at the trampoline development and that end of Stirchley High Street, adding that all members were welcome to attend.

Darren Share concluded by confirming that the waste disposal contract for the city council was up for renewal in 2019 which was currently operated by Veolia. He stated that they were looking at a number of sites around the city where they may be able to increase recycling opportunities as part of the contract, and be able to introduce them earlier through working with Veolia. He confirmed that they would look to do that in order to try and relieve some of the pressures not just from Lifford Lane site but also other sites.

The Chair thanked Darren Share for attending the meeting and presenting.

BIRMINGHAM CYCLE REVOLUTION CONSULTATION

- 416 Andy Middleton, Cycling Programme Manager and Peter Howarth, Project Manager, circulated the following documents illustrating the proposed new cycle routes from the City Centre to Selly Oak and Perry Barr and the A38 Bristol Road: -

(See document Nos. 1 and 2)

Andy Middleton, Cycling Programme Manager provided a brief overview of the Birmingham Cycle Revolution (BCR) Programme highlighting that they had secured funding of £57m to deliver a package of cycling improvements across the city. He confirmed that there was another 3 or 4 years before the programme would be completed and that there were 4 main elements to the programme.

He confirmed that following a number of successful bids, funding had been received from both the Department for Transport and Greater Birmingham and Solihull Local Enterprise Partnership to deliver the BCR Programme.

The largest element of the programme was a highway scheme package which comprised of the Main Corridor and Parallel Routes and associated Local Links, as well as the introduction of 20 mph Pilot Areas. The other key elements were the Green Route for cyclists in parks and public open space areas, as well as refurbishment of canal towpaths and associated access improvements to Canal Routes. The final element of BCR comprised of a package of supporting measures including the Big Birmingham Bikes Initiative which introduced 4,000 bikes in local

communities whereby 3,400 were allocated to the most socially deprived areas which helped people to access employment and other facilities. This had also provided a series of grants to a number of schools and businesses across the city through the Top Cycle Location initiative.

The final element was introducing cycle routes along the highway which would be the A34 Birchfield Road and the A38 Bristol Road from the City Centre to Selly Oak. The process in taking forward the routes had just involved the consultation whereby they would be looking at the feedback from the consultation. The expectation was that approval would be sought within the next few months and the scheme would be delivered within 12 months' time.

Peter Howarth, Project Manager, provided a brief overview of the scheme by referring to the detailed information circulated at the meeting. He highlighted that the cycling path would be segregated from road traffic and pedestrians. He referred to the consultation and detailed the ways in which they had engaged with the public with leaflets and drop in centres. He confirmed that they were now analysing the feedback in order to establish what could be incorporated into the detailed design.

Following the presentation and in response to members' comments and questions the following points were made:-

Andy Middleton confirmed that they were in dialogue with Transport for West Midlands on their wider proposals for public transport initiatives down the Bristol Road. He stated that the Bristol Road was one of the routes within the medium term they were looking at to bring proposals for bus rapid transit system and there had been a number of meetings with TFWM on integrating the proposals.

Andy Middleton explained how they were logging the usage of routes, and confirmed that with the proposed scheme at the Bristol Road they would have the initial figures and over 12 months,' they would be looking at identifying the levels of increase. He subsequently explained how the targets of usage had been set up to 2033.

In response to an enquiry from Councillor Barnet regarding utilising space to use a cycle path, Andy Middleton confirmed that as part of the programme moving forward they were looking at setting aside funding for making cycling improvements in some travel district areas, and agreed to investigate to see whether it fitted within the wider programme. He referred to the Top Cycle initiative which was the funding provision provided to schools and businesses to provide facilities pertaining to cycling, highlighting that they were just in the process of rolling out a second phase of funding.

Peter Howarth confirmed that they were looking to save as many trees as possible as part of the design of the scheme, and that they were looking to replace every tree removed with two trees.

In response to members' comments, Peter Howarth agreed that the junctions that had been discussed were the most dangerous parts for cyclists and explained the safety measures that would be put in place especially relating to Bristol Road and Bristol Street, where cyclists turning right in those areas would not be doing so at the same time. He stated that what had been designed would be a safe and segregated way for cyclists to get across in a simple and straightforward way, and that there would be improvements made to the pedestrian crossings where they would be better aligned.

