

<b>Cabinet</b> 4 December 2013	 <b>TOWER HAMLETS</b>
<b>Report of:</b> Stephen Halsey, Corporate Director – Communities, Localities and Culture	<b>Classification:</b> Unrestricted
<b>Local Community Ward Forums and the Mayor’s Community Champion Coordinators: Update</b>	

<b>Lead Member</b>	<b>Lutfur Rahman, Mayor of Tower Hamlets</b>
<b>Originating Officer(s)</b>	Shazia Hussain, Service Head – Culture, Learning and Leisure
<b>Wards affected</b>	All Wards
<b>Community Plan Theme</b>	<b>One Tower Hamlets/ A Great Place to Live</b>
<b>Key Decision?</b>	No

### **Executive Summary**

Local Community Ward Forums (LCWFs) are the new, most localised element of the Tower Hamlets Partnership structure. They will enable residents to raise, discuss and address local service priorities by promoting dialogue with service providers and commissioning locally relevant solutions through participatory budgeting.

There will be one Forum in each of the borough’s 17 wards, facilitated by a number of ward resident volunteers – The Mayor’s Community Champion Coordinators. These will be separate and distinct from other locality-based meetings. The Forums form part of the offer to residents to engage further in service design and encourage greater accountability and ownership of outcomes within their local area. This report provides an overview of the progress to date following the recruitment and assessment of Community Champion Coordinator (CCC) applicants and the commencement of CCC Induction sessions. The timetable for activity is also included (section 3.8) for Cabinet decision.

### **Recommendations:**

The Mayor in Cabinet is recommended to:

1. Note the progress in creating the Local Community Ward Forums (LCWFs) and agree on the planned timetable of the 2013/14 LCWF cycle (section 3.8).

## 1. **REASONS FOR THE DECISIONS**

- 1.1 The Local Community Ward Forums are due to launch in December 2013 to allow for the cycle to align with the 2013/14 financial year. The Community Champion Coordinators are also to be fully inducted by mid-November 2013.

## 2. **ALTERNATIVE OPTIONS**

- 2.1 Deliver the Local Community Ward Forum on an alternative timetable: The three meetings may be held within a shorter space of time. While this would still allow for any expenditure of the Forum budget to take place in time, it would impact upon the ability to formulate viable, locally-relevant options to address Forum priorities with service providers and residents. For this, a minimum of 6 weeks would be desired between Meeting One and Two. Similarly, to enable outcomes to be delivered in time for the third meeting – ‘Measuring Outcomes’ – a suitable timeframe needs to be maintained.

## 3. **DETAILS OF REPORT**

### 3.1 LCWF Background

In 2012 the Tower Hamlets Partnership was refreshed to ensure service delivery infrastructure continues to align with national priorities following the Localism Act 2011, the Police and Social Responsibility Act 2011 and the Health and Social Care Act 2011. Locally too, the desire to remain at the cutting edge of government policy and the Mayor’s desire to have a more locally focused partnership which delivers citizen-centric services have been key drivers in implementing the new structures.

The new partnership structures will replace the previous 8 Local Area Partnership (LAP) arrangements as agreed by Cabinet in February 2012.

The original timetable for activity is as follows:

<b>Date</b>	<b>Action</b>
July 27 <sup>th</sup> – Sept 10 <sup>th</sup> 2012	Deployment of Games-time Community Champions
Sept – October 2012	High profile campaign to recruit Community Champion Coordinators and promote Local Forums
September 2012	Agree service areas for phase 3 of Community Champions programme
November 2012 onwards	Community Champion Coordinators recruited and provided with tailored support package in their role
November 2012	Launch Local Forums structures and “You Decide” campaign
December/January	Meeting One: Open public meeting to discuss ward priorities for 2013/14
March 2013	Meeting Two: Open public meeting - Purchase of locally appropriate services
November 2013	Meeting Three: Open public meeting on assessment of outcomes and delivery for You Decide 2013/14 and discuss priorities for 2014/15

There has been some slippage to this timetable to accommodate a longer and more comprehensive recruitment programme to ensure greater profile of the LCWFs and thus the greater uptake of local CCCs for each ward forum. This

has also ensured a more diverse group of CCCs and not the recruitment of the usual candidates that have been attracted to this type of role in the past.

