

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

SELY OAK DISTRICT COMMITTEE

THURSDAY, 30 JULY 2015 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

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

2 APOLOGIES

Item Description

3 - 12

3 MINUTES

Item Description

13 - 44

4 CABINET REPORT - DISTRICT AND WARD GOVERNANCE AND NEIGHBOURHOOD CHALLENGE

Cabinet report 27 July 2015

5 UPDATE BRIEFING ON HOUSING PLACE MANAGEMENT IN THE DISTRICT

Report from Jonathan Antill, Senior Service Manager, Housing Transformation.

45 - 46

6 HOUSING ENVIRONMENTAL WORKS - FINANCIAL ALLOCATION

Report from Jonathan Antill, Senior Service Manager, Housing

7 **SELLY OAK DISTRICT - FUTURE PLANNING ARRANGEMENTS**

Verbal report from the District Head (Selly Oak)

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

Verbal information update from the District Head (Selly Oak)

9 **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.

10 **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'.

P R I V A T E A G E N D A

BIRMINGHAM CITY COUNCIL

**SELLY OAK DISTRICT
COMMITTEE
THURSDAY 18 JUNE 2015**

**MINUTES OF A MEETING OF THE SELLY OAK
DISTRICT COMMITTEE HELD ON THURSDAY 18
JUNE 2015 AT 1030 HOURS IN COMMITTEE
ROOMS 3 &4, THE COUNCIL HOUSE, VICTORIA
SQUARE, BIRMINGHAM**

PRESENT : -Councillors Alex Buchanan, Barry Henley, Timothy Huxtable, Brigid Jones, Changese Khan, Mike Leddy, Karen McCarthy, Eva Phillips and Rob Sealey.

ALSO PRESENT :-

Karen Cheney – District Head (Selly Oak)
Inspector Darren Henstock – West Midlands Police
Parmjeet Jassal – Head of City Finance
Natalie Potter – Senior Service Manager, Housing
Paul Walls – Leisure Project and Client Manager
Fatumo Abdi – Public Health Team
Chris Baggott – Public Health Team
Amanda Lambert – Public Health Team
Sarah Stride – Committee Manager.

**ELECTION OF THE EXECUTIVE MEMBER AND VICE CHAIR FOR SELLY
OAK DISTRICT**

Nominations were requested:

Councillor Karen McCarthy was nominated for Executive Member and Councillor Alex Buchanan was nominated for Vice Chair.

The proposal was seconded and it was -

RESOLVED:-

That Councillor Karen McCarthy be elected Executive Member for Local Services for the Selly Oak District Committee and Councillor Alex Buchanan as Vice Chair ending with the first meeting of the Committee in the Municipal Year 2015/16.

(Councillor Karen McCarthy in the Chair and Councillor Alex Buchanan as Vice Chair).

NOTICE OF RECORDING

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The whole of the meeting will be filmed except where there are confidential or exempt items.

MEMBERSHIP OF SELLY OAK DISTRICT COMMITTEE

- 267 The following Membership of the Selly Oak District Committee was noted:-

Billesley Ward

Councillors Susan Barnett, Alex Buchanan and Phil Davis.

Bournville Ward

Councillors Timothy Huxtable, Rob Sealey and Phil Walkling.

Brandwood Ward

Councillors Barry Henley, Mike Leddy and Eva Phillips.

Selly Oak Ward

Councillors Brigid Jones, Karen McCarthy and Changeese Khan.

Co-opted Members:-

Station Commander Kevin Eaves – Kings Norton Fire Station

Inspector Darren Henstock – West Midlands Police

2 District Housing Panel Members

1 Member of the Youth Council (to be confirmed).

APOLOGIES

- 268 Apologies were submitted on behalf of Councillors Susan Barnett, Phil Davis and Phil Walkling, and Station Commander Kevin Eaves, Kings Norton Fire Station and Steve McCabe, MP for their inability to attend the meeting.
-

MINUTES

As a point of clarity the District Head (Selly Oak) confirmed that:

- Tiverton Road Baths will remain open until the replacement baths at Northfield have been built.
- This Brummie Girl Can Campaign – events taking place in Cotteridge Park and Masefield Community Centre.

The Chair and Members noted the points raised and it was -

269

RESOLVED:-

The Minutes of the last meeting held on 26 March 2015, having been previously circulated, were confirmed and signed by the Chairman.

DECLARATIONS OF INTEREST

270

Councillor Rob Sealey declared a non-pecuniary interest as a member of the West Midlands Fire Authority.

CODE OF CONDUCT

271

The Code of Conduct was noted:-

(See Document No. 1)

DISTRICT COMMITTEE FUNCTIONS AND GUIDELINES

272

The following schedule of District Committee functions and guidelines were noted:-

(See Document No. 2)

**SELLY OAK DISTRICT – INCOME AND EXPENDITURE FOR THE YEAR
ENDING 31 MARCH 2015**

The following joint report of the Service Directors District Services, Housing Transformation, Sport Events and Parks, and the Director of Finance was submitted:-

(See Document No. 3)

Parmjeet Jassal, Head of City Finance introduced the report and highlighted the salient points.

Karen Cheney, District Head (Selly Oak) thanked all District staff and Engineers for their hard work in ensuring savings are made in the District during the Council's period of austerity.

The Chair noted that this was the last financial report to be submitted to the District Committee and thanked Parmjeet Jassal, Head of City Finance for all her hard work and support that she had provided to the District over the past three years.

It was -

RESOLVED:-

- (i) Noted the provisional net underspend of £0.091m for Directly Managed and SLA Services as detailed in Appendix 1 compared to the projected year end overspend position at month 10 of £0.038m (see paragraph 5.7 of the report). This is after taking into account the write off of prior year overdrawn reserves and debit balances from 2013/14 of £0.288m. The net underspend has been utilised to manage the year end and brought forward deficit position as approved by Cabinet on 16 March 2015;
- (ii) Noted the financial position on the Community Chest projects as detailed in Appendix 2 of the report;
- (iii) Noted that an appropriation to reserves of £0.023m has been made to meet commitments in 2015/16 relating to projects being undertaken by the District Engineer.

DISTRICT HEALTH PROFILE

The following report of the Director of Public Health was submitted:-

(See Document No. 4)

Fatumo Abdi, Chris Baggott and Amanda Lambert highlighted the salient points in the report and made the following particular points:

- The Public Health Team is working in collaboration with the District Committee to set priorities and improve health outcomes for the local community.
- The Public Health website contained the most recent and up to date information/data concerning all health issues in the Selly Oak District.
- Life expectancy and mortality rate indicators – life expectancy of citizens in the Selly Oak District is similar / on par to other Districts in the Birmingham area. The figures for the Birmingham area are less than the average in England. This was mainly due to:
 - Poor lifestyle choices in Birmingham
 - Child obesity – high in the Selly Oak Ward
 - Mental Health issues – high in Bournville and Billesley Wards
 - Dementia – mainly lone elderly residents living in the Billesley Ward.

Members raised a number of comments, questions and concerns:

- Surprisingly low prevalence of depression in Selly Oak District bearing in mind that the area was largely populated by students/exam stress etc.
- Child obesity – why was there a significant and drastic change in statistics from reception to year 6 ?.
- Infant mortality – need to monitor statistics in relation to Asian families and genetic disorders. Important that the genetic programme is continued and resourced.
- An update was requested on the pilot scheme - Stirchley and Cotteridge Social Innovation Zone around Health and Wellbeing, including the healthy villages initiative.

The District Head (Selly Oak) responded and stated that all of the relevant information had now been collated and that the next step was to programme a series of future meetings. Members will be advised accordingly in due course.