The Chair concluded by thanking Andy Middleton and Peter Howarth for attending the meeting and reporting.

HOUSING REPAIRS CONTRACT

417 Mark Wright, Senior Service Manager, reported that there were now 4 contracts instead of 3 and as a result of these contracts there was a 20% cost saving to the city compared to the previous contracts. He confirmed that all the contractors now used the same computer technology which allowed the city to have complete visibility of the system.

He referred to the 3 main aspects that were covered by the contractors which were; gas, repairs and voids. He subsequently provided a breakdown of work Fortem had undertaken which included; gas services, installation of gas central heating systems and boilers, household testing and gas repairs. He added that since 1 April 2017 there had been the completion of 2,807 voids which had taken Fortem an average of 15 days to carry out the work.

Mark Wright detailed the number of repairs that had been carried out highlighting that the repairs when reported were prioritised by degree of emergency and vulnerability by the Call Centre which was the first point of contact. He referred to the number of capital programmes that were being carried out which included; re-roofing, guttering, replacement of windows, doors, kitchens and bathrooms. He stated that the capital budget had been significantly reduced over the last few years, and therefore the asset management strategy, was to target work according to priority based condition surveys carried out by the contractors works officers across the city that were then fed into a central computer system. This produced a programme of works that was measured with Key Performance Indicators (KPI) which were now far more challenging in the new contracts and within the new contracts, there was the facility to penalise the contractors if they did not match their targets.

Mark Wright confirmed that there was a dedicated housing repairs improvement team that collated and managed the customer enquiries to ensure all were responded to within a certain timescale. He stated that plans were in place for Fortem to relocate their complete operation to Stonebrook Way and together with South Team would provide a one stop centre.

Patricia Sweeney reported on the various other aspects that Fortem were involved with included work experience for people of the city, apprenticeship schemes, supported a number of career fayres in schools, colleges, job centres and prison and carried out a number of activities with schools and colleges. Reference was made to the life training academy based in Aston where they had run a host of activities to include employability workshops. Further reference was made to the community investment figure which was nearly £400,000 which had provided a new reception area for Acorns Children's Hospital, Selly Oak and the refurbishment of the kitchens and classrooms at Sherborne Sea Cadets, Stirchley..

Patricia Sweeney referred to the various fundraising events and charities they were involved with and the residential adventure in Wales, where they took young people away for 5 days, and that they had provided Acorns with a Christmas tree and 500 selection boxes for children in care.

Following the presentation and in response to members' comments and questions the following points were made:-

In response to Councillor Barnett's query relating to an emergency repair, Mark Wright whilst agreeing to investigate, subsequently explained how the repair process worked through the Call Centre. He added that at times where work had fallen behind due to there not being enough appointment slots for Fortem, the city worked with them in order that the books could be re-balanced and any fall out pertaining to the service level agreement would be taken on board.

Patricia Sweeny confirmed that they offered work experience to all ages of people including care leavers and that they ran tenant workshops for them to learn basic skills.

Councillor Buchanan personally thanked Mark for his efficiency and in response to concern relating to gas servicing being carried out in the same area but at different times, Mark Wright explained the difficulties that had been encountered by the contractor which included the movement of staff from the old contract to the new contract, the provision of multi-skill training and the difficulties in recruiting adequate numbers of gas engineers.

Patricia Sweeney reiterated that there had been a number of problems with the service and acknowledged mistakes had been made during the winter period relating to the service. However, lessons had been learnt from those mistakes, and that they would have a plan in place for the next winter period in order to ensure a better standard of service was provided.

Mark Wright confirmed that when calls were made to the Call Centre, operatives would follow the scripted mechanism where it should be identified any vulnerability that the resident had which would include hearing difficulties. This would be flagged on the system and to Fortem in order for operatives to make every effort to gain access and not walk away from an address.