### 3.2 Approach

There has been a 3 phased approach to creating the LCWFs and fostering the atmosphere in which a powerful public can flourish; (1) The launch of The Mayor's Community Champions Programme, (2) The roll-out of Neighbourhood Agreements and (3) LCWF design.

#### 3.2.1 Phase 1: The Mayor's Community Champions (February – September 2012)

Utilising the 2012 Olympic and Paralympic Games as a springboard to support the local appetite for resident involvement and active communities, the Mayor's Community Champion volunteering programme was launched.

Following a recruitment drive, over 100 volunteers represented the borough to residents and visitors, providing information, distributing materials and supporting service delivery. The volunteers reflected the demographic profile of the borough and included a high-number of first time volunteers (around 1/3 of Community Champions).

The desire to foster greater engagement and harness people's pride in the borough was a driver in the programme and with over 95% of volunteers feeling that they played an active role in their community, the initiative proved a success. All Games-time volunteers were invited to apply to become a Community Champion Coordinator.

The Games-time programme was awarded the Queen's Diamond Jubilee Award for Volunteering, strengthening the brand that has been carried through to the LCWFs.

#### 3.2.2 Phase 2: Neighbourhood Agreements (2012-ongoing)

Local Community Ward Forums have also benefitted from the effects of Neighbourhood Agreements (NA's) in empowering local residents to take responsibility for outcomes and engaging with the council and other providers to joint-problem solve. 10 Neighbourhood Agreements have been rolled out across the borough on a highly localised level – estates, for example – and will continue to be rolled out in 2013/14 as a community 'offer'. It is expected that NA's will interact with LCWFs through attendance, knowledge sharing and promoting the benefits of NA's in solving more localised issues that may not be suitable for the ward-level LCWFs.

#### 3.2.3 Phase 3: Local Community Ward Forums

LCWF progress can be split into 2 main strands; (1) Creating the LCWFs: structure and processes and (2) The Mayor's Community Champion Coordinators.

### 3.3 Creating the LCWFs: structure and processes

Key milestones:

1. Local Community Ward Forum Reference Guide completed
2. Participatory Budgeting process – The Mayor Asks You To Decide! designed
3. Incorporation of existing Council initiatives such as the Public Health ‘Can Do’ grants and creating formal links with partner agencies

The agreed 2013/14 yearly cycle of LCWF meetings is as follows:

Stage	Details
MEETING ONE: Priority Setting	3 (or less) Forum priorities are set following open citizen discussion and selection
Creating Locally Led Solutions	All issues raised in Meeting One are addressed through joint-working between interested residents, Community Champion Coordinators and service providers, including the creation of viable voting options for The Mayor Asks You To Decide! event at Meeting Two
MEETING TWO: Commissioning Activities	The Forums budget is allocated through The Mayor Asks You To Decide!
Delivering, Monitoring and Recording	Procurement and implementation of purchased The Mayor Asks You To Decide! options
MEETING THREE: Measuring Outcomes	Feedback on progress, evaluation on fully/partly completed tasks and commitments to maintaining improvements

### 3.3.1 Meeting Locations

All LCWF meetings will take place within the ward they represent, except Meeting Three. Meetings One and Two will take place within a fully accessible venue with a capacity of at least 100 and scheduled to take place on weekday evenings for around 2 hours to ensure maximum attendance. It is expected that Meeting Three will be held in larger venues with clusters of wards coming together to showcase their achievements, share learning and look to the future.

### 3.3.2 LCWF Reference Guide

An extensive Reference Guide has been created which details the LCWF 3 meeting model, administrative processes, communications (with support) and safeguarding tools for both the Forums and CCCs. This Reference Guide is the central document for the LCWFs, with sections being adapted for officers, residents and CCCs as required.

The contents of the guide details processes agreed with CLC Finance, Risk Management (Insurance) and Legal Services. Key agreed processes include:

#### Finance:

All budget expenditure made by LCWFs will be handled by the council. In the first LCWF cycle (2013/14) only existing council or partner contractors/suppliers will be used, with the relevant service areas responsible for defining these. The Localisation Service will liaise with procurement to assess the viability of any proposed options and will monitor all expenditure and delivery.