Officers from Public Health Team responded appropriately to questions raised:

- Data for the prevalence of depression is accessed via GP surgeries and include patients who are registered for being treated for depression. However, it was recognised that students may not seek medical treatment for issues in relation to mental health.

Councillor Jones stated that she was aware that student referral rates for depression was high and that on site University Councillors had a waiting list to treat students. She felt that the prevalence was there but may-be not showing up in statistical information from GP surgeries in the District.

- Child obesity was an issue across the City as a whole and related to the ethnic breakdown of the population, particularly with boys. Rates in the Selly Oak District were relatively high. Child obesity figures are gathered from the geographical area / Ward in which the child resides.

It was -

274

RESOLVED:-

That the verbal report on the District Health Profile be noted.

HOUSING TRANSFORMATION PERFORMANCE REPORT QUARTER 4 AND PERFORMANCE NARRATIVE

The following performance report from the Service Director, Housing Transformation was submitted together with a performance narrative that was circulated at the meeting:-

(See Document No's 5 and 6)

Natalie Potter, Senior Service Manager, Housing introduced the performance report and made particular reference to the narrative report highlighting the salient points.

Members raised a concern in relation to the 20 empty residential flats above the Aldi retail store and requested that the issue be investigated and resolved as a matter of urgency as housing was a much sought after commodity in the District.

Natalie Potter, Senior Service Manager, Housing stated that she would investigate the concern and report the outcome to all Members of the District in due course.

Members noted that Natalie was leaving the Selly Oak District to work in another District in the City. Members wished her well in her new role and wished her every success in the future.

It was –

275

RESOLVED:-

That the Housing Transformation Performance Quarter 4 report and the Performance Narrative be noted.

CAPITAL ENVIRONMENTAL BUDGET REPORT

The following schedule of reports from the Senior Service Manager, Housing Transformation was submitted:-

(See Document No. 7)

Natalie Potter, Senior Service Manager, Housing introduced the Environmental budget, aerial budget and Housing Liaison Board budget reports and highlighted the main points.

The following projects had been appraised and submitted for approval:

- Improvements to Maypole Grove. Following consultation with residents an additional £13,110 to be spent on improvements to the area.
- Garage work on Kipling Road. Additional £2,000 to be spent on two LED street lighting columns to be erected. No follow on service costs incurred.

Councillor Timothy Huxtable reported that during improvement works to the garages on Kipling Road, contractors had damaged the guttering to the roundabout, creating possible drainage problems, and had also damaged garage roof tiles. He requested that the issue be investigated and resolved as a matter of urgency.

Concern was also expressed in relation to funding allocated to the now defunct Cotteridge Housing Liaison Board. The Chair stated that the issue will be addressed and resolved outside the arena of this District Committee.

It was -

276

RESOLVED:-

- (i) That the Capital Environmental Budget report be noted;
 - (ii) That the two projects as identified in the above preamble, namely Improvements to Maypole Grove and the erection of two LED lighting columns on Kipling Road be approved.
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SPORT AND LEISURE – FRAMEWORK AND WELLBEING UPDATE

Paul Wells, Leisure Project and Client Manager gave the following verbal update report and listed the changes made to the Leisure Service from 1 June 2015, and how the service was currently managed under two new services:

Birmingham Wellbeing Service

The Birmingham Wellbeing Service is managed by Birmingham City Council, and includes some former leisure and Community Centres such as Linden Road Instruction Pool and Tiverton Pool and Fitness Centre both of which will remain open until the new replacement Northfield Pool is built.

The Wellbeing Service will encourage people to be physically active and involved in their local community within leisure centres (now known as Wellbeing Centres), in parks (through initiatives such as Park Lives and Active Parks), and across the City through projects such as the Big Birmingham Bikes programme. Alongside physical activity and other healthy living services (such as stopping smoking and weight management), the service will also look to improve people's sense of community, mental health and wellbeing.

Birmingham Community Leisure Trust

The second of the Council's new services is the Birmingham Community Leisure Trust (BCLT). On 20th March the Council's Cabinet Committee awarded the contracts for North and South Birmingham to Serco Leisure Limited, and its delivery vehicle Birmingham Community Leisure Trust. The contracts commenced on 1st June under a temporary services agreement while the BCLT obtained admitted body status, prior to the transfer of City Council employees.

The 15 year partnership will see the transfer of 8 existing facilities, including Billesley Indoor Tennis Centre and Cocks Moors Woods Leisure Centre. It was envisaged that there will be substantial capital investment within the facilities, along with 3 new replacement facilities and 1 new additional centre.

The key outcomes of the bid will see:

- A Partnership Approach to managing the contract with key stakeholders
- A significant reduction in the councils operating costs and a significant capital build and refurbishment programme
- The introduction of social marketing and operating models that will increase local participation
- The delivery of quality services via a proven track record of Quest (the Industry standard for external benchmarking of leisure services) and exemplary Health and Safety performance
- Improved customer satisfaction through the implementation of the Serco Management System and its supporting applications
- Energy management reductions with no negative impact to the customer experience.

With regard to key capital improvements within the Selly Oak District:

Cocks Moors Woods is likely to see some significant improvements to the reception and changing room areas, as well as the introduction of a much larger gym and function room area.

Billesley Indoor Tennis Centre will undergo a refresh programme including the replacement of some equipment, as well as new outdoor court lighting which will be funded in partnership with the Lawn Tennis Association and Tennis Foundation. This would be supported by a potential rebranding of the centre, and

Selly Oak District Committee – 18 June 2015

a possible name change to “Billesley Tennis and Fitness Centre” to incorporate the wider fitness offering available at the facility.

With regards to existing customers, both service providers, the Birmingham Community Leisure Trust and Birmingham Wellbeing Service, will honor existing rates for the foreseeable future, and will have automatically transferred memberships, including the current terms and conditions, to the service provider managing the leisure centre that records indicate customers use the most.

In addition to these services, it is also important to note that the new Birmingham Indoor Bowls hall on Billesley Common opened its doors in January 2015 and has been a great success, seeing a significant upturn in numbers. This has complemented the new Moseley Rugby Club stand, function room and changing facilities which were used for the final few matches of the rugby season.

He concluded by stating that in his new role as Leisure Project and Client Manager for South Birmingham he would continue to be the lead officer for all leisure related items in Selly Oak District.

In response to questions raised concerning the Serco Leisure Management Contract, the Chair requested that a briefing note from the Cabinet Member for Commissioning, Contracting and Improvement be submitted to a future meeting of this District Committee to relay any concerns in relation the future operating model. It was also requested that a report be submitted to a future meeting of all Ward Committee's in the Selly Oak District.

277

RESOLVED:-

- i) That the verbal report on the Sport and Leisure Framework and Wellbeing update be noted;
- ii) That the Cabinet Member for Commissioning, Contracting and Improvement be requested to provide a briefing note on the future operating model for all leisure facilities in the Selly Oak District;
- iii) That a detailed report of all improvements to existing leisure centres be submitted to all Ward Committee's in the Selly Oak District.