Patricia Sweeney confirmed that the operatives were now working up to 8 pm on weekdays and if the city council was unable to provide the timeslot the tenant requested, as part of the Service Level Agreement (SLA), they would have to be contacted by the end of the day to schedule an appropriate appointment, adding that they tried to be as flexible as possible in order to suit the tenant which meant that sometimes the repair could fall outside the SLA. She stated that they were in discussion with the Call Centre with regard to improving the scripts in order to obtain better information from tenants when reporting a repair.

Mark Wright highlighted that Fortem offered Saturday appointments but not Sundays as he believed this would have a cost implication.

Mark Wright referred to the winter period and confirmed that it had been an extremely busy time of the year and that if Fortem had been unable to repair the fault then they would leave temporary heaters whilst they were waiting to obtain the part. He stated that generally they should be able to obtain the part for any boiler within 24 hours of it being issued. He referred to the problems that had been encountered by Fortem last winter which had included issues with the supplier in providing parts and mishaps with the computer system regarding follow-up jobs. He confirmed that they were working

with Fortem in resolving these issues and ensuring that vulnerable customers' repairs were carried out as soon as possible.

He concluded that there was a programme to replace boilers and central heating systems however the priority last year was to replace all the warm air systems due to their inefficiency. He added that they were replacing some boilers however it was based on the age of the boiler. He stated that if a boiler proved to be regularly troublesome then contractors would be sent out to investigate and in some cases the boiler would be replaced.

The Chair concluded by thanking Mark Wright and Patricia Sweeney for attending the meeting and reporting.

DISTRICT WORK PROGRAMME

418 The Chair referred to the work that was being done with regard to looking beyond 2018, and the services that needed to be looked at on a wider basis, and whether it might include Jobs and Skills and was based around Job Centres. She suggested that if members had any thoughts around this that they please feed them back.

She reported that district committees were to become transition teams from district working to wards working, but also the transition to the new wards for 2018 which will require new ways of working together. She stated that at present the district committee meeting dates had been scheduled for the forthcoming municipal year and that there was the need to look at the issues the Assistant Leaders had identified.

Following members' comments, the Chair referred to parish councils and highlighted the additional resources attached to these and suggested that some local communities may find very difficult to support. The Chair referred to the street cleaning plan that each ward was to provide in order to address local street cleansing and for the service to be more responsive in tackling these issues, which as yet, the plan had not been tested. With regard to parks the Chair highlighted that there were some award winning Friends of the Parks Groups within the district and to ensure that whatever the new structure was that the work continued.

Karen Cheney, Selly Oak District Head confirmed that the information presented at the meeting was a working paper. She stated that although there were references within the information relating to the transition to new working arrangements, there had been no formal changes to the Constitution and at the moment, formal decisions would continue to be taken at District Committee and Cabinet Committee. She added that they were expecting a paper to be submitted in May to Cabinet Committee – Local Leadership which may set out changes to the Constitution.

The Chair referred to the informal meeting scheduled for June and proposed that the items discussed should be the road safety issue and Lifford Lane. She highlighted that the road safety issue would involve homework whereby information would be required from each ward and would need to be taken forward. She added that once these tasks had been taken forward there would be a clearer view of what the meetings would look like during the next year.

Karen agreed to update the work programme and circulate to members.

FEEDBACK FROM SELLY OAK WARDS: BILLESLEY, BOURNVILLE, BRANDWOOD AND SELLY OAK

419 Karen Cheney reported on the Partners Investing in Neighbourhoods and Communities (PINCh) Event held at Stirchley Baths earlier this week for community organisations, partners as well as the Police and Health Service and many major fundraising organisations for the South Districts. She highlighted that there were organisations present from each of the wards represented at the meeting. She reported that the day had been split into a number of areas and subsequently provided a brief overview of the day's events which included a lunch time grants workshop for those organisations applying for grants.

Karen Cheney confirmed that the Neighbourhood Forums across the south of the city were still working well and meeting on a regular basis. Reference was made to the strong neighbourhoods that were across the district and the many fundraising events that they were involved with.

She concluded by referring to Stirchley Baths appearing on BCC Breakfast TV and Mike Bushell with a piece on Barn Dance Fitness

PROPOSED SCHEDULE OF FUTURE MEETINGS

420 The following schedule of meetings was noted.

All Meetings will be held at 10:30 am at the Council House.

