

## Appendix A

# NORTH EAST COMMUNITY ASSEMBLY COMMUNITY INVOLVEMENT PLAN October 2012-2013

## 1. Outcomes – Aims and Objectives

### 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 complement and help deliver the Sheffield City Council (SCC) Community Involvement Strategy and the North East Community Assembly Community Plan. These are the wards that fall within the North East Community Assembly boundary:-

- Burngreave Ward
- Firth Park Ward
- Shiregreen and Brightside Ward
- Southey 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.

- **Public meetings** – Area Ward Meetings held quarterly providing opportunity for residents to inform and influence local priorities to be included in the North East Community Plan.
- **Ongoing Communication and Consultation** – ongoing activity to keep local residents informed via newsletters, website, mailouts, posters, local press, and questionnaires online / in public buildings, petitions / questions submitted at public meetings, etc.
- **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 North East Community Assembly area. Therefore we envisage that whenever any engagement activity is planned we request that the Assembly Officer (Hannah Isherwood) 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 Elected Members (Briefing meeting and Community Assembly meetings) to review and evaluate involvement work done by the North East Community Assembly Team

## **2. North East Community Assembly Involvement – September 2011/12**

The main aim of past involvement work with the community has been consultation to provide information for the community plan. Currently the team are attending events in the community as promotion to tell residents how they can contact us. Any issues raised are recorded and used for future plans. In future the Assembly will do focussed consultation for the review of the new plan and these have yet to be agreed.

**Meetings and Events Attended/Organised by NECA** (including comments on numbers attended, range of people involved, etc)  
– September 2011-2012

		<b>Organised/ supported by NECA</b>	
<b>September 2011</b>	<b>Area Ward meetings</b>	<b>X</b>	<b>Burngreave – Pitsmoor, 29 attended Firth Park – Firth Park centre, 26 attended Shiregreen/Brightside – Wincobank, 31 attended</b>

			<b>Southey – Learning Zone, 18 attended</b>
<b>September 2011</b>	<b>Walk4Life, Firth Park</b>		<b>Good attendance and publicity.</b>
<b>October 2011</b>	<b>Sanctuary Walkabout</b>		<b>Met local people and Sanctuary staff and learnt about the history of the estate</b>
<b>October 2011</b>	<b>Cabinet in the Community and Community Assembly meeting</b>	<b>X</b>	<b>Over 100 people attended</b>
<b>December 2011</b>	<b>Roadshow organised by Sustainable Health and Warmth, SCC, Firth Park</b>		<b>Well attended, mainly older people who live locally</b>
<b>December 2011</b>	<b>Parkwood Deer launch</b>		<b>Attended by Friends of Parkwood Springs and local people</b>
<b>December 2011</b>	<b>Watercliffe Meadow School assembly</b>		<b>Assembly to present winners of the Street Light competition with certificates</b>
<b>December 2011</b>	<b>Grimesthorpe community park</b>		<b>Lantern parade and carol singing with Limpsfield School and local residents</b>
<b>December 2011</b>	<b>Firth Park Christmas Festival</b>	<b>X</b>	<b>Well attended event</b>
<b>December 2011</b>	<b>Carols at the Ripples in the Pond Project, Firth Park</b>		<b>Well attended by local people living around Firth Park</b>
<b>Jan 2012</b>	<b>Agewell – North East meeting</b>		<b>Good discussion with lunch club organisers, new groups engaged</b>
<b>Jan and Feb 2012</b>	<b>Four ward meetings</b>	<b>X</b>	<b>Burngreave – Ellesmere, 22 attended Firth Park – Parson Cross Park area, 25 attended Shiregreen/Brightside – Brightside and Grimesthorpe, 26 attended Southey – Foxhill, 12 attended</b>
<b>Jan 2012</b>	<b>CA meeting</b>	<b>X</b>	<b>51 attended</b>

Feb 2012	Healthy Living Theme Group – Shiregreen and Firth Park		Regular meeting - good event to hear about what is happening locally
March 2012	CA Meeting	X	49 attended
May 2012	Adult learners – firth park		Excellent event, people very responsive. Lots of people there as they were being presented with certificates - other agencies attended
May 2012	40-60s celebration		Attended - older people from Shiregreen and Firth Park
May 2012	Longley 4greens		Took posters – talked to people having lunch in the cafe
May 2012	Tradebase allotments project		Took posters – talked to project volunteers mainly people with emotional needs
May 2012	SURC lunch club		Took posters, good chance to talk to elderly people. Event has just been launched – about 20 elderly people there brought to the centre on transport
May and June 2012	Area Ward Meetings	X	Burngreave – Pitsmoor, 27 attended Firth Park – Firth Park and Flower, 12 attended Shiregreen/Brightside – Wincobank, 47 attended Southey – New Parson Cross, 1 attended
June 2012	Firth park festival	X	Good event to talk to local people
June 2012	Parkwood Springs AGM		Interesting to see what the group is doing, picked up a couple of issues
June 2012	Wincobank summer fun day		Good chance to meet people from Wincobank and sandstone area
July 2012	Abbeyfield Festival	X	Used consultation vehicle with display about Plans for Ellesmere Green
July 2012	Zest Roadshow at Parson Cross Forum		Good chance to engage with Southey residents – not well attended, only 50 when 200 expected
July 2012	Foxhill festival		Cancelled
July 2012	PFI Roadshow		Good to talk to local people but not well attended
July 2012	CA meeting	X	28 attended