DATES OF FUTURE MEETINGS 2015/2016

278

It was noted that future meetings of the Selly Oak District Committee be held on the following dates at 1030 hours in Committee Rooms 3 & 4, The Council House, Victoria Square, Birmingham:-

30 July 2015	28 January 2016
24 September 2015	24 March 2016
19 November 2015	

UPDATE AND FEEDBACK FROM WARDS; BILLESLEY, BOURNVILLE, BRANDWOOD AND SELLY OAK

Karen Cheney, District Head gave the following update:-

- District Wide Events:
 - Natalie Potter moving on to a new area in the City. Wish her well for the future. Austin Rodriguez will be leaving Selly Oak District during his secondment. Thank all officers for hard work and congratulate those employees on winning individual recognition awards.
 - Stirchley Baths, Pershore Road – work progressing well and most of exterior works completed. Interior work is ongoing – will be running community tours around the building. Appointed Community Heritage Development Manager and the Heritage programme is currently being developed. Opening date of building – to be confirmed.
 - Katy Road play area. Consultation successfully carried out by BOSF.
 - Successful transition of transfer of Masefield Centre to the Wellbeing Service on 1st April 2015.
 - Manningford Hall – confirmed successful transfer to Housing.
 - Reward and recognition is important – nominations for Standing Up for Birmingham requested from Members and suggestion that given out at District Committee to successful nominees.
 - Unable at the moment to give any further specific names information in relation to staff changes in District engineers until the outcome of due process with Trade Unions and staff concerned.
 - Festival Season:
 - Selly Oak Park Festival on 20 June 2015
 - Bournville Village Festival on 27 June 2015
 - Jazz on the Green – 11 July 2015.

Inspector Darren Henstock, West Midlands Police gave a verbal update report and made the following particular points:

- Good news – Selly Oak is the only District across Birmingham South that has seen a recent reduction in crime statistics:
 - Total recorded crime down 4%
 - Burglaries down 20% - 115 less properties being burgled
 - Robbery down 44% - 93 less actual victims of robbery
 - Business crime is even.
- Police Team working well in Birmingham South.
- Public place violence - trying to reduce incidences of this crime. Is a seasonal crime – hot weather, students and public houses etc. Breath testing kits available to all punters and Police using them as an educational tool to deter drinking offences.
- Currently no change to manning levels in Police Stations. Will brief Members more fully in the near future.

RESOLVED:-

That the verbal update reports be noted.

FUTURE WORKING ARRANGEMENTS / DISTRICT WORK PROGRAMME

280 The Chair stated that the Constitution for District Committee's was amended at the City Council AGM and that roles and responsibilities for District Committee's has changed - no longer have budgetary responsibilities but more building on partnerships with the community and a scrutiny role.

Need to look at a variety of issues for discussion at a future meeting of the District Committee – health, jobs and skills, community safety, Police issues, how partnerships with community groups and organisations can be formed and Ward Committee's operating under a new structure.

The District Plan will be developed following the District Convention in November / December 2015.

OTHER URGENT BUSINESS (REPORTS BY OFFICERS)

281 No items of urgent business were raised.

AUTHORITY TO CHAIRPERSON AND OFFICERS

282 **RESOLVED:-**

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

The meeting ended at 1222 hours.

CHAIRPERSON

BIRMINGHAM CITY COUNCIL

PUBLIC REPORT

Report to:	CABINET	
Report of:	Director of Legal & Democratic Services	
Date of Decision:	27 th July 2015	
SUBJECT:	DRIVING FORWARD THE COMMUNITY LEADERSHIP ROLE AND REMIT OF THE COUNCIL: GUIDANCE FOR DISTRICT COMMITTEES AND WARD COMMITTEES / FORUMS	
Key Decision: No	Relevant Forward Plan Ref: N/A	
If not in the Forward Plan: (please "X" box)	Chief Executive approved <input type="checkbox"/>	<input type="checkbox"/>
Relevant Cabinet Member(s) or Relevant Executive Member for Local Services:	The Leader Cabinet Member Neighbourhood Management & Homes	
Relevant O&S Chairman:	Chair Corporate Resources O&S / Chair Neighbourhood & Community Services O&S	
Wards affected:	All	

1. Purpose of report:	
1.1 To set out the constitutional framework and guidance for taking forward the community governance arrangements of the City Council.	
1.2 To recommend to Cabinet approval of the revised ways of working protocol for District and Ward Committees / Forums and guidance on District Committee remits for Community Governance, Community Planning, Community Leadership and Neighbourhood Challenge following constitutional changes made at the May AGM of Council.	

2. Decision(s) recommended:	
That Cabinet :-	
2.1 Agrees the updated ways of working protocol for District and Ward Committees / Forums (Appendix 1).	
2.2 Agrees the Guidance on District's Remit on Community Governance, Community Planning and Community Leadership (Appendix 2) and the Guidance on Exercising the Neighbourhood Challenge Duty (Appendix 3).	
2.3 Notes the progression of the development programme for Executive Members and Deputy Chairs of District Committees and the intention to run a briefing for Ward Chairs.	

Lead Contact Officer(s):	
Telephone No:	Ifor Jones Service Director Localisation 0121 675 9415 Ifor.Jones@birmingham.gov.uk
E-mail address:	Emma Williamson Head of Scrutiny Services 0121 464 6870 emma.williamson@birmingham.gov.uk

<p>3. Consultation</p> <p>3.1 The draft guidance was shared with Executive Members, Cabinet Members and Group Leaders.</p> <p>3.2 As part of the consultation process for the live Community Governance Review the Council has published two papers (Papers 1 and 2) setting out the context and drivers for its review of community governance and the available options. These options included the retention of District Committees and Ward Committees/Forums as set out in this report and accompanying guidance.</p>
<p>4. Compliance Issues:</p>
<p>4.1 <u>Are the recommended decisions consistent with the Council's policies, plans and strategies?</u></p> <p>The guidance documents in the appendices are in line with changes made to the Council's constitution in May 2015, Leaders Policy Statement June 2015, the Council's Organisational Improvement Plan and wider Future Council Programme.</p>
<p>4.2 <u>Financial Implications</u> <u>(Will decisions be carried out within existing finance and Resources?)</u></p> <p>The guidance for community governance needs to be implemented within existing resource frameworks, which include savings targets for Democratic Services and District management and support in 2015/16. This means adopting different ways of working at officer and member level to exercise responsibilities identified in the Council's constitution on community governance.</p>
<p>4.3 <u>Legal Implications</u></p> <p>Changes to the constitution may be made in-year by the Council Business Management Committee. Accordingly, the guidance provides executive direction and guidance on how the role, including powers and duties of District Committees and Ward Committees / Forums, should be executed.</p> <p>The delegation of executive powers to District Committees and Ward Committees / Forums is undertaken in accord with the Local Government Act 2000.</p>
<p>4.4 <u>Public Sector Equality Duty</u></p> <p>No adverse impact. The effective implementation of the protocol and guidance will assist the authority to address issues of disadvantage affecting protected groups across the city.</p>
<p>5. Relevant background/chronology of key events:</p> <p>5.1 Council agreed a localisation framework for District Committees for the exercise of delegated powers over specified services and other arrangements supporting devolution in March 2003 and these arrangements were implemented in May 2004. In May 2012 Council approved constitutional amendments renaming Constituency Committees as District Committees and providing additional executive powers together with giving clearer executive status to District Chairs as Executive members.</p>

Further executive responsibilities were provided in constitutional changes made in May 2013 and May 2014.

The Districts and Public Engagement Overview and Scrutiny Committee undertook a review of Devolution in 2012 and Council agreed its report *Devolution: Making it Real* in December 2012. A number of outstanding items remain in the tracking system following the last update provided in March 2015. These include recommendations 4, 9,10,12,14 and 15. At the meeting it was agreed that the tracking on these recommendations would be undertaken in September 2015, at the relevant O&S Committee, taking into account relevant constitutional and policy changes affecting devolution in light of the requirements stipulated in the Kerslake report detailed in para 5.2.