1 June 2017	27 July 2017
7 September 2017	16 November 2017
25 January 2018	8 March 2018

AUTHORITY TO CHAIRMAN AND OFFICERS

421 **RESOLVED: -**

Chairman to move:-

"That in an urgent situation between meetings, the Chairman jointly with the relevant Chief Officer has authority to act on behalf of the Committee."

The meeting ended at 1230 hours.

CHAIRMAN

Article 10 - District Committees and Ward Forums

This Article sets out details with regard to District Committees and Ward Forums consisting of the Members of that District or Ward.

- 10.1. Ten District Committees have been established by the Council and the relevant Ward Members have been appointed to serve on them:-

District Committee:	Area:	Members from the following Wards:
1. Edgbaston	South	Bartley Green, Edgbaston, Harborne and Quinton,
2. Erdington	North	Erdington, Kingstanding, Stockland Green and Tyburn
3. Hall Green	East	Hall Green, Moseley & Kings Heath, Sparkbrook and Springfield
4. Hodge Hill	East	Bordesley Green, Hodge Hill, Shard End and Washwood Heath
5. Ladywood	Central	Aston, Ladywood, Nechells and Soho
6. Northfield	South	Kings Norton, Longbridge, Northfield and Weoley
7. Perry Barr	Central	Handsworth Wood, Lozells & East Handsworth, Oscott and Perry Barr
8. Selly Oak	South	Billesley, Bournville, Brandwood and Selly Oak
9. Sutton Coldfield	North	Sutton Four Oaks, Sutton New Hall, Sutton Trinity and Sutton Vesey
10. Yardley	East	Acocks Green, Sheldon, South Yardley, Stechford & Yardley North

- 10.2. Ward Forums will be constituted in each District to encourage and facilitate dialogue, between the Council and local people within their Ward. Cabinet has delegated the functions, operational powers and duties to the relevant Ward Forums as set out in Volume B (B6).

- 10.3. The Councillor membership of District Committees shall consist of those Members elected to serve Wards within that District and that Ward. The co-option of partner members without voting rights is permitted in respect of each District Committee. Once Committees have been established, only the City Council can dissolve them. The Member of Parliament for the District should be invited to attend District Committees as an observer with the right to speak.

EXECUTIVE POWERS DEVOLVED TO DISTRICT COMMITTEES

- 10.4. Cabinet has delegated the functions, operational powers and duties to the relevant District Committee(s) as set out in **Volume B (B6)**. These Terms of Reference may be amended by Cabinet from time to time to reflect the shape of the Future Council. District Committees have a right to consider and respond to consultations on planning briefs and frameworks and major development proposals. Any such

responses are to be given to the Planning Committee for consideration at the appropriate time.

10.5 Meetings

Chairs will be appointed by each District Committee and by each Ward Forum at the first meeting of the municipal year. Deputy Chairs are elected at the same meeting for the purpose of substituting for the Chair if absent. In the event of a District Committee failing to appoint, the matter will be determined by the Leader of the Council. They will have a leadership responsibility for 'place' matters within their District including:

- (i) Effective discharge of the local executive remit, through delegations, of their District Committee.
- (ii) Production of a Community Plan out locally determined priorities and policies for approval by the District Committee.
- (iii) Attend Overview and Scrutiny to account for delegated responsibilities for the District Committee, and policy priorities as set out in policy statements and development plans.
- (iv) Working closer with the Assistant Leaders as part of the Cabinet Committee Local Leadership.

Each District Committee will also hold an annual District Convention with input from community groups, Ward Forums, partners and other stakeholders, to inform on District priorities arising from the Local Service Community Plans.

10.6 Quorum

- (a) The Quorum for a District Committee shall be 6 Elected Members.
- (b) The Quorum for a Ward Forum shall be 2 members.

10.7 The Council will establish (or dissolve) Ward Forums on the recommendation of the Council Business Management Committee.