#### Insurance:

Any non-council owned buildings that will be used for LCWF meetings must hold relevant Hire Insurance. If small cash payments are required for these, or

for LCWF budget expenditure, a petty cash process including a safe and an imprest system will be used.

### 3.3.3 The Mayor Asks You To Decide!

The Mayor Asks You To Decide! builds upon the strengths and successes of the previous You Decide! programme to create a ward-level participatory budgeting process that will address local priorities through solutions co-designed by citizens, CCCs and service providers. The minimum level of funding for 2013/14 is £10k per ward.

The process also allows for citizens to help deliver an option through volunteering, if appropriate, by pledging during voting. For some options, this may mean they can be delivered at a lower cost, enabling more options to be purchased and increasing citizen ownership of outcomes.

The process for selecting, designing and voting on participatory budgeting options is as follows:

#### Meeting One:

- § Citizens discuss their local priorities around tables facilitated by CCCs
- § 3 agreed table priorities are fed back to the room
- § These table priorities are written upon large A1 paper by CCCs and residents are provided with 3 stickers each and asked to indicate their top 3 priorities
- § Community Champion Coordinators count all the votes cast and determine the 3 Forum priorities to be taken forward

#### Creating Locally Led Solutions:

Following Meeting One, all issues raised (including non-priorities) are reported back in Meeting Action Sheets via the Localisation Service to the relevant service area for recording and action.

For the 3 (or less) Forum priorities, participatory budgeting options can be created. Lead CCCs are chosen for each priority area to work with interested citizens and service providers to create viable voting options. To be viable, all options must:

- § Cost no more than £3,300 to allow for voting and each Forum priority to be met at least once (based on 3 priorities)
- § Be delivered through existing council contracts and mechanisms

Options are created through CCCs entering discussions with residents and service providers and completing an Option Submission Form. This Form is split into 3 sections, with the responsibilities for each section listed below:

Section	Actor	Responsibility
Section 1	Lead Community Champion Coordinator	<ul style="list-style-type: none"> <li>• Completing a minimum of 2 options for their priority area</li> <li>• Detailed option description and specification, capturing local ideas from residents and any initial conversations with service providers</li> <li>• Submitting the Form no later than 3 weeks after Meeting One</li> </ul>
Section 2	Localisation Service	Liaising with Procurement and the relevant service area to assess viability
Section 3	Relevant Service Area	Detailed information (e.g. specific costs, scope for resident involvement, timings)
Once signed off by the relevant Service Manager, the information on the Form is taken by the Localisation Service and final, user-friendly voting cards produced for The Mayor Asks You To Decide!		

#### Meeting Two:

- § The voting options are presented by the CCCs and table discussions proceed
- § Voting is carried out through voting cards. Residents mark their single, most-preferred option to address each priority (e.g. they have 3 votes). Interested voters also pledge to help support options, if appropriate
- § Once all votes have been cast, CCCs count up all votes and determine the most popular option in each priority area. These options are then purchased
- § If any budget remains, attendees vote again on options that can be still be purchased outright. To do this, residents have 3 votes they can use on any available option, regardless of priority area

All purchased options are then delivered in line with agreed timetables by the relevant service area, and if possible, resident volunteers. In order to avoid CCCs conducting lengthy evaluation procedures, all actions will be recorded by photographs and testimonials with the service area responsible for procurement and the Localisation Service tracking progress and expenditure.

#### 3.3.4 Links with the Council and its Partners

Mirroring the desire to join together current service provider initiatives and create a local platform for engagement, links are being established across service providers. Formalised links that have been secured so far include:

##### Incorporating Public Health 'Can Do' Community Led Projects

A representative from Public Health will attend the LCWF meetings to promote the opportunity and encourage residents to form around an eligible issue and apply. Successful applicants will fall outside of the LCWF remit but progress updates will be provided at Meetings Two and Three

##### London Fire Brigade

Each ward will have a contact for reporting relevant issues, overseen by a 'LCWF Officer'

##### Briefing sessions with the Drug and Alcohol Action Team

Targeted at areas where DAAT related issues have been raised

### 3.3.5 Relationships with other Local Bodies

Local Community Ward Forums will be separate from other locality-based meetings currently in operation such as Safer Neighbourhood Teams (SNTs) and Neighbourhood Planning Forums. This is due to LCWFs being designed with a broader remit to promote discussion on a variety of issues in a space that is open to all residents. In order to reduce duplication and realise the benefits of partnership working on joint-issues, formal links will be established.

