



SHEFFIELD CITY COUNCIL South Community Assembly Report

Report of: South Community Assembly Manager

Date: 5th July 2012

Subject: South Community Involvement Plan – 2012/13

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Summary:

The South Community Involvement Plan (Appendix A) sets out a clear programme of delivery for engaging with local residents over the next 12 months. The South Community Involvement Plan also provides a focal point of information that can be shared between key agencies about what activities/events are taking place to deliver consultation that affects neighbourhoods across the South Community Assembly area.

Reasons for Recommendations:

The involvement of communities is the main component in Sheffield City Council's ambition to change the way the Council delivers services in the city. Communities and residents will continue to have more opportunities to influence service delivery in their neighbourhood so that they meet local priorities and needs. This will contribute to making communities safe and sustainable.

Recommendations:

That South Community Assembly –

- a) Adopts the South Community Involvement Plan for 2012/13 (Appendix A) as a basis for involving local residents across the area in the work of the South Community Assembly and other local issues over the next 12 months.

Background Papers: Appendix A – South Community Assembly Involvement Plan (2012/13)

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial Implications
NO
Legal Implications
YES Cleared by: Andrew Bullock
Equality of Opportunity Implications
YES (South Community Plan EIA) Cleared by: Phil Reid
Tackling Health Inequalities Implications
YES
Human rights Implications
NO
Environmental and Sustainability implications
YES
Economic impact
NO
Community safety implications
YES
Human resources implications
NO
Property implications
NO
Area(s) affected
South Community Assembly area of Sheffield
Relevant Scrutiny Committee if decision called in
Safer and Stronger Communities
Is the item a matter which is reserved for approval by the City Council?
NO
Press release
NO

1. Summary

The South Community Involvement Plan (Appendix A) sets out a clear programme of delivery for engaging with local residents over the next 12 months. The South Community Involvement Plan also provides a focal point of information that can be shared between key agencies about what activities/events are taking place to deliver consultation that affects neighbourhoods across the South Community Assembly area.

2. What does this mean for people within the Central Community Assembly Area?

The consultation proposals outlined in the South Community Involvement Plan set out the ways in which the people of the South Community Assembly area can influence the South Community Plan, the work of the South Community Assembly and the services delivered by partner agencies.

3. Outcomes and Sustainability

The involvement of communities is the main component in Sheffield City Council's continued ambition to change the way the Council delivers services in the city. Residents will have more opportunities to influence service delivery in their neighbourhoods so that they meet local priorities and needs. This will contribute to making communities safe and sustainable.

The implementation of the South Community Involvement Plan ensures that local people have the ability to contribute to all five of the key ambitions as indicated in the Sheffield City Strategy 2010-2020 (Sheffield 2020 – Where People Shape the Future) –

- **Distinctive**; using the immense sense of pride local people have in the city and South of Sheffield to bring local projects forward for funding.
- **Successful**; working with partners at a local level with joint employment and community projects and strategically through our formal partnerships.
- **Inclusive**; support projects that enable all sections of our community to benefit and join in new activities.
- **Vibrant**; support the community and voluntary sector in working to achieve the priorities for the area.
- **Sustainable**; ensure that future generations can enjoy the open spaces in our area and that the Assembly plays a key role in protecting our environment.

In addition it will support the City Council's priorities, values and outcomes as set out in the Corporate Plan 'Standing Up For Sheffield'. In particular:

Priorities

- Supporting and protecting communities

Values

- Spend public money wisely
- Long term view
- Enable individuals and communities

Outcomes

- Better Health and Wellbeing
- Safe and Secure Communities
- An Environmentally Responsible City

The South Community Involvement Plan provides the framework for local people to inform and influence the South Community Plan, which will be refreshed and re-launched in March 2013. The South Community Plan outlines priorities and targets that have been agreed locally.

4. Full Proposal

The South Community Involvement Plan (Appendix A) sets out a clear programme of delivery for engaging with local residents over the next 12 months. The South Community Involvement Plan also provides a focal point of information that can be shared between key agencies about what activities/events are taking place to deliver consultation that affects neighbourhoods across the South Community Assembly area.