B6 – District Committee and Ward Forum Functions

1. THE ROLE AND PURPOSE OF DISTRICT COMMITTEES IS MORE PARTICULARLY SET OUT WITHIN THE "TERMS OF REFERENCE" BELOW. THE TERMS OF REFERENCE ARE SUBJECT TO AMENDMENT BY CABINET OR BY COUNCIL BUSINESS MANAGEMENT COMMITTEE, AS APPROPRIATE, TO REFLECT THE EMERGING SHAPE OF THE FUTURE COUNCIL.
2. The following functions are devolved to District Committees:
 - Enforcement of litter prevention.
 - Enforcement relating to fly-posting, placarding, graffiti and fly-tipping.
 - Local community safety (local CCTV and local neighbourhood tasking issues taken forward usually in partnership with the police).
 - Power to authorise the picking up of stray dogs, and relating to scavenging in alleyways and fouling of land.
 - Street Cleansing – local decisions on services and the specific role of working with local communities and social enterprises to encourage additional services such as community clean ups and anti-litter campaigns.
 - Grants to Neighbourhood Forums from the budget approved for this purpose.
 - The right to consider and respond to consultations on planning briefs and frameworks and major development proposals and for any such response to be given to the Planning Committee for consideration at the appropriate time.

TERMS OF REFERENCE FOR DISTRICTS AND WARDS**Background**

These terms of reference form part of a three pronged approach to defining the role and remit of the Council's community governance structure at both district and ward level. This also includes a schedule of functions that are to be delegated to these committees or forums, amending section B6 from the 2014/15 City Council Constitution; an article recognizing the existence of district committees and ward committees or forums and granting authority and powers to both and the terms of reference set out in this document.

Principles

The City Council is committed to the retention and the on-going development of its devolved approach to community governance, given the scale, size and diversity of challenges, opportunities and needs across the city.

The operation of new arrangements at the district and ward level must be consistent with the new resource framework for local governance and services, with a dramatic reduction since the council introduced its devolved arrangements over ten years ago. This means that the

support and administration of the refined model needs to take account of this and focus on the key priority of protecting front line service delivery, whilst also helping to shape new approaches to service delivery at a local level through partnership working and co-production.

The new model demands a particular set of cultural, organisational and individual behaviours, values and technical competencies. A key priority for its future operation is to shape a systematic, whole organisation approach to getting this right. This will be incorporated within the wider Future Council programme.

Overall purpose of the districts

Work at the district level will promote democratic accountability and support councillors in their community leadership role. It will also drive forward service improvement, community empowerment, active citizenship and local partnership working, and ensure maximum influence over the use of service budgets and resources, to ensure they are aligned with local needs, with the ultimate outcome of improving the economic, social and environmental wellbeing of the local area.

The roles of district committees

In conjunction with the relevant Cabinet Members and the Cabinet Committee Local Leadership the role of district committees is to:

- Develop and support the community leadership role of councillors and others in the area. This includes roles in relation to governance, community planning, local dialogue, partnership, commissioning and accountability
- Promote and influence service improvement, service integration and a focus on prevention across the whole of the local public sector in the district
- Work in partnership with all local stakeholders to further the needs and priorities of local residents in the district
- Ensure that city wide and city regional levels of decision making have a good understanding of local needs and priorities in different parts of the city
- Promote community empowerment and active citizenship and a diversity of local service provision, including community and voluntary organisations and social enterprises (e.g. through the Standing up for Birmingham campaign) and to develop positive working relationships with parish, neighbourhood or community councils
- Take local decisions on local issues as specified in the constitution and this Terms of Reference

Functions delegated to district committees

Within each Committee's area:

(Council functions)

1. To adopt and review a Community Plan
2. To make Elected Member appointments to outside bodies; where such appointments relate solely to one Ward within the District, the appointment should be made by the relevant Ward Committee Members.
3. To advise or make representations to the Council, the Executive or an Overview and Scrutiny Committee on all matters affecting community interests, including the exercise of a "Neighbourhood Challenge" function, working in conjunction with Cabinet Members to provide improved accountability in council and other public services within the district
4. To consider and respond to consultations on planning briefs and frameworks and on major development proposals affecting the district, within appropriate planning timescales
5. To consider proposals referred to the committee by the Council, the Executive or an Overview and Scrutiny committee and to report back the committee's views to the referring body
6. To consider the performance, integration and co-ordination of public services in the district and make recommendations to the Executive and to the council's partners as appropriate

