

## Strategic Review of Community Involvement, including My Neighbourhoods

### Implementation Plan – March 2020

Recommendation	Implementation Plan	Timescale	Lead Officer
<b>Ensuring a Community Involvement Culture</b>			
1. The Council becomes an affiliate member of the Co-operative Councils Innovations Network to learn and share community involvement best practice.	The Council will formally become an affiliate member in April 2020.	1 April 2020	Assistant Director of Scrutiny & Democratic Services
2. The Council works to become an accredited Co-operative Council, embedding the co-operative values of self-responsibility, democracy, equality, equity and solidarity to transform the engagement relationship with our residents.	This will be considered as part of our corporate plan re-fresh for 2021/2022.	31 March 2021	Policy, Performance and Partnerships Manager
3. Community involvement is placed at the heart of every service through service planning, project management and decision-making so that it is co-ordinated and allows the	Service planning, project management and decision-making reports to be reviewed and updated to reflect community involvement.	September 2020	Policy, Performance and Partnerships Manager

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community to shape what we do.			
4. A community involvement toolkit and training be developed to help Members and employees involve local communities more effectively.	Corporate toolkit and checklist to be developed and rolled out for use by all services areas.	November 2020	Policy, Performance and Partnerships Manager
5. A survey of residents is undertaken at least every two years to understand the needs and views of residents with specific questions to assess the level of community involvement activity.	Fieldwork is currently taking place with the baseline report analysis results being available in June 2020.  Two further surveys are programmed up until 2023/24 and formal timelines will be provided once agreed	June 2020	Policy, Performance and Partnerships Manager
6. An annual report on the Council's community involvement activities takes place and is presented to Full Council.	The first annual report will be presented to Full Council in June 2021.	June 2021	Director of Neighbourhoods and Development
<b>My Neighbourhoods</b>			
7. Informal My Neighbourhood planning meetings with	Schedule of My Neighbourhood planning meeting for 2020/2021 in place and will be used to align plans	Ongoing	Director of Neighbourhoods and Development

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<p>Members continue to develop plans and projects, including greater alignment with My Neighbourhood plans and the Corporate Plan and budget process.</p>	<p>with the corporate plan and budget process.</p>		
<p>8. My Neighbourhood Forum meetings be reviewed by each of the five forums, with the option to change them to meeting local circumstances, with 12-month trial models explored by the review, such as:</p> <ul style="list-style-type: none"> <li>• Where area parished, arrange meetings as part of parish meetings</li> <li>• Adopt an area committee approach</li> <li>• Develop a neighbourhood/community development approach</li> </ul>	<p>Letters sent to My Neighbourhood Chairs asking them to work with their My Neighbourhood Forum Members to develop a community engagement model which works for them and their communities, including involving relevant partners.</p> <p>Meetings are being arranged with My Neighbourhood Chairs and Members to help develop their models further.</p> <p>A review of relevant parts of the constitution is taking place to facilitate the adoption of the trial models for early in the municipal year. This is being undertaken in conjunction with the Governance Committee for approval by Full Council.</p>	<p>March 2020</p> <p>April 2020</p> <p>May 2020</p>	<p>Director of Neighbourhoods and Development</p>

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<ul style="list-style-type: none"> <li>• Community partnerships with councillors and partner organisations</li> <li>• Hybrid of what works for each area, within existing resources</li> </ul> <p>An evaluation process be developed and agreed with Cabinet so that at the end of the trial period, success against that criteria can be measured.</p>			
<p>9. The My Neighbourhood Chairs and Vice-chairs meeting be formalised with a forward plan, agenda and minutes.</p>	<p>A schedule of My Neighbourhood Chairs and Vice-chairs has been developed and meetings will now have a forward plan, agenda and minutes.</p>	<p>Ongoing</p>	<p>Director of Neighbourhoods and Development</p>
<p>10. The governance arrangements for spending My Neighbourhood Forum be streamlined to include the sign-off by the My Neighbourhood chair and vice-chair.</p>	<p>A review of relevant parts of the constitution is taking place to streamline the arrangements for agreeing spend. This is being undertaken in conjunction with the Governance Committee for approval by Full Council.</p>	<p>May 2020</p>	<p>Director of Neighbourhoods and Development</p>

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<p>11. A more corporate approach is taken to supporting My Neighbourhoods and making linkages across all council teams to make the most of the opportunities available.</p>	<p>Regular update on My Neighbourhoods are provided to the Leadership Team to strengthen effective linkages and cross-service working.</p>	<p>Ongoing</p>	<p>Director of Neighbourhoods and Development</p>
<p>12. A grant scheme be developed to help fund local community action projects.</p>	<p>The Council has agreed a budget of £25,000 for small grants.</p> <p>A scheme is currently being developed based on South Ribble Partnership's successful former community bids fund.</p> <p>A report on the scheme, criteria and governance arrangements will be prepared for Cabinet to agree in June 2020.</p>	<p>June 2020</p>	<p>Director of Neighbourhoods and Development</p>
<p><b>Involving Young People</b></p>			
<p>13. A more co-ordinated approach be taken to strengthen our work with schools with an education package put together linked to the national curriculum and objectives of the Council,</p>	<p>The Council's budget has agreed an additional two community development posts, which are currently being recruited to. Once this post is filled a key work area will be design our education package across the Council with schools and young people's</p>	<p>October 2020</p>	<p>Director of Neighbourhoods and Development</p>