Therefore the South Community Involvement Plan will -

- Identify and explore local priorities to support the refresh of the South Community Plan
- Ensure local people have the opportunity to get involved in a variety of local issues as they emerge.
- Provide councillors with robust information to assist them in making decisions on service provision and budget allocation.
- Provide a tool for all partners to map out and co-ordinate community involvement activity across the area.
- Provide the framework for joint community involvement activity with community organisations

The South Community Involvement Plan will be regularly updated throughout the year as opportunities emerge.

It is recommended that the South Community Assembly adopts this Community Involvement Plan as a basis for involving local residents across the area in the work of the South Community Assembly and other local issues over the next 12 months.

5. Financial Implications

There are no specific financial implications arising from this proposal. The work associated with the Community Involvement Plan will be delivered by the Community Assembly Officer, supported by other South Community Assembly officers.

6. Legal Implications

Under Sheffield City Council's Constitution the terms of reference of each Community Assembly includes: "To agree a Community Involvement Plan for engaging with local residents and voluntary and community sector organisations in improving the Community Assembly area".

The process of community involvement falls within the statutory powers given to the Council by Section 88, Local Government Act 1985 (research), and Section 142, Local Government Act 1972 (provision of information about Council functions).

7. Equality of Opportunity Implications

An Equality Impact Assessment (EIA) has been completed in conjunction with the South Community Plan, and the individual priorities within it. Through this process it was highlighted that the plan needs to look at targeted activity.

The South Community Involvement Plan itself endeavours to provide equal opportunities for all residents within the area to influence the South Community Plan, the work of the South Community Assembly and the services delivered by partner agencies.

8. Human Resource Implications

The work associated with the Community Involvement Plan will be delivered by the Community Assembly Officer and supported by other South Community Assembly officers.

9. Environmental and Sustainability Implications

There is no direct impact on environment and sustainability, other than residents identifying these issues as a local priority and their subsequent inclusion in the South Community Plan.

10. Mitigation of Risk

The risks relating to this proposal have been considered by the South Community Assembly Team. These risks will be regularly reviewed and monitored.

Community Involvement in local decision making is at the heart of the Council's Corporate Plan, however this can often lead to increased community expectations and conflicting opinions. The South Community Assembly Team are experienced and skilled in Community Involvement and Development and will be able to mediate during conflicts and manage community expectations.

11. Alternative Options

Councillors could choose not to adopt the South Community Involvement Plan. Alternatively, they may choose to focus officer time on specific elements within the Plan, rather than what is being proposed.

Community events - The decision to attend the events outlined in the South Community Involvement Plan was made on the basis of having maximum impact, providing an even spread and the efficient use of staff time / resources. Councillors may choose to instruct officers to attend more or less of these types of events.

Service Provider Roadshows – in 2011/12 roadshows took place before Community Assembly meetings. It is now proposed that these are stand alone events targeted at specific communities. Councillors could choose to revert back to having these events before Assembly meetings, or not have them at all.

Targeted Activity / Communities of Interest – This year there will be focused involvement activity with Young People (with Sheffield Futures), BME communities and Older People. Alternative options could include focused work with other communities of interest rather than those stated above.

Other ongoing methods of involvement and communication – the South Community Involvement Plan indicates that the South Community Assembly team will continue to utilise Active8, community newsletters, the website / blog, local press, flyers and attendance at community meetings to involve local people in the work of the South Community Assembly. Alternatives could be to have some additional emphasis on one or more of the involvement methods illustrated.

12. Reasons for Recommendations

The involvement of communities is the main component in Sheffield City Council's ambition to change the way the Council delivers services in the city. Communities and residents will continue to have more opportunities to influence service delivery in their neighbourhood so that they meet local priorities and needs. This will contribute to making communities safe and sustainable.

13. Recommendations

That South Community Assembly –

- a) Adopts the South Community Involvement Plan for 2012/13 (Appendix A) as a basis for involving local residents across the area in the work of the South Community Assembly and other local issues over the next 12 months.

Martin Hughes - South Community Assembly Manager

Appendix A

DRAFT SOUTH COMMUNITY ASSEMBLY COMMUNITY INVOLVEMENT PLAN – 2012/13

INTRODUCTION

Sheffield Community Assemblies aim to achieve more practical and efficient ways to engage more local residents. Our aim is to become increasingly effective and inclusive, using different community involvement methods. Styles will vary throughout different communities in order to reflect on neighbourhood needs. This plan will compliment and help deliver the Sheffield City Council Community (SCC) Involvement Strategy and the South Community Assembly Community Plan. The following wards that fall within the South Community Assembly boundary -

- Graves Park Ward
- Gleadless Valley Ward
- Beauchief & Greenhill Ward
- Nether Edge Ward

Why do we want to engage?