The Districts and Public Engagement O&S Committee also considered ward committee arrangements in the autumn of 2014 and Full Council agreed its report *Are Ward Committees Fit for Purpose* in January 2015, which has yet to be tracked. As with the *Devolution: Making it Real* report, there are some changes that have been instituted affecting ward committees through constitutional changes brought about again in the context of the Kerslake report set out in para 5.2. Additionally, as reported through Council Business Management Committee and incorporated in appendix 1 of this report, there are "resource constraints on the support that can be provided through the district teams and democratic service teams for the operation of district and ward governance arrangements (which) necessitates developing smarter ways of working at an officer and member level". Clearly, this has an impact on the agreed recommendations and issues arising from this will be reported at the first tracking session in September 2015.

Appendix 1 of this report incorporates aspects of the recommendations made in relation to citizen entitlements and harnessing technology.

5.2

The Kerslake report¹, published in December 2014, identified that the City Council should "establish a new model for devolution", specifically recommending that the "ten District Committees should not be responsible for delivering services or managing through service level agreements. Instead they should be refocused on shaping and leading their local areas through influence, representation and independent challenge of all public services located in the District including those of the Council." Furthermore, the report recommends that "Councillors should concentrate on regular, direct engagement with the people and organisations in their wards and role as community leaders".

The Councils Organisational Improvement Plan, published in March 2015, set out how the recommendations relating to devolution would be addressed both in the short term through constitutional and structural changes, particularly relating to the new model of devolution, and in the medium and longer term through the Future Council programme.

At the May Council AGM a number of constitutional amendments were agreed to expedite the commitments made in the organisational improvement plan around devolution. A member development programme for Executive Members and Deputy Chairs of District Committees is currently in progress with two sessions undertaken to date covering the detail and mechanics of the constitutional changes and what this means in taking forward the remit of the remodelled District Committees. A final session will bring Executive Members for Districts and Deputy chairs together with Overview and Scrutiny Chairs and Deputy Chairs to look at how the proposed Neighbourhood Challenge function for District Committees can work to deliver effective accountability of public services. Two additional sessions are being scheduled for Ward Chairs in September.

¹ The way forward: an independent review of the governance and organisational capabilities of Birmingham City Council

The Council has, since September 2014, undertaken a comprehensive Community Governance Review following the petition submitted by residents in Sutton Coldfield for a Town Council. The remit of the review was expanded to examine the Council's wider devolution structure as the boundaries of the proposed town council put forward utilised the parliamentary constituency boundary for Sutton Coldfield around which the Council's devolved executive arrangements to District Committees have been organised since 2004.

Through the review four consultation papers have been published during 2015 dealing with both the Sutton Coldfield issues and wider devolved arrangements. The first paper outlined the broad scope and remit of the review, the second the range of options around the wider devolution arrangements at District and Ward level and the third provided information and analysis of the Sutton Coldfield town council issue. The fourth paper published in May 2015 following completion of the consultation presents the Council's initial advice to residents on the options.

A postal consultative ballot for all residents on the electoral register in Sutton Coldfield is currently being undertaken on whether there should be a town council and Full Council will need to conclude the Community Governance Review in September with a decision on whether to proceed or not.

All further work in relation to community governance will be undertaken through the Future Council programme through the Political Governance Sub Group with appropriate links to other relevant sub-programmes where necessary. This will utilise the triple devolution framework looking at governance at a regional, city and neighbourhood level.

5.3

The 2015 constitution uses a three-pronged definition of the role and remit of community governance at District and Ward level. This comprises: (1) Article 10 in Volume A that sets out the existence of District Committees and Ward Committees / Forums, membership, meeting and quorum arrangements; (2) the functional delegations to District and Ward Committee / Forums in Volume B (B6) and (3) detailed Terms of Reference for Districts and Wards (also in Volume B). These set out the principles, purpose, roles of Districts and Ward Committees / Forums. These are attached in Appendix 4.

The terms of reference in particular highlight the duties afforded to District Committees in relation to undertaking a Neighbourhood Challenge and promoting and supporting through community leadership active citizenship, community empowerment and a diverse and dynamic civil society. Ward Committees / Forums are identified as "a forum for community engagement in decisions affecting their local area" – another key conduit for the Council to take forward Councillors' community leadership role.

6.

Evaluation of alternative option(s):


6.1

The option of no change to the Council's devolved approach has not been available as the statutory Community Governance Review and Council's Organisational Improvement Plan has required constitutional, policy and structural changes to governance together with a different cultural and behavioural approach for shaping community leadership. Some of the changes in response to the Organisational Improvement Plan are mandatory and these have been implemented.

6.2

Areas of discretion, where options are available to the council on how it implements and carries forward these new arrangements, are reflected in the new arrangements. Indeed, these were consulted on, in particular, in Paper 2 published in February 2015. The guidance notes and process associated with this report provide a framework for how these can be taken forward.

7. Reasons for Decision(s):
7.1 To provide clear guidance and development momentum to take forward constitutional, structural and practice changes relating to community governance at District and Ward level and a focus on capacity, culture and behaviours in relation to Councillor's community leadership role.

<u>Signatures</u>	
Leader	Dated:
Cabinet Member Neighbourhood Management & Homes	Dated:
	
David Tatlow, Director of Legal & Democratic Services	Dated: 14 th July 2015.....

List of Background Documents used to compile this Report:
1. The way forward: an independent review of the governance and organisational capabilities of Birmingham City Council, Sir Bob Kerslake, December 2014
2. Organisational Improvement Plan, Birmingham City Council, March 2013.
3. Consultation Papers 1-4, Community Governance Review , February – June 2015
4. Constitution – Article 10 (Volume A) and Volume B6

List of Appendices accompanying this Report (if any):
1. Updated Ways of Working Protocol for District Committees and Ward Committees / Forums
2. Guidance on District Committee's remit on Community Governance, Community Planning and Community Leadership
3. Guidance on Exercising the Neighbourhood Challenge Duty

Appendix 1

Ways of Working Protocol for District Committees and Ward Committees / Forums

1. Introduction

This ways of working protocol for District Committees and Ward Committees updates and consolidates the document "Meeting Arrangements for District Committees" agreed by Cabinet in July 2012. The focus of the Council's new approach to community governance is not just about organising how councillors fulfil their remit through governance structures but how they take forward their community leadership role. To enable councillors to take this forward will necessitate shaping a new culture and set of individual and collective behaviours that is founded on working with local communities and other community leaders in a collaborative and facilitative approach.

Volume A (Article 10) of the Constitution, agreed by City Council on 19 May 2015, sets out details with regard to District Committees and Ward Committees / Forums (see Appendix 4). Ten District Committees have been established by the Council and the relevant Ward Members appointed to serve on them. Ward Committees / Forums will be constituted in each District to encourage and facilitate dialogue between the Council and local people in their Ward.

Membership of District Committees and Ward Committees / Forums consists of those Members elected to serve that District and that ward. The co-option of up to five 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 Ward Committees / Forums and District Committees. Where a Ward Committee does not exist, the functions, powers, duties and terms of reference will rest with the relevant District Committee.

2. Principles

The City Council is committed to the retention and the ongoing 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, which has seen a dramatic reduction since the council introduced its devolved arrangements over ten years ago. This means that the support and administration provided to councillors for fulfilling their remit through the devolved community governance structures and their wider community leadership role will need to be delivered differently.

3. Overall Purpose of District Committees

Work at the district level will promote democratic accountability and support councillors in their community leadership role. District Committee members will have responsibility for promoting and improving the economic, social and environmental wellbeing of their local area. This will be achieved through driving forward service improvement, maximising community empowerment, active citizenship and local partnership working, and ensuring maximum influence over the use of service budgets and resources to ensure they are aligned with local needs.