#### Safer Neighbourhood Teams

As SNT meetings are focused upon community safety issues which may require the use of sensitive data, LCWF meetings will be held separately but with the sharing of information actively encouraged. This will be achieved through an open invitation to all Safer Neighbourhood Officers, SNT members and the sharing of LCWF Action Sheets, priorities and outcomes with SNTs for discussion and potential joint-action. As these two structures share the same geographic boundaries, the viability of closer integration will be assessed in the future.

#### Neighbourhood Planning Forums

Neighbourhood Planning Forums are largely concerned with development and land use issues (and how these may relate to the environmental, social and economic well-being of an area) and will directly link into the Local Development Framework. The requirement of a formal constitution, membership and the ability of Neighbourhood Planning Forums to overlap ward boundaries prohibit integration with LCWFs. However, there may be opportunities across the borough for delivering joint aspirations.

To ensure these opportunities are fully explored and implemented where a Neighbourhood Planning Forum has been designated, both Forums will be required to consult and engage with each other. This will likely entail attending of meetings, aligning guidance and coordinating resources.

Other formalised groups operating within ward – such as School Boards of Governors and Tenants and Residents Associations - will be provided with meeting details as part of the communications campaign.

### 3.3.6 LCWF Webpages

To complement the Forums, dedicated webpages are being designed within the council's website ([www.towerhamlets.gov.uk/localforums](http://www.towerhamlets.gov.uk/localforums)). A parent page will provide an overview of the LCWFs and links to individual Forum pages. These will provide information and a mechanism for citizens to communicate with their local CCCs.

The LCWF webpage will be publicised via the various communication mechanisms (including the East End Life, council homepage, and partner websites). The main LCWF webpage will provide background information on the LCWFs, information on CCCs – who they are and what they do - and the contact details of the Localisation Service.

Each individual ward page will also provide the means to contact the wards CCCs, a link to the respective ward's councillors webpage, meeting details including a downloadable agenda, the ward's priorities as decided in 'Meeting One: Priority Setting' and Action Points from the last meeting as a pdf.

### 3.4 The Mayor's Community Champion Coordinators

Key Milestones:

1. 155 applicants over 2 recruitment rounds with a total of 86 CCCs ratified by the Partnership Executive
2. Procurement of specialist external organisation to conduct Assessment Centres
3. Induction and bespoke training packages designed and under delivery

#### 3.4.1 Role

A CCC Role Profile has been agreed by Legal Services to ensure there is no conflict with the council's constitution. The Role Profile is included in Appendix A.

CCC's are not a replacement for local ward members so will not carry out ward members' functions. CCC's, being volunteers, undertake a community facilitation and coordination role only and have no democratic representative locus. This remit remains firmly with the local ward members. The key differences between Councillors and CCCs are as follows:

<b>Councillors</b>	<b>Community Champion Coordinators</b>
Elected by their communities	Volunteers
Represent their communities	Reflect the make-up of their communities but do not represent them
Balance the interests of residents with those of their own political (and/or political party)	Participate in citizen engagement for the needs of the local community
Decision making on behalf of their electorate	They are not decision makers and do not make decisions on behalf of residents. They support collective community action and enable people to take action on their own behalf.
Developing and reviewing policy	Inform local service improvements across the Partnership
Have powers of scrutiny	They do not have scrutiny powers: they help develop community driven solutions
Regulatory, quasi-judicial and statutory duties	They have none of these responsibilities/powers

#### 3.4.2 Recruitment

The CCC recruitment process built upon the strengths of the Games-time campaign including the Community Champion branding, borough and local-level promotion and assistance in signing-up.