The successful engagement of local people should result in services being more effectively targeted and delivered at a local level. Local people are the experts on how services affect them, their quality of life and their needs. It is important to ensure that services are being delivered in a way that meets local need, and that any project or issue to be addressed takes these needs into account. Sometimes services and solutions can be complex, so it is important that community involvement is maintained throughout a change process to ensure the end result is in line with community expectations and community needs.

Who we want to engage with?

It is important that the Community Assembly obtains the views of local people, and these views should represent the diversity of the population, as far as is reasonably practical. For monitoring purposes, people who attend Community Assembly Events, or give their views by other means, when appropriate will be asked to supply their demographic details for monitoring against the demographic profile of the community.

How are we going to engage?

Engagement activity will tend to fall into the categories below; in some cases an engagement activity may incorporate more than one of these.

- **Community events** – providing opportunity for residents to inform and influence local priorities to be included in the South Community Plan.
- **Service Provider roadshows** – market place where residents can meet local service providers and raise local issues of concern
- **Targeted activity** – specific work with Communities of Interest or Communities of Place
- **Ongoing Communication and Consultation** – ongoing activity to keep local residents informed via local newsletters, website, mailouts, posters, local press, blog and facebook.
- **City-wide or Area-wide consultation** – usually by Sheffield City Council or Partner agencies and tends to be on strategic priorities

The current engagement structure

The Community Assembly, whenever possible, will engage with communities using the existing community events, community groups, etc. The benefits of this are:

- Makes best use of resources

- Easier to engage with people where events and activities are already established
- Supports the existing engagement infrastructure

For this purpose, a database of community events and community group meetings will be maintained.

What do we want from our partners?

We would like to work together with all our partners when work is delivered which involves engaging with local residents. Rather than duplicating work this is an opportunity to enhance our delivery within the South Community Assembly area. Therefore we envisage that whenever any engagement activity is planned we request that the Assembly Officer (Sarah Lucas) is contacted at the first stage of planning, who will record the activity in the Community Involvement Plan. This will mean there is one document which records what engagement activity is happening locally and will provide the opportunity to link up and pool resources.

How will we evaluate our work?

We will provide regular updates to the Partner Panel and Elected Members (Briefing meeting and Community Assembly meetings) every 6 months to review and evaluate consultation taken by the South Community Assembly Team. An evaluation on Community Involvement work in 2012/13 is available on request.

Community events - to consult and involve residents in identifying local issues and set priorities which will feed in to the South Community Plan and other service delivery plans.				
Ward	Event	When & Where	Lead	Cost & Resource Implications
Gleadless Valley	Heeley Festival	Saturday 23rd June 12pm – 5pm Millennium Park	Event – Heeley Development Trust South Stall – CA Team	<u>Operational Budget</u> Staff time Consultation material Freebies
	Gleadless Valley Festival	Saturday 29 th June 11am – 3pm Herdings Park	Event – Gleadless Valley Forum South Stall – CA Team	<u>Operational Budget</u> Staff time Consultation material Freebies
Graves Park	Woodseats Festival	Sunday 15 th July 12pm – 5pm Woodseats School Yard	Event – Woodseats Festival Group South Stall – CA Team	<u>Operational Budget</u> Staff time Consultation material Freebies
Nether Edge	Nether Edge Markets	Sunday 24th June 12pm – 4pm Glen Road	Event – NENG South Stall – CA Team	<u>Operational Budget</u> Staff time Consultation material Freebies
	Banner Cross Summer Event	Saturday 14th July 11am – 4pm Banner Cross Methodist Church	Event – Banner Cross Neighbourhood Group South & South West Stall	
Beauchief & Greenhill	Lowedges Festival	Sunday 12 th August 12pm – 5pm Greenhill Park	Event – Greenhill & Bradway TARA South Stall – CA Team	<u>Operational Budget</u> Staff time Consultation material Freebies

Service provider roadshows - market place where residents can meet local service providers and raise local issues of concern.