4. The Role of District Committees

The adoption of a revised constitution at Full Council on 19 May 2015 marked a significant change in the operations and remit of District Committees since the agreement of the Council's localisation framework in 2003 and its amended form in 2012. District Committees' oversight of devolved services and budgets have ceased with the exception of Neighbourhood Forum Grants and the Local Innovation Fund (to be introduced from 2016/17).

However, a number of functions delegated to District Committee remain devolved, set out in Volume B (B6) of the constitution, together with details on the role and purpose of District Committees and Ward Committees / Forums and their terms of reference. These terms of reference are subject to amendment from time to time by Cabinet or Council Business Management Committee to reflect the emerging shape of the Future Council. In conjunction with relevant Cabinet Members, the role of District Committees is to:-

- Develop and support the place 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 diversity of local service provision, including community and voluntary organisations and social enterprises (e.g. the Standing Up for Birmingham Campaign) and to develop positive working relationships with potential parish, neighbourhood or community councils;
- Take local decisions on local issues as specified in the constitution.

5. Functions devolved to District Committees

These include enforcement of litter prevention, enforcement relating to fly posting, placarding, graffiti and fly-tipping; local community safety and local neighbourhood tasking issues; power to authorise of 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); grants to neighbourhood forums and the right to consider and respond to consultations on planning briefs, frameworks and major development proposals.

Within each Committee's area:

(Council functions)

- Adopt a Community Plan;

- Make elected Member appointments to outside bodies, where such appointments relate solely to one Ward the appointment should be made by the relevant Ward Committee;

- Advise or make representations to the Council, the Executive or an Overview & Scrutiny Committee on all matters affecting community interests, including the exercise of a "Neighbourhood Challenge" function, working in conjunction with Cabinet Members to provide accountability in council and other public services within the district;
- Consider and respond to consultation on planning briefs and frameworks and on major development proposals affecting the district, within appropriate planning timescales;
- Consider proposals referred to the committee by the Council, the Executive or an Overview & Scrutiny committee and to report back the committee's views to the referring body;
- 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)

- Promote and improve the economic, social and environmental wellbeing of the area;
- 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 duty to ensure tenant engagement in the management and development of social housing, in conjunction with the relevant Cabinet Member;
- 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;
- 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.
- 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 Cabinet Members as appropriate:
 - Approval of grants from the Local Innovation Fund (from April 2016);
 - Bidding-for external funding to support neighbourhood and service improvement.
- A duty to promote effective neighbourhood management;
- A duty to promote and support active citizenship, community empowerment and a diverse and dynamic civil society, in conjunction with the relevant Cabinet Member;
- A duty to ensure effective ward level governance arrangements, in Conjunction with the Leader of the Council;
- Approval of neighbourhood forum grants.

6. The Role of Ward Committees / 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 committees or forums will:

- 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);
- 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;
- 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;
- 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;
- Plan work with the other wards in the district to support the functions of the district committee and to engage with partners such as the police.

7. Support, administration and management of community governance at district and ward level

As is set out in para 2 above, there are resource limitations for the support that can be realistically provided for the operation of district and ward governance arrangements. Clearly, there is a need to ensure that their responsibilities are effectively discharged with a degree of support but this will require new ways of working both at an officer and member level as well as exploring how partners and community organisations can play a part in the administration of community governance e.g. the partnership support model developed in Erdington.

District Committees

District Committees will agree a programme of bi-monthly meetings, alternating if possible with Ward Committee / Forum meetings. These meetings will be supported by the Council's democratic services officers in the Council House or, as may be necessary, at some other central Birmingham location (to be determined by the Chief Executive or the Lead Officer for District Committees). Business should be conducted in public, except for those few reports that require private consideration for stated, appropriate reasons. A module for District Committees on the new CMIS system will facilitate better planning and referrals between committees whether ward, intra district, scrutiny, cabinet and planning.

At decision-making meetings, members of the public may only speak at the invitation of the Chair (Executive Member) or Deputy Chair (in the absence of the Chair). Committee rooms will be arranged so as to promote discussions amongst members of the Committee, rather than between the Committee and the public. These Committee meetings will be video streamed. A major function of the new business for District Committees will be exercising a neighbourhood challenge, which will require a similar approach, albeit light touch, to that used for conducting overview and scrutiny inquiries, with expert witnesses and panel questioning format through the chair. In undertaking a neighbourhood challenge involving a number of different services, the Executive Member may wish, in consultation with members on the District Committee, to consider asking a partner representative to lead the neighbourhood challenge. District Conventions will be held annually in a suitable venue within the district area to explore with partners and the wider community needs, priorities and opportunities for the district community plan.

To streamline costs of support and administration each Executive Member will be supported in developing a forward plan of business that will enable the responsibilities and functions of the District Committee to be effectively discharged across the municipal cycle. This will include the key responsibilities around shaping effective community governance within the district (District and Ward Committee / Forums, local partnerships and community engagement), community planning and neighbourhood challenge.

The co-option of up to five non-voting members on to the District Committee will continue. This option was introduced in 2012 and there have been mixed views expressed on how productive this has been by both partners and members around the relevance of the engagement given that much of the business at District Committees during this time was focussed on the detail and budgets relating to localised services. This has limited the opportunities for co-optees' active engagement and participation in meetings. However, with the different remit for District Committees adopted for 2015 onwards e.g. in exercising the neighbourhood challenge function and taking forward community planning, the opportunities for a more active and dynamic input of co-optees will be strengthened.

A local stakeholders mapping exercise should be undertaken to build up a register of active partners drawn from different locally based public services, private sector and resident, voluntary and community sector groups. This will enable the district to shape a more effective way of working with partners, for example by using the co-optee system more flexibly bringing in a relevant partner for particular items, by establishing task and finish working groups on particular issues e.g. health or employment and skills and creating a standing panel of partners to invite to Districts Conventions.

Key District Committee Meeting Format based on constitutional responsibilities:

These can be framed in a format and style at the discretion of the Executive Member with licence to innovate and customise to meet local needs. They are likely to include:

- Notes of previous meeting;
- Referrals from and to Ward Committees / Forums, Cabinet / Cabinet Members, Overview and Scrutiny / Petitions;
- Issues for and referrals to Planning Committee;
- Items relating to Community Governance;
- Items relating to Community Planning responsibilities;
- Neighbourhood Challenge items, including inquiries and performance reports;
- Community engagement and partnership items;
- Neighbourhood Forum Grants – Ward Committee / Forum members will be consultees;
- Local Investment Fund – from 2016/17;
- Issues relating to the economic, social and environmental wellbeing of the local area;
- Matters of special interest to the District e.g. cultural and heritage issues.

Ward Committees / Forums

The service provided for Ward Committees has been redesigned for 2015/16. Previously, Democratic Services serviced pre agenda meetings, assisted with publicity for meetings, booking and payment for local venues, placing reports on the website and inviting speakers and attendees. The service will now be managed within district services. Some staffing resource will be transferred across from Democratic Services and a dedicated unit will support community governance including the functions and responsibilities for District and Ward Committees / Forums. This means that a new model of servicing and facilitating Ward meetings has had to be developed for the 2015/16 cycle of meetings. As with District Committees the area teams will work with ward committee / forum chairs to develop a forward plan of business drawing on the areas of activity within the defined constitutional remit of the ward committees / forums. Local venues that are accessible, offer Wi-Fi and low cost and affordable will be booked by the area teams and set up for the meeting.