The recruitment and promotion for Community Champion Coordinators was undertaken by the Localisation Service. Two rounds of recruitment took place (January-March and June 2013) with the second targeting under-represented demographics or geographic areas. This was achieved through a variety of channels aimed to encourage applications from across our communities including:



<b>Borough Wide Promotion</b>	
<b>Channel</b>	<b>Details</b>
East End Life	Campaign over a number of weeks introducing the LCWFs and encouraging CCC applications, including a pull-out application that could be returned to the Council for free
BME Press	Releases from Corporate Communications
Public Realm	Promotion through display screens at Brick Lane, Idea Stores and council owned billboards.
MyTowerHamlets	Text messages and email alert to all registered users inviting them to apply
Social Media	Promoted through the council's, the Mayor's and the Community Champions Twitter and Facebook pages. Further 'likes' and 're-tweets' from partners increased the scope of outreach, particularly increasing exposure to younger residents and professionals who may not usually engage with the Council through traditional channels
Leaflets	Sent to key community buildings and hubs across the borough for display

<b>Ward-level Promotion</b>	
<b>Channel</b>	<b>Details</b>
Roadshows	Each of the 17 wards were visited during the recruitment period with either a stall in a Community Hub such as an Idea Store or leisure centre or using the Roadshow Van which accessed supermarkets, shopping centres, housing estates or other places of high footfall. The manned roadshows provided information and assistance in sign-up

<b>Targeted Promotion</b>	
<b>Channel</b>	<b>Details</b>
Geographic communities	Existing geographically-based structures including Safer Neighbourhood Teams, housing forums and supermarkets
Community networks	Information was sent to key contacts to disseminate to members. Networks and organisations contacted include the Inter-faith Forum, Somali networks, the Chinese Association of Tower Hamlets, Sports Clubs, Women's networks such as Jagonari, Rainbow Hamlets, the Pan-Disability Forum and the New Residents and Refugees Forum
Existing volunteers	Additionally to the existing pool of Community Champions, the opportunity was presented to the contacts of THCVS and Volunteer Centre Tower Hamlets

CCC applicants were asked an optional question on where they heard about the opportunity. Although not all applicants answered, the spread across the different promotional channels is encouraging, with East End Life, MyTowerHamlets alerts, and online forms such as the Council website and social media encouraging a large number of sign-ups. A number of applicants also declared that they heard about the opportunity through word-of-mouth from friends and relatives.

### 3.4.3 Application

The CCC application form was intentionally kept very light and accessible in order to make it as easy as possible for all residents to express an interest in the role. If an applicant could answer positively to these four key criteria then we were delighted to receive their application:

- 1) They lived in Tower Hamlets
- 2) They were aged 16 years or over
- 3) They are willing to undertake training and support to help them in their role
- 4) They are willing to commit to the role for 18 months

The application form also included a question about the applicant's 'big idea' for their local area. This was designed to begin to get applicants thinking about their area and deliverable improvements.

#### 3.4.4 Recruitment and Application outcomes

In total, 155 applications were made over both recruitment rounds. All applicants who were of eligible age (153) were invited to attend the Assessment Centres.

#### 3.4.5 Assessment Centres

It was recognised that an independent organisation with the experience and knowledge to evaluate volunteer applicants and make recommendations for their suitability for this specialist volunteering role was required for this process.

In order to commission an organisation with the suitable experience a procurement exercise was undertaken following the Council's procurement procedures. The procurement process took place from 11<sup>th</sup> February to Late-March 2013. This process concluded with the contract for the evaluation of received CCC applications being awarded to Volunteer Centre Tower Hamlets (VCTH). VCTH would deliver Assessment Centres for all of the CCC applicants.

Using the basis of the CCC role profile and VCTH's previous experience in evaluating volunteers for different roles VCTH created a tailored assessment process which evaluated each applicant's suitability for this role. This included ID and home address checking, group activities and a one to one interview. Applicants were assessed against a set criteria during this process and based on the scoring VCTH made recommendations for each applicant on their suitability for the role; either recommending them with or without support or rejecting them for the role.

The Assessment Centres took place over June, July and August 2013 to allow both for Ramadan and school summer holidays.

The list of recommendations and rejections from VCTH was anonymised and provided to the Partnership Executive for ratification. Following this, all applicants who attended the Assessment Centres were informed of their progress onto the next stage of the process – the induction and training sessions which will commence in September 2013.

