

**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**

**SUTTON COLDFIELD DISTRICT COMMITTEE**

**MONDAY, 03 JULY 2017 AT 16:00 HOURS**  
**IN SUTTON TOWN HALL,**

**A G E N D A**

1 **ELECTION OF THE EXECUTIVE MEMBER AND VICE CHAIR FOR SUTTON COLDFIELD DISTRICT**

To elect a Chairperson (EM) and Vice Chair for the Municipal Year 2017/18.

2 **APOLOGIES**

To receive any apologies.

3 **MINUTES**

To confirm and sign the Minutes of the last meeting of the Sutton Coldfield District Committee held on 17 February 2017.

4 **MEMBERSHIP OF SUTTON COLDFIELD DISTRICT COMMITTEE**

To note the membership of the Committee as follows:-

**Councillors:-** Maureen Cornish, Meirion Jenkins and Anne Underwood  
(Sutton Four Oaks Ward)

**Councillors:-** David Barrie, Ken Wood and Alex Yip (Sutton  
New Hall Ward)

**Councillors:-** Ewan Mackey, David Pears and Margaret Waddington  
(Sutton Trinity Ward)

**Councillors:-** Lyn Collin, Andrew Hardie and Rob Pocock (Sutton  
Vesey Ward)

**Co-opted Members:**

Station Commander, West Midlands Fire Service

Superintendent, West Midlands Police

Eric Shipton – Housing Liaison Board Representative

Lorna Steers – Housing Liaison Board Representative

Andrew Mitchell, MP.

**5 - 14**

5 **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 a 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.

**15 - 16** 6 **CODE OF CONDUCT**

To note the Code of Conduct at District Committee meetings.

**17 - 22** 7 **DISTRICT COMMITTEES FUNCTIONS AND GUIDELINES**

To note the executive powers, rules of governance and functions for District Committees (Article 10 of the Constitution).

8 **DISTRICT COMMITTEE APPOINTMENTS 2017/18**

a. To appoint a District Councillor Champion for the following:-

1. Young People's Champion (previously Councillor Alex Yip)
2. Section 33 Visits Champion (previously Councillor Maureen Cornish)
3. District Housing Panel Champion (previously Councillor Ken Wood)
4. Economic Development and Enterprise Group Champion (previously Councillor Ewan Mackey)
5. Jobs and Skills Champion (previously Councillor Meirion Jenkins)
6. Health and Wellbeing Champion (previously Councillor Andrew Hardie)
7. Heritage and Culture Champion (previously Councillor Margaret Waddington).

a. To appoint District Members to serve as a board representatives on the following Community organisations:-

- Sutton Coldfield Town Hall Advisory Board – (previously Councillor Margaret Waddington and Councillor David Pears (Substitute Member))
- Falcon Lodge Advisory Board – (previously Councillor Margaret Waddington)

To appoint two District Members to serve as Board Representatives on the following:

- Clifton Road Youth Centre – (previously Councillors David Pears and Andrew Hardie)

To appoint three District Members to serve as representatives on the following Outside Body:

- Sutton Park Advisory Committee – (previously Councillors David Pears, Anne Underwood and Ewan Mackey)

To appoint two District Members to serve as representatives on the following Outside Body:

- Sutton Coldfield Business Improvement District Board (BID) – (previously Councillors David Barrie and Anne Underwood).

9 **UPDATE ON SUTTON COLDFIELD LIBRARY**

Anne Phillips will present a verbal report.

10 **UPDATE ON PROPOSAL FOR PARKING CHARGES WITHIN SUTTON PARK**

Matt Hageney will present a verbal update.

11 **PRESENTATION FROM NORTH PARKS MANAGER ON GROUNDS MAINTENANCE SERVICE AND OTHER GREEN ISSUES**

John Porter will present a verbal report.

12 **DETAILS OF BE ACTIVE / ACTIVE PARKS PROGRAMME FOR NORTH BIRMINGHAM**

Wayne Daniels will present a verbal report.

13 **EARLY YEARS TEAM, CHILDRENS SERVICES – FUTURE SERVICE MODEL**

An officer from the Early Years Team will present a verbal report

14 **DATES OF FUTURE MEETINGS 2017/2018**

To agree the following schedule of meeting's for the Sutton Coldfield District Committee. All meetings will be held on the following **Monday's at 1600 - 1800 hours in Sutton Town Hall, B73 6AB:**

**9 October 2017  
22 January 2018  
19 March 2018**

15 **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.

16 **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'.