Key Ward Committee / Forum Meeting Format based on constitutional responsibilities:

- Referrals from and to District Committees / Forums, Cabinet / Cabinet Member, Overview and Scrutiny / Petitions;
- Issues for and referrals to Planning Committee;

- Petitions received and forwarded;
- Presentation to Ward on matters of local relevance – updated live on to the Action Tracker (see below);
- Issues of local concern – these will be short issues of concern managed through the Chair on place matters raised and recorded for onward referral to the appropriate agency within the Council or relevant partners¹. Consultation of Neighbourhood Forum Grants and Local Investment Fund;
- Ward priorities for Community Plans and Neighbourhood Challenge – to refer to District Committee;
- Matters of special interest to the Ward – culture, community life, voluntary and active citizenship.

A module on CMLS is being developed to provide a cost effective tool for planning meetings, recording actions and interacting with other committees (similar to the District Committee module referred to above). This will go live from September 2015.

The ward based module will be available for live transmission. It will enable tracked actions from previous meetings to be closed down, recording of decisions on referrals to the ward from and to planning, district committees, overview & scrutiny, cabinet and council.

In line with the *Are Ward Committees Fit for Purpose* report agreed at Council on 6th January 2015 this guidance assimilates:

1. Citizen Entitlement Standards including wards purpose, action focussed, citizen influence, broadening engagement, robust local linkages, access to information and clear communication together with an endorsement of the good practice points. This needs to be realistically delivered and within the finite resources available.
2. Standing up for Birmingham particularly around fostering an engagement between councillors, officers and Councillors again within the finite resources available.
3. Technology – to maximise the utility and availability of digital tools within resource limits to further the penetration and ease of engagement beyond face-to-face traditional meeting styles and formats.
4. Support – that appropriate cost effective support be provided within resource constraints maximising use of technology. This matter will be addressed further, building on the recent report to Council Business Management Committee, at

¹ There may be potential to explore as some wards have how this section can work alongside or as part of a Neighbourhood Tasking process. Where practicable report backs will come to the next ward meeting with the expectation that they will be closed down within 12 weeks. It should be noted that in some instances a close down may be an answer that the issue cannot be fully resolved with a clear reason stated. Partners engagement in this process will be on a voluntary basis

the first tracking session. There will need to be some limits placed on the expectations for senior and other officers attending 40 different ward meetings/forums up to six times in a municipal cycle and ways of ensuring that relevant information, feedback and action can be reported. As a core commitment there will be officer attendance facilitating and supporting ward meetings and ensuring relevant actions are chased up and reported. Clearly, officers and other relevant partners can be invited to present on topics of relevance but this will need to be on the basis of consent with an expectation that these are undertaken on a one-off basis.

Appendix 2

Taking Forward Responsibilities for Community Governance, Community Planning and Community Leadership

1. Introduction

The Constitution, agreed by City Council in May 2015, sets out the new duty on District Committees to undertake a leadership responsibility for place matters within the District, to produce and agree a Community Plan setting out locally determined priorities and policies and to discharge the local executive remit, functions and powers for District Committees / Ward Committees / Forums.

This note sets out the outline process for shaping effective community governance, delivering community leadership and developing community plans. This guidance should be read in conjunction with the Constitution (Volume A, Article 10 and Volume B, B6 Functions and Terms of Reference).

2. What is Community Governance?

Community Governance includes all forms of decision making at a Neighbourhood level in Birmingham. This includes the District Committees and 40 ward Committees / Forums. It also includes other governance arrangements such as parish / neighbourhood councils or town councils. Currently Birmingham has one Parish Council in Frankley in the Longbridge Ward.

Community governance also includes forms of local partnership working such as Neighbourhood Tasking or different agencies coming together on local projects whether these are environmental, health or employment based.

Community governance includes active engagement with communities, residents and other stakeholders in improving the quality of life at a local level whether this is through traditional community engagement or active citizenship or new ways of working together to co create and co-produce local outcomes issuing more innovative ways of working.

The DNA that binds together effective community governance is effective community leadership exercised by Councillors and others in the community founded on collaborative practice and values and principles.

Specific Guidance for District Committees

A key role for District Committees is to produce a framework for Community Governance at the outset of their municipal cycle linked to the election of the Executive Member and Vice Chair. This should outline the governance arrangements across three levels including decision making arrangements at District, Ward and other i.e. Parish / Town Council (if applicable); local partnership arrangements and arrangements for community engagement. Where relevant, links should be made to

relevant Overview and Scrutiny Committees for example on community governance and neighbourhood challenge and to specific cabinet portfolios. A template for community governance will be issued for the September cycle of District Committees

3. Community Planning

Community planning was a requirement linked to the 2000 Local Government Act in relation to local authorities taking forward their wellbeing powers. The model being developed for District Committees uses some of the principles set out in guidance produced at this time and practice developed by local authorities. District Committees in their terms of reference have been given specific responsibilities for ensuring economic, social and environmental wellbeing of their citizens and stakeholders in their area and their community plans should be developed to further this broad remit. Community planning should be seen as more than just producing a plan but a dynamic ongoing action research approach identifying priorities, opportunities, stimulating activity in response to this and then evaluating and refining priorities and re-communicating these.

Specific Guidance for District Committees

District Committees should seek to publish a Community Plan annually setting out a clear list of priorities reflecting the needs and aspirations in their local area. Plans should be based on clear evidence and strategic intelligence around their local area. The data sources for this have now been well established and assistance will be provided in interpreting the data and establishing clear priorities from this.

Page 28 of 46

District Community Plans will be the primary planning tool at a sub city level and link to citywide plans agreed by the City Council. Other locality based plans will need to link in to community plans and be agreed by District Committee e.g. District Jobs and Skills Plans and Place Management Plans.

District Committees will, through their annual Convention, need to explore the strategic assessment of needs in their area with a range of stakeholders and provide an overlay of local and expert intelligence to finesse and ground emerging priorities.

District Committees should also consider taking an asset based approach to community planning looking at the range of opportunities and advantages that local neighbourhoods have and their development potential.

District Committees should engage with Ward Committees/Forums in developing and disseminating their Community Plans given their key role on engaging with local communities.

District Committees will agree their Community Plan setting out clear thematic priorities and seeking to link these to the City's overarching planning frameworks. The aim is to highlight to partners and the wider council the areas of needs and priorities in

their local area to stimulate joint action to deliver better outcomes. Agencies taking forward actions in relation to themes should seek to develop deliverable and SMART action plans. The emphasis of community plans should focus on the theme of “engagement for action” identifying through strategic intelligence available on local needs and dialogue to establish needs and opportunities how these can be used as tools to influence local, citywide and sub-regional commissioning and delivery arrangements. This latter point connects particularly with:

Recommendation 4 in the *Devolution: Making it Real* report around a fostering a: “collaborative endeavour between districts and the corporate centre; (shaping) opportunities in any procurement to reflect differential requirements of place.

Recommendation 9 of the same report around improving information and knowledge flows, ensuring that ward and district information can be shared with the corporate centre and the centre provides appropriate information broken down by localities.

Resources across the public sector are limited and new approaches and ways of working will need to be developed to stimulate activity against identified priorities.

4. Community Leadership

Guidance for local community leadership will be issued through a Community Leadership Know How Guide in October 2015.

Appendix 3

Exercising the Neighbourhood Challenge Duty

1 Introduction

The Constitution agreed by City Council in May 2015 sets out the new duty on District Committees to undertake “Neighbourhood Challenge”.