#### 3.4.6 Assessment Centre Outcomes

In total, 86 applicants were recommended fully or with support and ratified by the Partnership Executive.

#### 3.4.7 Ward Allocation of Community Champion Coordinators

Bethnal Green North: <b>2</b>	East India & Lansbury: <b>4</b>
Bethnal Green South: <b>8</b>	Limehouse: <b>6</b>
Blackwall & Cubitt Town: <b>7</b>	Mile End & Globe Town: <b>4</b>
Bow East: <b>3</b>	Mile End East: <b>6</b>
Bow West: <b>5</b>	Millwall: <b>9</b>
Bromley-By-Bow: <b>4</b>	Shadwell: <b>6</b>

Spitalfields & Banglatown: **5**  
St Dunstan's & Stepney Green: **5**  
St. Katharine's & Wapping: **3**

Weavers: **3**  
Whitechapel: **5**

### 3.4.8 Community Champion Coordinators: Equalities information

Detailed equalities information on successful applicants is still currently being captured during the CCC induction sessions.

Despite this, the existing equalities information available looks encouraging. The make-up of successful applicants who we have data for roughly mirrors the borough's demographics with around a 40% split between White British/other and Bangladeshi. The number of applicants from the Black African/Caribbean population has also increased from Games-time and lies at around 8%. In terms of age, roughly 35% of the Coordinators are aged 40-59 and 12% aged 60 years plus.

### 3.5 Community Champion Coordinators: Support

To assist them in the role, a number of support tools have been created to enhance the ability of CCCs in the role and safeguard their actions and LCWF processes

#### 3.5.1 Ward Profiles

Ward level profiles for each of the 17 wards have been designed to provide background information for the CCCs and inform priority discussions at LCWF meetings. The ward profiles will contain a mixture of specific ward-level information as well as borough-wide information, such as service directories.

Example data that the ward profiles will contain includes:

##### Demography

Key ward-level information drawn from the last population census including population density and change; age, ethnicity; religion; household composition and reported health and unpaid care

##### Crime

Ward-level crime data (source: LSOA Crime Statistics from the GLA Datastore) including robbery; burglary; violence against the person; drug offences; criminal damage; theft and other notifiable offences

##### Schools

School performance within the ward, including pupil performance and Ofsted reports

##### Ward Maps

A number of ward maps are also being included. The maps are being produced under the following themes:

- § Facilities and Buildings: Key points of interests within the ward, for example: children's centres, schools, GP surgeries, pharmacies and Idea Stores.
- § Housing and Roads: Mood Map containing information on land and roads managed and maintained by the Council, RSLs, TFL or privately.
- § Parks and Open Spaces: Leisure and recreation areas such as parks, open spaces, water and cycle lanes.

The ward profiles are due for completion in early October and hard copies will be made available to CCCs on Day Two of the CCC induction training. Electronic copies in pdf format will be available and sent to CCCs upon request.

### 3.5.2 Induction Days

Similarly to the Assessment Centres, it was recognised that the programme would benefit from the experience and expertise of an independent, external organisation delivering elements of the induction and training programme. Operation Black Vote (OBV), based in Bethnal Green, was awarded with the contact for delivering elements of the two induction days due to their experience of training community activists within the democratic environment.

The first day, designed to provide an overview of the role and training in active citizenship and meeting facilitation, was delivered over 4 sessions between 25<sup>th</sup> September and 4<sup>th</sup> October 2013.

'Day Two' is currently scheduled for Saturday November 16<sup>th</sup>. This will be one large session for all CCCs to meet each other, exchange details and run through exercises that will cover the processes for each meeting and required CCC actions in between.

'Day One' induction sessions were very well received with 98% positive, 2% neutral feedback and succeeded in providing CCCs with a better understanding of their role and the LCWF processes.

From the initial induction sessions, it is clear that the quality of CCCs is high, with many currently active in their community with clear ideas of local issues and how to involve residents in joint-problem solving. A particular highlight has been the atmosphere of teamwork and collectiveness already displayed by CCCs during the induction session.