**SUTTON COLDFIELD  
DISTRICT COMMITTEE  
FRIDAY 17 FEBRUARY 2017**

**MINUTES OF A MEETING OF THE SUTTON COLDFIELD DISTRICT  
COMMITTEE HELD ON FRIDAY 17 FEBRUARY 2017 AT 1500 HOURS IN  
THE BEDFORD SUITE, SUTTON TOWN HALL, SUTTON COLDFIELD**

**PRESENT:** Councillors David Barrie, Andrew Hardie, Meirion Jenkins,  
David Pears, Robert Pocock, Alex Yip and Margaret Waddington.

**ALSO PRESENT:**

Mike Davis – Interim District Head  
Alison Doyle – Lead Officer - Falls and Fracture Prevention Programme  
Sergeant Tony Eustace – West Midlands Police  
Steve Hollingworth – Assistant Director, Sport, Events and Parks  
John Mole – Community Support and Development Officer  
Mark Rodgers – Housing Contract Manager  
Kyle Scott – Service Manager - Collaboration, Birmingham Public Health  
Martyn Smith – Operational Manager, Tyburn Road  
Victoria Williams – Committee Manager

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**CHAIRMAN FOR THE MEETING**

102 In the absence of Councillor Underwood, Councillor Barrie, Deputy Chair, chaired the meeting.

COUNCILLOR BARRIE IN THE CHAIR.

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**NOTICE OF RECORDING**

103 The Chairman advised, and the Committee noted, that members of the press/public could record and take photographs except where there were confidential or exempt items.

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**APOLOGIES**

104 Apologies were submitted on behalf of Councillors Lyn Collin, Maureen Cornish, Ewan Mackey, Anne Underwood and Ken Wood for their inability to attend the meeting.

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**MINUTES**

105 The Minutes of the meeting held on 21 November 2016, having previously been circulated to Members, were confirmed and signed by the Chairman.

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**CHAIRMAN'S ACTIONS AND ANNOUNCEMENTS**

106 The Chairman advised the Committee on the following:-

1. Cleaner Streets Plans. He pointed out that Members should, by now, have received details.
  2. 3, 4 and 5 March 2017 National Spring Clean Day. He drew Members' attention to the event.
  3. Local Leadership Committee – Paper Presented by Councillor Lisa Trickett. There was no further information to report on this matter.
  4. Police and Crime Commissioner's Outstanding Citizen Awards 2017. He requested Members to inform him of any nominations.
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The Committee agreed to vary the agenda order.

**DISTRICT NEIGHBOURHOOD CHALLENGE - DEMENTIA**

The Chairman thanked officers for their help and assistance in connection with the conference regarding dementia held earlier today and pointed out that there were many ways to get involved and help people with dementia.

John Mole, Community Support and Development Officer, advised that over 40 agencies, including the Scouts and Carers UK, had been in attendance. Many issues had been covered including working in collaboration and raising awareness of dementia in Sutton Coldfield and it was hoped to hold a task and finish group in the near future.

Kyle Scott, Service Manager - Collaboration, Birmingham Public Health, stressed the importance of adopting a 'whole system' approach and involving many different organisations.

Councillor Hardie considered that the conference had been an exceedingly useful way of involving a lot of different groups in a debate which he had found of value and very interesting.

In response to a question by Councillor Pocock, John Mole undertook to provide Members with a list of all agencies that attended the conference.

The Chairman proposed, Councillor Hardie seconded and the Committee agreed to sign up to the government's dementia challenge. The Chairman undertook to provide further information about the challenge at a future meeting.

107

**RESOLVED:-**

That the verbal update be noted.

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**E-FRAILTY TOOL**

Alison Doyle, Lead Officer, Falls and Fracture Prevention Programme, gave a powerpoint presentation on frailty in Sutton Coldfield and tabled the following document:-

(See document No 1)

The presentation included an overview of frailty in Sutton Coldfield, life expectancy, an explanation of the Electronic Frailty Index (EFI), how older people tended to perceive their ability to live independently, identifying the level of frailty and encouraging people to be more active.

Alison Doyle responded to Members' questions and the following were amongst the points made:-

1. From April 2017 everyone aged 65+ should have an EFI score.
2. Loneliness and isolation were some of the issues that Wellbeing Co-ordinators, based in GP practices, were tackling. It was important to encourage people to become more connected within the community.
3. EFI was part of a whole system to try to support people in their own home rather than being admitted to hospital.
4. Officers had been liaising with many different organisations, including local churches and golf clubs, to try to gather as much information as possible. There were currently 16,000 households in Birmingham with persons over the age of 65 living alone.