(Executive functions)

7. To promote and improve the economic, social and environmental well-being of the area
8. To exercise any executive functions that may be delegated in section B6 of the constitution - specifically to exercise the following duties and delegated functions in conjunction with designated officer responsibilities, relevant ward councillors and the relevant Cabinet Member:
 - a) A duty to ensure tenant engagement in the management and development of social housing, in conjunction with the relevant Cabinet Member
 - b) A duty to promote safer neighbourhoods, including local CCTV and neighbourhood tasking issues taken forward in partnership with the police and in conjunction with the relevant Cabinet Member
 - c) A duty to promote cleaner neighbourhoods, in conjunction with the relevant Cabinet Member, specifically:
 - Street cleansing – taking local decisions on service delivery in conjunction with appropriate officers and working with local communities and social enterprises to encourage additional services such as community clean ups and anti-litter campaigns
 - Enforcement of litter prevention
 - Enforcement relating to fly posting, placarding, graffiti, and fly-tipping

- Power to authorise the picking up of stray dogs, scavenging in alleyways, Dogs (Fouling of Land) Act
- d) A duty of "Neighbourhood Challenge" – to investigate, review and gather data on the performance of all local public services, working in a collaborative but challenging way with all service providers and seeking out and promoting new ways of improving services, in conjunction with relevant Cabinet Member(s) as appropriate, including:-
 - Approval of grants from the Local Innovation Fund (from April 2016)
 - Bidding for external funding to support neighbourhood and service improvement
- e) A duty to promote effective neighbourhood management
- f) A duty to promote and support active citizenship, community empowerment and a diverse and dynamic civil society, in conjunction with the relevant Cabinet Member
- g) A duty to ensure effective ward level governance arrangements, in Conjunction with the Leader of the Council
 - Approval of neighbourhood forum grants

The roles of ward forums

Members will also provide community leadership at the ward level to take forward the functions of the district committees, in particular through engaging the local community and identifying very local issues and priorities (for example through Ward Litter Plans or Neighbourhood Tasking meetings). The ward forums will:

1. Provide a forum for community engagement in decisions affecting the local area (through regular meetings including neighbourhood forums, residents associations, parish, community or neighbourhood councils and other local organisations)
2. Make representations to the district committee, the Executive or to Council on matters affecting the ward and to support the work of Overview and Scrutiny committees as appropriate
3. Make comments on behalf of residents on significant planning applications within the ward or which have an impact on the ward, subject to the appropriate planning timescales
4. Co-ordinate the work of councillors with neighbourhood forums, residents associations and neighbourhood, community or parish councils to enable local community engagement, debate and action in relation to local issues and priorities
5. Plan work with the other wards to engage with partners such as the police

CODE OF CONDUCT AT THE DISTRICT COMMITTEE

1. This code applies to all persons present at the District Committee.
2. The Chair of the meeting is responsible for the good conduct of the meeting.
3. The purpose of the meeting is to transact the business of the District in relation to the functions, operational powers and duties delegated by Cabinet.
4. The meeting's format is set out in the Agenda. The Chair of the meeting may vary the order of items.
5. The Chair will decide if members of the public can address the meeting. Anyone wishing to do so should raise their hand, and may speak **only** at the invitation of the Chair.
6. Members of the public may ask questions on an item by raising their hand, but **only** at the invitation of the Chair.
7. Reports will be presented by City Council officers or other invited guests. These presenters are representing their organisations and may be bound by the decisions taken by those organisations.
8. The good conduct of the meeting is controlled by the Chair of the meeting. Those people wishing to speak should try to inform the debate currently in discussion. The Chair having invited a person to speak, has the final say and can order a person to discontinue their speech.
9. If the Chair of the meeting feels that a person(s) is persistently disregarding the good conduct of the meeting or if disorder breaks out then the Chair may order the person(s) to leave, suspend the meeting until in his/her opinion the meeting can restart or close the meeting.