### 3.5.3 Bespoke training

In addition to the induction, a bespoke training programme will be delivered through Idea Store Learning. The training modules will be composed of core CCC (non-accredited) training and relevant training modules already delivered by IS Learning. Training will be recommended to CCCs based upon areas for development noted during assessment by VCTH.

The bespoke training package will be made available to all Coordinators recruited in future drives, as part of a local 'Community Champions Training

Package'. This will also be made available to those volunteers who are engaging with services, not just in the Coordinator role.

#### 3.5.4 CCC Agreement

All Community Champion Coordinators will be required to sign an Agreement that has been drafted and agreed by Legal Services. It will outline expected conduct when undertaking activities related to the role and provide clarity of what is in scope of the role. The Agreement will be overseen on behalf of the Tower Hamlets Partnership by the council. Any complaint that may be related to a departure from the Agreement will be investigated through the council's complaints procedures

#### 3.5.5 Guiding Principles

To further safeguard both the Community Champion Coordinators and the Local Community Ward Forum process, a set of guiding principles have been agreed and included in Appendix B.

#### 3.6 The Mayor's Community Champions: Future considerations

The Mayor's Community Champion Coordinators will form a core strand of The Community Champions brand and wider council volunteering programmes in general.

Already, existing Community Champions have supported council initiatives such as piloting Community Cheque Books for reporting issues in the public realm, engaging with residents on welfare reform as 'Money Matters Champions', becoming 'Snow Angels' who assist the council in street clearing during winter weather and bulb planting and pond digging through both council channels and the Community Champion network following a request for assistance from a fellow Champion.

Discussions are continuing to take place to further identify volunteering opportunities across the council that would benefit from association or integration with the Community Champion brand and network. These include opportunities in sports, Youth and Community Learning, the Public Realm and Safer Communities.

To this end, opportunities have been jointly-promoted and a volunteer framework is currently under development that will provide a guide for future initiatives and a mechanism for interested residents to access the full range of council opportunities, underpinned by both role-specific training and the 'Community Champions Training Package' which will provide general volunteering skills and safeguarding.

The LCWFs themselves will provide a platform for both the enhanced promotion of council-led volunteering programmes and organic initiatives that arise from helping to deliver against Forum priorities.

#### 3.7 Budget considerations

In keeping with the ethos of the LCWFs as grass-roots, community-led platforms for resident involvement, costs have been reduced significantly in comparison to previous methods of resident engagement and participatory budgeting. It is expected that the budget required for the 2013/14 LCWF cycle is as follows:

- § Venue costs for 3 meetings per year in the 17 wards = **£26401**  
(indicative, based on £60ph plus seating for 100)
- § Communications for launch plus all LCWF meetings = **£6235** (indicative, based on East End Life and leaflet costs)
- § Contingency budget for localised communications = **£5000**
- § Contingency budget for venue hire, refreshments and CCC recognition events = **£8000**
- § Operation Black Vote on-going training costs = **£5000**
- § Idea Store Learning on-going training costs = **£0** (there should be no cost to the project)

Indicative total = **£50636**

### 3.8 Timetable for activity

Date	Action
July 27 <sup>th</sup> - Sept 10 <sup>th</sup> 2012	Deployment of Games-time Community Champions
January-March 2013	High profile campaign to recruit Community Champion Coordinators and promote Local Forums
June 2013	Round Two of recruitment – Targeted promotion to underrepresented communities/areas
May – August 2013	Community Champion Coordinator Assessment Centres conducted
July – August 2013	Successful applicants ratified by Tower Hamlets Partnership Executive
September – October 2013	Community Champion Coordinator induction sessions delivered
November 2013	Launch Local Forums structures and “The Mayor Asks You To Decide!” campaign
December 2013	Meeting One: Open public meeting to discuss ward priorities for 2013/14
February/Early March 2014	Meeting Two: Open public meeting - Purchase of locally appropriate services
June 2014	Meeting Three: Open public meeting on assessment of outcomes and delivery for You Decide 2013/14 and discuss priorities for 2014/15