108

**RESOLVED:-**

That the document be noted.

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**BIRMINGHAM COUNCIL HOUSING INVESTMENT PROGRAMME**  
**ENVIRONMENTAL WORKS BUDGET 2016/17**

The following report of the Strategic Director – Place was submitted:-

(See document No 2)

Mark Rodgers, Housing Contract Manager, introduced the report and, in response to a question by Councillor Pocock, advised that the budget allocation for 2017/18 was expected to be similar to that received for 2016/17.

**RESOLVED:-**

- (i) That the progress in connection with the projects previously initiated as detailed in appendix 1 be noted;
  - (ii) that approval be given to the projects outlined in appendix 2;
  - (iii) that the budget position statement provided at appendix 3 be noted.
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**FLY TIPPING - SUTTON COLDFIELD DISTRICT**

Martyn Smith, Operational Manager, Tyburn Road, explained the work of the section and gave an overview of fly tipping nationally and locally.

He outlined the factors that drove fly tipping and why it happened pointing out that each year around 900,000 incidents were reported to local authorities. This year, Birmingham had received approximately 1,000 reported incidents per month. However, sometimes the same incident was reported many times.

There was no proper definition of fly tipping. However, in simple terms, it was depositing waste in a place that was not an environmental resource.

Private landowners were legally responsible for the removal of fly tipping from their land.

Investigating incidents of fly tipping was a lengthy process and in order to be successful in taking forward a prosecution the evidence had to prove beyond reasonable doubt that an offence had occurred. Witnesses, for fear of repercussions, were often unwilling to provide a statement which made it more difficult to prosecute.

Martyn Smith responded to Members' questions and the following were amongst the points made:-

- 1. For confidential reasons, he could not give details of specific cases that were under investigation.
- 2. The procedure for dealing with fly tipping varied depending on whether or not the incident had been witnessed and the amount of evidence available.
- 3. There were different types of fixed penalty notices that could be issued. However, in order to determine the appropriate course of action, each incident had to be investigated.
- 4. Under Section 34 of the Environmental Protection Act 1990, all businesses had a responsibility and duty of care to correctly dispose of trade waste. A code of practice, to try to simplify the rules etc, had been introduced by the Department for Environment, Food and Rural Affairs (Defra).
- 5. The Council had a legal duty to collect household but not trade waste.



6. The Council was a direct prosecutor.
7. Anyone wishing to report an incident of fly tipping should call Waste Management on 0121 303 1112. Martyn Smith offered to provide Members with copies of a leaflet that gave contact details and explained what action could be taken.

110

**RESOLVED:-**

That the verbal update be noted.

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**OTHER URGENT BUSINESS (REPORTS BY OFFICERS)**

The Chairman was of the opinion that the following item should be considered as a matter of urgency in view of the need to expedite consideration thereof and instruct officers to act:-

**Sutton Park – Car Parking Charges**

Steve Hollingworth, Assistant Director, Sport, Events and Parks, referred to a new board that had recently been set up to try to identify ways of maximising assets. He pointed out that budget savings were required and, at the same time, major investment was needed in parks.

There was currently a charge of £2 for car parking on Sundays from Easter to September in Sutton Park. It was proposed to extend the car parking charges to every day. An annual pass costing approximately £50 was also being considered. Payment would be either at the machines which would be installed at the entrances or by mobile phone.

Whilst it was important that the proposal should not have a negative impact on residents living in close proximity to the park, it was anticipated that the net income generated from car parking charges could be as much as £250,000 per year which would be used to improve infrastructure.

Initially funding would be borrowed to cover the set up costs and this would be recuperated through the car parking charges.

A report entitled 'introduction of car parking charges in major city parks' was due to be submitted to the next meeting of the Trusts and Charities Committee.

Members of the public would be consulted prior to implementation of the new charges.

The following were amongst the points made by Members:-

1. The proposal to extend the car parking charges would be unpopular.
2. It was important to ensure that any income generated from the charges be spent on improving the infrastructure of the park.

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3. In order to avoid the parking charge currently in force on Sundays, cars often parked on the roads near the park.
4. The pubs and restaurants based in the park should contribute towards its maintenance and upkeep, especially the roads and paths.
5. Public toilets should be provided in the park. Income could be generated by charging for their use.
6. Apart from charging for car parking, other sources of generating income should be investigated.
7. People should be encouraged to walk and cycle in the park as a way of improving fitness.
8. Extending car parking charges could discourage people from visiting the park.
9. It was suggested that, in order that the park would not be a burden on the Council, a trust could be set up.