This note sets out the outline process for conducting a Neighbourhood Challenge, and should be read in conjunction with the Constitution (Volume B6 – see Appendix 4) which sets out principles for how District Committees should work.

2 What is Neighbourhood Challenge?

Neighbourhood Challenges are place-based inquiries focused on outcomes and priorities in Community Plans and ongoing performance review of public services at a local level.

The Neighbourhood Challenge is a duty on District Committees 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 the all Cabinet Members as appropriate.”

Through Neighbourhood Challenge, District Committees can advise or make representations to the Council, the Executive or an Overview and Scrutiny Committee on all matters affecting community interests.

Reports following Neighbourhood Challenge meetings can be:

- Issued to the Executive with recommendations or proposed actions;
- Submitted to an O&S Committee, to propose a city-wide investigation on the same topic.

A Neighbourhood Challenge is not:

- An alternative to an existing Council complaints system;
- A means to resolve individual casework issues.¹

3 Timetabling a Neighbourhood Challenge

It is envisaged that Neighbourhood Challenges will take place later in the municipal year (from October onwards), following the agreement of a Community Governance Framework and a Community Plan for the district.

¹ Where members have an issue that they cannot resolve, particularly where partners are involved, the Councillor Call for Action - in effect a referral to scrutiny – can be used.

A programme of Neighbourhood Challenge will be agreed in advance by the Committee, to allow proper planning. However, members may wish to reserve some time in their work programmes to respond to issues as they arise. These will be agreed by the Executive Member, in consultation with District Committee members, as necessary.

It will be important to be realistic about what can be achieved in one year, particularly given the resource constraints. Members will need to balance priorities and perhaps agreed to undertake two, or no more than three, Neighbourhood Challenges in a year, to ensure each is completed thoroughly and well.

4 Selecting a Neighbourhood Challenge

A Neighbourhood Challenge should be rooted in the local area and focused on outcomes.

Neighbourhood Challenges may be proposed in one of four ways:

- Identified by the Executive Member/other members of the committee;
- Referred by the Executive – to examine an issue that has arisen in a district and present options for the future based on community needs and views;
- Referred by an O&S Committee – to provide information or guidance, based on evidence gathered by District Committee, to support scrutiny work;
- Raised by local partners.

Members of the public would be able to propose issues by referring these (in writing) to the Executive Member to consider.

Neighbourhood Challenge topics should be selected following discussion by members of the District Committee. Under Neighbourhood Challenge, committees can consider any matter that is:

- a. A local issue rooted in the district; and
- b. Focused on outcomes for citizens in the district; and
- c. Linked to the Community Plan.

A local issue rooted in the District

A Neighbourhood Challenge enables members to drive forward service improvement, community empowerment, active citizenship and local partnership working in their district. It should therefore be centred on a matter that has arisen within a specific locality.

A balance needs to be struck between the need to properly reflect local concerns and effective use of resources. If the proposed challenge has arisen because of city wide council policy, or is an issue that is replicated across other districts, then this should

be referred to the relevant O&S Committee, which can then take a city-wide view of the issue. This would avoid the need for multiple neighbourhood challenges on the same topic across a number of District Committees.

When considering referrals of this type, the O&S Committee would take evidence from those districts affected; therefore District Committees could use a session to collate that evidence, as it relates to that district, in public.

For example, if a change in policy is perceived to have a negative impact on outcomes, such as the introduction of charging for a service, then any impact of that would be felt across the city, and so should be considered on a city-wide basis by the relevant scrutiny committee, using evidence collated from District Committees.

Focused on outcomes for citizens in the district

The District Committee role is to “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”.

Therefore the Neighbourhood Challenge should be focused on achieving positive outcomes for citizens in that district. A Neighbourhood Challenge would arise where there were concerns that outcomes, particularly those identified as priorities in the Community Plan, were either not being achieved, or were in danger of not being achieved.

Evidence for this may come from:

- Performance monitoring reports;
- Strategic intelligence reports on outcomes;
- A high level of user / general public dissatisfaction with a service (e.g. through opinion surveys / complaints);
- Reports or new evidence provided by external organisations;
- Issues raised by external audit reports.

Additionally, members may wish to look forward to how policy changes at either national or local level may impact on outcomes, including where:

- City council policy or changes in delivery models, or policies/ changes in delivery models of a key partner, appears to be in conflict with the Community Plan or would put the achievement of the outcomes at risk;
- New Government guidance or legislation may/will have an impact on Community Plan priorities.

For example, strategic intelligence reports may reveal high child poverty levels in a district, or disproportionately high unemployment levels, and so the District Committee may initiate a challenge to all partners working in that district, asking

what that district's specific requirements were to address poverty/unemployment levels, or whether all partners had the right approach for that district.

Or

Members may be concerned that a proposed change in legislation may have an impact on outcomes, for example the proposed "right to buy" housing association homes. The Neighbourhood Challenge could focus on provision within that district and the likely impact.

Referrals from the Executive or Scrutiny may involve policy Overview work – where the Cabinet Members are developing, or are seeking to develop, new policy.

Linked to the Community Plan

Finally, any Neighbourhood Challenge should be linked to priorities identified in the Community Plan.

5 Preparing a Neighbourhood Challenge

A short outline should be prepared, stating:

- Purpose / key questions;
- Expected outcomes;
- Timescale;
- Witnesses;
- Background information needed – papers, data, case studies etc.

A lead member should be identified to lead on the work – this need not be the Executive Member, but could be another member of the Committee, or, if appropriate, a representative of a partner organisation (if co-opted on to the Committee).

The outline will be agreed by the Executive Member or Lead Member, in consultation with District Committee members.

Mindful of the need to be responsive and of the limited resources available, these outlines should be agreed (preferably two months, but at least one month) ahead of the meeting, to enable witnesses to be invited and information to be prepared.

Following agreement of this outline, a call for evidence can be issued, and an evidence pack pulled together ahead of the meeting.

Witnesses will be invited. District Committee members, in agreeing their Community Governance arrangements, may agree to create a standing panel of key partners, and witnesses could be drawn from this panel (though not exclusively).

All witnesses should receive written details of the evidence gathering event, including as appropriate:

- What objectives members are looking to get from the session;
- How evidence is expected to be gathered;

- Whether the meeting is in a public or private setting; and if public, whether the session will be live-streamed.

6 The Neighbourhood Challenge Session

The Neighbourhood Challenge will be held through a meeting of the District Committee. The expectation is that they will be held in public and live-streamed on the internet. Recordings of each meeting will be kept by Committee Services.

In-depth investigations – including gathering further information or visiting relevant organisations – could be undertaken by members prior to the session and reported back at the meeting.

A session plan will be prepared, based on the outline.

The outcomes from the meeting will be recorded on a report template, which will include:

- Reason for challenge;
- Summary of evidence received;
- Recommendations / proposed action.

As this will be the record of the meeting (along with the recording), formal minutes will not be taken.

Each Neighbourhood Challenge report will be published and placed on the web page for that Committee.

7 The Neighbourhood Challenge Report

Drafting the Report

The report will be agreed by members following the meeting.

Where witnesses are quoted within the report, a draft will be shared with them prior to publication, to allow them to comment on how their views have been represented.

Depending on the subject, a quick turn-around may be beneficial. However, any conclusions and recommendations should result from careful consideration of the analysed evidence. It is important in particular to avoid:

- Jumping to conclusions and making indefensible, rash statements that are not readily supported by the data;
- Over-reliance upon anecdotal evidence that cannot be readily substantiated one way or another;
- Expressing views that are not moderated (i.e. do not reflect a balanced view of the evidence presented).