### 3.9 Meeting One: Priority Setting dates

MEETING ONE: PRIORITY SETTING	
FORUM	DATE
Bethnal Green North	Thursday 12 <sup>th</sup> December 2013
Bethnal Green South	Monday, 9 <sup>th</sup> December 2013
Blackwall & Cubitt Town	Thursday, 5 <sup>th</sup> December 2013
Bow East	Wednesday, 4 <sup>th</sup> December 2013
Bow West	Wednesday 11 <sup>th</sup> December 2013
Bromley-By-Bow	Monday, 16 <sup>th</sup> December 2013
East India & Lansbury	Sunday, 8 <sup>th</sup> December 2013
Limehouse	Thursday, 12 <sup>th</sup> December 2013
Mile End & Globe Town	Wednesday, 11 <sup>th</sup> December 2013
Mile End East	Friday, 13 <sup>th</sup> December 2013
Millwall	Tuesday, 17 <sup>th</sup> December 2013
Shadwell	Tuesday, 10 <sup>th</sup> December 2013
Spitalfields & Banglatown	Wednesday, 11 <sup>th</sup> December 2013
St Dunstan's & Stepney Green	Saturday, 14 <sup>th</sup> December 2013
St. Katharine's & Wapping	Thursday, 5 <sup>th</sup> December 2013
Weavers	Tuesday, 10 <sup>th</sup> December 2013
Whitechapel	Tuesday, 3 <sup>rd</sup> December 2013

#### **4. COMMENTS OF THE CHIEF FINANCE OFFICER**

- 4.1 The report sets out the role of the Community Champion Coordinators and details the progress made in creating the Local Community Ward Forums. Cabinet at its meeting in February 2013 approved the implementation of a participatory budgeting process and the allocation of £10,000 per ward for 2013/14 and 2014/15 financial years. The report further sets out the process for the Ward Forums selecting designing and voting on participatory budgeting options.
- 4.2 The process for maintaining the Local Community Ward Forums will need to be kept under review due to the innovative nature of the initiative and the lack of clear bench marks. There is also the impact of the Boundary Commission changes which increases the number of Wards to be maintained in the future. A further £30,000 will therefore be required to fund participatory budget process for 2014/15 for the new wards. An earmarked reserve has been created that funds the budget requirements for 2013/14 and 2014/15. Future costs of maintaining the new social infrastructure will need to be considered as part of the medium term financial budget planning processes.

#### **5. LEGAL COMMENTS**

- 5.1 The Council's sustainable community strategy, set out in the Community Plan, has One Tower Hamlets as a key cross-cutting theme. The Council aims to involve and empower local people and give them the tools and support to improve their lives. The Council has sufficient statutory power to involve local people as proposed in the report, provided that the proposals brought forward fit within the broad area of the Council's statutory functions.
- 5.2 When carrying forward the work of the local community ward forums, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who don't. There is material set out in the report relevant to these considerations.

#### **6. ONE TOWER HAMLETS CONSIDERATIONS**

- 6.1. The Partnership structures and working arrangements are a key means of local public agencies working with local residents to improve services for the communities who live and work in the Borough. The new Partnership Structures build on bringing diverse communities together to engage in decision making and empowerment of their public services. These opportunities for strengthening citizen engagement are demonstrated through the Local Community Ward Forums by increasing resident involvement in local decision making, supporting the Councils One Tower Hamlets priority. The community leadership role of our residents is supported by the framework for developing The Mayor's Community Champions Coordinators.

**7. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

7.1 There are no sustainable action considerations arising from the proposed timetabling decision.

**8. RISK MANAGEMENT IMPLICATIONS**

8.1. In maintaining a timetable with sufficient gap to allow for locally-relevant solutions to ward priorities to be designed, selected and delivered, the risk of project failures in any of the borough's 17 wards will be minimised.

**9. CRIME AND DISORDER REDUCTION IMPLICATIONS**

9.1 There are no crime and disorder reduction considerations arising from the proposed timetabling decision

**10. EFFICIENCY STATEMENT**

10.1 There are no efficiency considerations arising from the proposed timetabling decisions.

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**Linked Reports, Appendices and Background Documents**

**Linked Report**

- NONE

**Appendices**

- Appendix A – Community Champion Coordinator Role Profile
- Appendix B – Local Community Ward Forum Guiding Principles

**Background Documents – Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2012**

- NONE

**Officer contact details for documents:**

**Originating Officers and Contact Details**

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