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**RESOLVED:-**

That the verbal update be noted.

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Councillor Pocock left the meeting at this point.

The Committee returned to the original agenda order.

**WEST MIDLANDS POLICE UPDATE**

Sergeant Tony Eustace, West Midlands Police, gave a brief update on crime statistics and ongoing police initiatives in the Sutton Coldfield District:-

1. Recorded crime had increased to 8%, the bulk of which was related to large retail stores such as Asda.
2. Mulberry Walk, the new shopping centre in Mere Green, was now open and had been included in the policing schedule.
3. There had been a reduction in crime related to the night time economy in Trinity Ward.
4. He gave an update on the implementation of the West Midlands Police 2020 programme and outlined the benefits for neighbourhood policing.
5. He briefly explained how the police were trying to control groups of youths on BMX bicycles including deterring them from congregating in the Gracechurch Centre. In response to a question he advised that the age of the youths varied from approximately 12 to 20 years old.

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6. There had also been a problem with 'boy racers' in the Minworth area. It was important to have infrastructure in place to try to tackle the situation and the police had been visiting schools to educate pupils about the dangers of racing.

At 1646 hours Councillor Jenkins left the meeting and Members were advised that the Committee was inquorate.

7. With regard to the recent incidents of the ram raiding of shops and banks that had occurred in the area, Tony Eustace advised that the installation of bollards and CCTV outside the premises would probably act as a deterrent but, unfortunately, there was no funding available at present to carry out the work. However, subject to there being a business case, he suggested that it might be possible to use a mobile 4G camera occasionally for surveillance.

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**RECOMMENDED:-**

That the verbal update be noted.

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**WEST MIDLANDS FIRE SERVICE UPDATE**

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It was noted that a representative from West Midlands Fire Service was not in attendance at the meeting.

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**ROYAL SUTTON COLDFIELD TOWN CENTRE - UPDATE**

Councillor Pears gave a verbal update on the Town Council and the following were amongst the points made:-

1. Progress regarding the establishment of a trust for the Town Hall.
2. The next meeting of the Town Council was scheduled to take place on Tuesday, 21 February 2017.
3. Tackling dementia had been recognised as a key priority for the District. The Town Council had approved a grant of £10,000 to provide improved facilities for the dementia café at St James Community Centre, Mere Green.
4. Supporting vulnerable people, including the establishment of a working group, was a key priority. A draft social inclusion framework and good practice model was also being developed.
5. A disability strategy had been agreed and approval given for a number of grants from the community fund including: £10,000 to Compass Support for their work on Falcon Lodge; £860 to Our Place Community Hub for a mentoring scheme; and £500 to Carers United for developing a toolkit and training materials for unpaid carers.
6. Funding for the provision of defibrillators in each Ward had been approved.

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7. Youth engagement, including plans to hold a workshop at the end of March 2017 and the approval of grants for projects targeting young people, was also being addressed.
8. The Town Council would be registering to take part in the RHS Britain in Bloom campaign and Alan Gardner, a Chelsea Gold Medal winner, had pledged his support for Sutton Coldfield.
9. Approval had been given for funding to improve the road surfacing and access etc at the Rectory Road entrance to Rectory Park.
10. A number of summer events were proposed, including a concert by the CBSO in Sutton Park on Saturday, 1 July 2017.
11. Following meetings with the Deputy Leader, Sutton Coldfield Library would remain open until the end of August 2017. Negotiations would continue in an effort to find a long term solution to save the library.

114 **RECOMMENDED:-**

That the verbal update be noted.

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**APPOINTMENTS TO SUTTON COLDFIELD DISTRICT COMMITTEE**

Members noted that the Committee was inquorate and it was, therefore:-

115 **RECOMMENDED:-**

That Councillor Dr Andrew Hardie be appointed to serve on the Sutton Park Advisory Committee in place of Councillor Anne Underwood for the remainder of the current municipal year 2016/17.

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**UPDATES FROM WARD CHAIRMEN AND CO-OPTED MEMBERS**

116 No updates were received.

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**DATE OF NEXT MEETING**

117 The Chairman advised that Members would be informed in due course of the date of the next meeting of the Sutton Coldfield District Committee.

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**AUTHORITY TO CHAIRMAN AND OFFICERS**

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**RECOMMENDED:-**

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

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The meeting ended at 1656 hours.

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CHAIRMAN



## **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.





## 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:-

<b>District Committee:</b>	<b>Area:</b>	<b>Members from the following Wards:</b>
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