On occasion, evidence may be conflicting since a range of people will have been consulted. Ultimately, this must be weighed up in a professional manner and

considered from a balanced perspective whereby the Committee's recommendations are derived from the evidence. This may involve checking the evidence again at source and could (resources permitting) involve external specialists or experts.

Recommendations

Where recommendations are made, these should ideally follow the SMART concept. They should be:

- **Specific** about what needs to be done or achieved;
- **Measurable**, enabling achievement against the recommendation to be quantified;
- **Achievable**, and based on a realistic appraisal of what can be done;
- **Relevant** in that the person recommended to take action can achieve the outcome required;
- **Time-Based** so that it is clear when the recommendation should be achieved by.

Identifying who is responsible for the recommendation is important, as is clearly indicating what success would look like.

In all matters, the City Council's (and partner's) budget position must be at the forefront of any Neighbourhood Challenge. The Executive is responsible for the financial management of the budget once Council sets it for the year. In making recommendations that have cost implications, members cannot assume that any additional resources needed to implement their recommendations would or could be made available.

Occasionally, members may wish to make recommendations to partnership bodies. This can be done either with the agreement of that body or through the relevant O&S Committee, by using the statutory powers available to O&S Committees in relation to some partners.

Agreement of the Report

The report and recommendations will be agreed by the Committee by majority. If any members dissent from the main findings, they shall have the right for this to be recorded in the report (at their request).

The report will then be referred for action. This will either be:

- Issued to the Executive with recommendations or proposed actions;
- Submitted to an O&S Committee, to propose a city-wide investigation on the same topic or to otherwise feed into the scrutiny work programme;
- Submitted to a partner body.

Where a report is submitted to the Executive, this could either be to the relevant Cabinet Member, or with the agreement of the chair, the report may be discussed at Cabinet.

It should be noted that Neighbourhood Challenges need not result in recommendations or further work; it may be that in the course of the challenge, partners or officers agree a course of action that the District Committee then monitors.

Submission to the Executive / Scrutiny / Partners

In determining whether a report should be referred to the Executive or Scrutiny or dealt with under delegated powers, the following guidance should be used:

- A local issue requiring local solution e.g. parking restrictions outside a school: where the action required can be taken by officers under delegated powers and within existing budget, the report should be referred to the relevant Strategic Director and Cabinet Member
- A local issue with wider implications for City Council policy: where the matter is applicable only to one or two districts, this should be referred to the Executive, either the relevant Cabinet Member or Cabinet (for the Chair of that committee to determine);
- A local issue with wider implications for City Council policy: where the matter is or may be applicable to a number of districts, this should be referred to the relevant O&S Committee;
- A local issue with budget implications: this should be referred to the Executive, either the relevant Cabinet Member or Cabinet (for the Chair of that committee to determine);
- A local issue with implications for the implementation of national policy should be referred to the relevant O&S Committee;
- A local issue with implications for partner organisations: these can be referred by letter to that organisation. Precise arrangements will depend on the relationship with that organisation and these will become clearer as the Partnerships work-stream of the Future Council is developed. Broadly speaking, recommendations can be made either with the agreement of that body or through the relevant O&S Committee, by using the statutory powers available to O&S Committees in relation to some partners.

Referrals from the Executive or Scrutiny may specify where the Neighbourhood Challenge report should be directed.

Where reports are submitted to the Executive, a response will be required within a set timescale.

District Committees will then have an "action tracker" for the outcomes (the "Neighbourhood Challenge Action Tracker").

Where a report is submitted to the relevant O&S Committee, this will be taken to the next meeting. There will be a standard item on each O&S Committee agenda for Neighbourhood Challenge reports.

At the meeting, the O&S Committee will either:

- Note and feed it into the committee's work programme;
- Agree to undertake further work on a matter that has wider (cross-city) implications.

It will be for the O&S Committee Chair to determine how best to take the Neighbourhood Challenge forward as part of that Committee's work programme.

Publication of the Report

Whatever the destination, the process for publication shall be:

- Draft report agreed by members of the committee in the week following the meeting (the recommendations will have been agreed at the meeting)
- Draft report sent to the relevant cabinet members/scrutiny committee for comment on feasibility of recommendations/actions (8 working days).
- Committee agrees any changes (members have final word)
- The report is then submitted to the Cabinet Member/O&S Committee /Cabinet, who has 10 working days to provide a published response.

There may be occasions when a Cabinet Member or O&S Committee Chair has a number of Neighbourhood Challenges to respond to at the same time. If this is the case, then the timescales above shall be subject to review by both the Cabinet Member/O&S Committee and Executive Member for that District.

8 Reviewing the Neighbourhood Challenge

It is suggested that the Neighbourhood & Community Services O&S Committee receive a summary report on all neighbourhood challenges in April 2016 – a "health check" of the challenge. If required, a report could then be taken to City Council in June 2016, to highlight both the operation of the challenge and some of the issues addressed by the challenge.

The Corporate Resources O&S Committee will be reviewing the district and ward structures as a whole, and so the two may report together.

Article 10 - District Committees and Ward Committees/Forums

This Article sets out details with regard to District Committees and Ward Committees 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

Page 38 of 46

- 10.2 Ward Committees/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 Committee / Forum as set out in Volume B (B6).

- 10.3 The membership of District and Ward Committees shall consist of those Members elected to serve that District and that Ward. The co-option of up to five 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 Ward and District Committee as an observer with the right to speak and there will be no co-opted members of the Ward Committee. Where a Ward Committee does not exist, the functions, powers, duties and terms of reference rest with the relevant District Committee.

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

Each District and Ward Committee shall meet at the start of each Municipal Year, and, thereafter usually bi-monthly, alternating between District and Ward Committees. District Committee Meetings will take place at the Council House or as may be necessary at some other central Birmingham location to be determined by the Chief Executive.

Executive Members will be appointed by each District Committee at the first meeting of the municipal year. Deputy Executive Members 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) Attendance at Cabinet meetings to voice local matters in relation to the Executive decisions taken.
- (iv) 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.

Each District Committee will also hold an annual District Convention with input from community groups, 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 Committee shall be 2 members.

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

B6 – District and Ward Committee 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.

Page 40 of 46

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.

This builds on, consolidates and amends the guidance agreed at Cabinet in July 2012 (*Meeting Arrangements for District Committees*) and constitutional refinements made in 2012, 2013 and 2014. Updated guidance on the operation of district committees and ward committees or forums will be issued by Cabinet early in the new municipal cycle for 2015/16.

Principles

The City Council is committed to the retention and the ongoing 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, 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 (Executive Members for District)

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

Page 43 of 46

The roles of ward committees or 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 committees or 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 in the district to support the functions of the district committee and to engage with partners such as the police

Selly Oak District Committee Capital Environmental Budget Position Statement 2015/2016

Overspend 14/15 £ 7,324
 New allocation 2015/16 £ 78,400
 Total budget £ 71,076

To be discussed for new projects.

Location	Ward	Project description	Approval date	Comments	Status	Cost (£)	Budget balance (£)
132-138 Broad Meadow lane	Brandwood	Secure by Design UPVC doors to front and rear with lockable letter boxes .			Awaiting for quote		
Pleck House	Brandwood	Install and Upgrade CCTV			Awaiting for quote		
Drew House	Brandwood	Install and Upgrade CCTV			Awaiting for quote		
Brookpiece House	Brandwood	Install and Upgrade CCTV			Awaiting for quote		
Gibbons Road/Fladbury Cresnet	Selly Oak Ward	Renew missing and faded block sign on all low-rise block			Awaiting for quote		

