

**Local Committee Consultation Event –
Local People Identifying Local Priorities and Local Solutions.**

Agenda item 6(c)

Portfolio Area:

Report Presented by: Kitty Barrett (Locality and Rural Coordinator)

Background Papers: “Local Committee Funding Priorities Report” to Local Committees
Corporate Implications: Please refer to table at end of report
Options: To approve or not approve proposals for the approach to Local Committee Consultation set out in this report.
Risks: None Identified

Executive Summary

This report details the approach to holding a consultation event for each Local Committee to encourage and provide the opportunity for local people and local organisations to give their views on issues that affect them both in the current times and in the longer term.

It sets out the aims of the event, considers when and how to hold and promote the event before finally considering other approaches to consultation.

Decision

To approve the proposals set out in the report.

Proposal – 1 That the September Local Committee Meeting should be used to hold the Consultation event to focus on identifying local priorities for 2010/2011

Proposal - 2 That the Draft Programme for the Consultation event is approved.

Proposal - 3 That the Committee nominate a member to join a focus group to consider appropriate ways of involving people in the work of the Local Committees

Introduction

In the Draft Annual Plan for 2009/10 one of the projects is entitled “Local Committee Consultation Event.” The purpose of the Consultation Event is to encourage and provide the opportunity for local people and local organisations to give their views on issues that affect them both in the current times and in the longer term.

It will help increase the Local Committees understanding of local needs and enable local priorities for 2010/2011 to be identified. It will also go some way to help provide a basis for developing a working programme for future longer term local improvements.

The results of the consultation will be developed into a programme of work /action plan. It is important that the action plan will be regularly monitored, reviewed and updated to ensure there is a very clear focus on meeting the local priorities.

The aims of the event

To involve local people in:

- Identifying issues and concerns.
- Identifying Priorities and help develop an Action Plan for 2010/2011.
- To influence Local Committee Priorities for future spending.

When should the Consultation Event be held?

The Local Committee will need to meet to approve the actions in their plans for 2010/2011. Preparation of bids for capital projects will need to be prepared in time to be fed into the business planning process. Therefore the consultation event will need to be held before the end of September.

See the table below.

Local Committee: Timescales for developing the Work Programme/Action Plan 2010/2011	
Activity	Date
Hold consultation event to identify The Key Priorities and Projects for 2010/2011.	Witham September 15th Halstead September 23rd Braintree September 29th
Prepare Draft Action Plan	October 27th
Local Committee to approve the Programme of Work/ Action Plan	Witham November 10 th Halstead November 11 th Braintree November 23rd
Forward Action Plan which includes Capital Bid Projects for Cabinet Meeting	Dec 7th
Capital Programme out for consultation before being approved	December - February

Proposal – 1

That the September Local Committee Meeting should be used to hold the Consultation event to focus on identifying local priorities for 2010/20011

Who will be invited to the consultation event.

Invitations to attend the Consultation event will be sent out to Community representatives and Practitioners of partner organisations eg.

Neighbourhood Police, Greenfields Gateway advisers. Youth workers. Community Wardens, Parish and Town Councils, Community Groups, Youth Councils, Voluntary Groups, School Councils and promoted to interest individual members of Public.

How we could promote the event

The event will be advertised in local papers and Connect and Parish Update. Posters could be distributed to all Parish/Town Councils and Ward Members to display in appropriate venues on notice boards. In addition the Local Radio Station could be informed of the event.

The proposed format for the event. – Local People, Local Priorities and Local Solutions.

Below is a draft programme for the consultation event. It is designed to ensure that everyone who attends has the opportunity to raise their issues for discussion, put forward ideas for solutions and be able to influence local committee spending.

The outcome of this event will have identified local priorities and actions for drafting an action plan for 2010/2011.

A Draft Programme

- 1.** The Chairman of the Local Committee would welcome the participants and outline the purpose of the meeting.
- 2.** A short Presentation to set the scene and provide a profile of the Local Area.
- 3.** Introduction to the Workshops.
- 4. Warm Up.** Using a voting system ask everyone to indicate those top priorities highlighted from the recent place shaping survey which are of greatest concern to them and their families.

5. Participatory workshops.

The following questions which form part of the CAA assessment criteria will form the basis for discussion and activities.

How safe is this area?

How well kept is this area?

How healthy and well supported are people?

How strong is the local economy?

How strong and cohesive are local communities?

Activity 1. This will be a facilitated discussion group session, based around the above questions as an aid to flag up local issues.

Activity 2. This will be designed to identify priorities for 2010/2011. During this activity there will be an opportunity to see all of the issues raised by all of the groups.

Refreshments Break

Activity 3. This activity will focus on the chosen priorities to identify possible ideas/solutions/actions/projects that could help address these issues.

6. Summing up by the Chairman

Thanks for participating and Inform people of the next steps.

Proposal- 2 That the above Draft Programme is approved by the Committee

Other Approaches to consultation.

Holding a consultation event or Local Committee Meeting is only one method of engaging with local people. Many other methods may be considered that could be as successful in reaching different people who will have different needs and preferred ways to participate and respond.

This committee may wish to consider other forms of consultation in addition to this meeting as part of a continuous process.

Some of the methods

Focus Groups	The Social Network i.e. Face book,
Surveys	Blogs
Attending Fetes	Electronic Voting
Coffee Mornings	Online
Walkabouts	Texting
Peoples Panels	Phone Surveys
User Groups	Face to face
Drop in Sessions at different locations	Youth Clubs
Thematic workshops	Youth Councils
Exhibitions/events	Schools
Activity events	Road shows
	Parish Clusters

Feedback

It is important that the results of the workshop and decisions that are made by the Committee have been communicated to those who have participated in the workshop session.

Proposal - 3 That the Committee nominate a member to join a focus group to consider appropriate ways of involving people in the work of the Local Committees.

Corporate Implications	
Financial:	Non Identified
Legal:	There are none
Equalities & Diversity:	There are none
Customer Impact:	An Opportunity to be involved with the work of the Local Committees
Environment & Climate Change:	There are none
Consultation/Community Engagement:	This would involve Local Committees, Partners Public, Staff
Key Decision:	No
Public/Private Report:	Public
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