Ward	Event	When & Where	Lead	Assembly Cost & Resource Implications
Nether Edge	To deliver an event linked to the High Sheriff Project (Abbeydale Corridor)	To be delivered in Winter 2012	High Sheriff group South CA Team to link in	<u>Operational Budget</u> Staff time Room hire Consultation material Freebies
Gleadless Valley	To deliver an event linked to the Gleadless Valley Social Events. Work is currently lead by City of Sanctuary.	To be delivered in Autumn 2012	City of Sanctuary South CA Team	<u>Operational Budget</u> Staff time Room hire Consultation material Freebies

TARGETED activity - specific work with Communities of Interest or Communities of Place				
Community of Interest / Place	Activity	Timescales and venues	Lead	Assembly Cost & Resource Implications
Older People	Continue working with older people in Lowedges, Batemoor and Jordanthorpe via attendance at local community groups to verify priorities and possible service delivery options.	Visits to group - June '12 – Sept '12 Lowedges Festival – 12 th August	Martin Hughes	Staff time
Young People	Courage mapping with Primary Schools along the Abbeydale corridor	June – October 2012	Andy Shallice	Staff time
	Development of South Youth Forum	September '12 – March '13	Javeed Khan, Louise Ellison (Sheffield Futures) & Sarah Lucas	Staff time
BME	Continue to work with residents in Abbeydale in relation to 'The Big Story' project via film work with University of Sheffield students	Sept '12 – March '13	Sarah Lucas	Staff time
	Continue to support the City of Sanctuary in providing social events, etc. for the Karen community and wider community in Gleadless Valley.	Dates of events to be confirmed	Sarah Lucas	Staff time
Abbeydale / Nether Edge	2 nd phase of consultation - To consult with local people on future use of this important site and to including community use within the future of the site.	June – July at various community locations in the neighbourhood	Fiona Champion	Staff time

<u>Ongoing Communication and Consultation</u> – ongoing activity to keep local residents informed			
Activity	Detail	Lead	Assembly Cost & Resource Implications
Community Assembly Meetings	Residents are able to ask questions to Members and submit petitions at the quarterly Assembly meetings.	South CA Team	<u>Operational Budget</u> Staff Time
South CA Walkabouts	To link up with existing walkabouts to map out and identify local issues.	All (SYP, Sheffield Homes, Lengthspeople, Good Neighbours etc)	N/A
Active 8 and Community Newsletters	Articles placed in local community newsletters on a regular basis	South CA Team	<u>Operational Budget</u> Fee to community group
Press Releases	Articles placed in press on a regular basis	South CA Team	<u>Operational Budget</u> Staff Time
Posters and Flyers	Posters / Flyers to promote meetings are produced quarterly and circulated to contact list (postal and electronic), placed in public buildings and posted door-to-door in streets adjacent to the venue.	South CA Team	<u>Operational Budget</u> Staff Time Printing Distribution
Leaflets	Leaflets to promote the South Community Plan are produced annually and circulated to contact list (postal and electronic), placed in public buildings and distributed at You Say events and roadshows. Other leaflets produced as and when required.	South CA Team	<u>Operational Budget</u> Staff Time Printing Distribution
Website, Blog & Facebook	To encourage more local people to sign up to the blog. Gradually reducing the amount of updated e-mail shots.	South CA Team	<u>Operational Budget</u> Staff Time
Attendance at Community Group meetings	South CA team attend community group meetings across the area on a regular basis to discuss local priorities or provide general information about the Assembly and the work of partners.	South CA Team	<u>Operational Budget</u> Staff Time
Mailouts	Weekly email bulletin containing information from partner agencies and council services.	South CA Team	<u>Operational Budget</u> Staff Time
E-mail distribution	Regular weekly e-mails have been sent out to all. However this will reduce once the BLOG has been set up.	South CA Team	<u>Operational Budget</u> Staff Time

City-wide or Area-wide consultation – consultation on the strategic priorities of Sheffield City Council or Partner agencies				
Subject	Activity	Timescales	Lead	Assembly Cost & Resource Implications
Sheffield Bus Partnership	Proposals to improve (change) services, ticketing and timetables	June – July 2012	SY Passenger Transport Executive	Staff time to help support the consultation process
SCC Libraries Review	Review of all current libraries in Sheffield	July – September 2012	Lyn Richardson and Abi Woodward	Staff time to help support the consultation process