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including environmental issues, debate clubs, mock council meetings and competitions.	organisations. It is envisaged that the posts will be filled and proposals brought forward for October 2020.		
14. A Youth Mayor and Youth Council is established to allow young people to gain a great understanding of democracy and play an active part in informing council policy, local issues and community action.	Exploratory work has taken place and will be taken forward once the two community development posts are filled. It is envisaged that the posts will be filled and proposals brought forward for October 2020.	October 2020	Assistant Director of Scrutiny & Democratic Services
15. The Council provides more structured and extensive work experience opportunities for students to learn more about the work of the Council and gain valuable experience.	<ul style="list-style-type: none"> <li>• Develop system for recording and monitoring work experience placements</li> <li>• Conduct pre-placement assessment so that we able to tailor placement to meet students learning objectives</li> <li>• Introduce a placement induction process for students to standardise information students receives regarding the work of the Council.</li> <li>• Seek feedback to evaluate the success of placements so that we can continue to develop the offer.</li> </ul>	September 2020	Human Resources Manager

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<b>Extending Democracy</b>			
16. An annual communications campaign encouraging residents to enrol on the electoral register and vote in elections is developed.	A communications plan will be developed following the Police & Crime Commissioner elections for implementation in the autumn canvass, which will be evaluated and developed in future years.	Autumn 2021	Assistant Director of Scrutiny & Democratic Services
17. Full Council and other key meetings are webcast to make our meetings more accessible to our residents.	Research and learning from other councils has commenced. Discussions have also taken place with our voting/microphone supplier.	September 2020	Assistant Director of Scrutiny & Democratic Services
18. Cabinet meetings are taken out into the community at least twice per year on a pilot basis.	Preparations are taking place to hold a Cabinet meeting in Penwortham and in Bamber Bridge. Provisional dates are 24 June 2020 and 14 October 2020. An evaluation will then take place.	June 2020 and October 2020	Assistant Director of Scrutiny & Democratic Services
19. A series of annual Question and Answer sessions with the Cabinet and key partners takes place through the My Neighbourhood Forum models adopted locally.	This is due to be discussed at the next My Neighbourhood Chairs meeting.	Ongoing	Director of Neighbourhoods and Development

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<p>20. Our meetings are more welcoming to members of the public with more user-friendly information and guidance provided, encouragement of questions being submitted in advance and officers on hand to brief and support the public prior to meetings.</p>	<p>Discussions are taking place with the Council's Member Champion for Social Justice and Equality to devise an approach to make it easier for residents to submit questions, receive responses and build confidence in raising issues.</p>	<p>September 2020</p>	<p>Assistant Director of Scrutiny &amp; Democratic Services</p>
<p><b>Strengthening the voluntary, community and faith sector</b></p>			
<p>21. A borough-wide equality forum is created to bring together the groups representing protected characteristics to help us strengthen our approach to equality and diversity and be a sounding board to making our services more accessible and eliminate discrimination.</p>	<p>This is currently being discussed with partners so that we can make best use of existing networks and contacts.</p>	<p>31 March 2021</p>	<p>Policy, Performance and Partnerships Manager</p>
<p>22. A database of voluntary, community and faith sector organisations is developed for</p>	<p>The Partnership is assessing a number of platforms being developed by partners which will provide a database of local organisations. The Partnership</p>	<p>31 March 2021</p>	<p>Policy, Performance and Partnerships Manager</p>

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residents and staff to access as a signpost to what's available and how they could be more involved.	will be seeking consensus on which platform to promote to build an effective online database and picture of community groups and associations within the Borough.		
23. A Member Champion is appointed for volunteering.	This appointment will be made as part of the annual council meeting in May 2020.	May 2020	Assistant Director of Scrutiny & Democratic Services
<b>Parish and Town Councils</b>			
24. A parish/town council charter is developed with the Council outlining roles, responsibilities and expectations.	We will work with parish / town councils to develop a charter for agreement by Cabinet in October 2020	October 2020	Assistant Director of Scrutiny & Democratic Services
25. The Council designates a parish/town council liaison officer.	The Assistant Director of Scrutiny & Democratic Services will fulfil this role.	Ongoing	Assistant Director of Scrutiny & Democratic Services
26. Where local communities express a wish to form a parish/town council the Council will actively support the creation of parish and town	Information will be made available for communities who might wish to create a parish/town council.  Further support will be made available as support is expressed by communities.	Ongoing	Assistant Director of Scrutiny & Democratic Services

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councils leading to a community governance review.			
27. Regular informal meetings will take place between the Cabinet and parish/town council representatives.	A successful and productive liaison meeting was held on 18 February 2020 with meetings being arranged for every 2-3 months.  Additional liaison meetings are also being arranged between officers and parish/town council clerks.	Ongoing	Assistant Director of Scrutiny & Democratic Services