July 2012	Sheffield Homes, Future of Council Housing, ASDA		Good place to catch local people, surprised how many were local, some too busy to talk. Used area at bottom of escalator – made contact with the Community Advisor at Asda
August 12	Foxhill Forum – Safer Foxhill for All		Cllr Gill Furniss attended
Aug 12	Find out what is happening in your local area – Library Learning Zone, Parson Cross		Alison and Jenny attended – not well supported
Sept 12	Shiregreen walkabout – Sanctuary Housing		Did not attend
Sept 12	Healthy Living Theme Group – Firth Park and Shiregreen		Did not attend
Sept 12	Longley 4G – Health and Wellbeing Roadshow and launch of new owners to café		Good chance to network with other agencies who work in the area, but attendance from the community was poor
Sept 12	Older Persons Event, Parson Cross Dev Forum		Attended – good for networking, was a training session for practice nurses organised by NHS.
Sept 12	Launch of War Memorial at Shiregreen Cemetery		attended
Sept 12	AGM – Friends of Firth Park		Attended – picked up local issues
Sept 12	Community First – Burngreave, Workshop sessions		First session – met with 4 new groups in Burngreave
Sept 12	Shiregreen Garden and Produce sale		Did not attend – weekend working
Sept 12	Food Festival Fir Vale School		Did not attend – weekend working
Sept 12	Shiregreen Forum		Alison to attend
Sept 12	Dance On! Event – Parson		Not appropriate

	<b>Cross Library</b>		
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**Website** – this is kept up to date with dates of meetings and information on funding, plans, notes from meetings etc. The statistics show that the website is well used, 3176 people accessed the home page from January to August 2012 and in the month of August, even though this was a holiday month, 278 visited the web pages. The most looked at pages were the funding page, meetings page, and the page with contact details.

**Blog** – This has been live from June 2010 and over 30,000 people have accessed it. This has been well publicised over the area and groups and organisations send information to be added. A list of festivals and events is maintained with a link from the web site.

**Community Assembly Newsletter** – Members agreed to relaunch this newsletter and to distribute this instead of the flyers which used to advertise ward meetings. The first new edition was produced in September 2012. It was distributed to around 2000 households in each of the following wards – Firth Park, Shiregreen/Brightside and Southey. Information about the assembly will be provided for residents in Burngreave via the Messenger and ward meetings in Burngreave are planned to coincide with this magazines publication dates. Each household in Firth Park, Shiregreen/Brightside and Southey wards will receive a newsletter every 15 months. Burngreave residents will receive information bi-monthly through the Burngreave Messenger.

**E-mail Distribution List** – the mailing list for the NE area totals 858 currently. Emails are sent out to everyone on the mailing list to advertise NECA meetings, important events, funding etc on a regular basis.

**Postal Mailout** – around 350 people are on the postal mailing list. Information about funding and ward meetings/CA meetings is posted out 3 times a year, usually before the ward meetings and CA meeting.

**Local Newsletters** –

- 5Alive
- Burngreave Messenger
- Route 42

- Shiregreen Neighbourhood Network
- Brushes and Shiregreen TARA Newsletters
- St Thomas' Church, Wincobank – newsletter
- St Leonard's Church Mag, Longley

**Young People** – The Assembly will be working with the Sheffield Futures Locality Lead Involvement Worker. Their role is to support, develop and empower young people to have an active voice within their communities through setting up community youth forums or further developing existing ones, as well as supporting local involvement community assembly events, to provide a platform for young people to make positive contributions within their community assemblies.

The youth forums will link and feed into other citywide initiatives such as; Sheffield Young Advisors, Sheffield Youth Council and UK Youth Parliament, therefore giving young people a voice on a much wider scale.

**Consultation Vehicle** – Boards are being purchased to place on the back of the consultation vehicle to publicise the fact that the vehicle can be hired. There will also be contact details for the assembly and photos from each ward.

**People with Disabilities** – attended the Learning Disabilities Marketplace in the Town Hall, Council Chamber.

**Councillors Surgeries and Meetings attended by Councillors** – residents are able to raise issues and influence services

**Other involvement -**

- Information is circulated by Rashida Hassanali to her contacts around the Fir Vale Family of Schools
- Information is circulated by Sheffield Futures to their mailing list
- Sheffield Star receive all emails and information is included in the local papers – Star, Telegraph, Gazette
- 50+ group include dates of Ward meetings on their page in the Mercury magazine
- Information is circulated to Burngreave Health, Adult Education and Young People's Networks

**Surveys**



- Local people were asked how they would like the Assembly to communicate with them. Everyone on the postal list received a card to send back and a short survey was added to the web, blog and emailed to the mailing list. The 2 questions were -  
**Do you know of any local newsletters or websites (ie from your community group, faith group, Tenants and Residents Association, etc) that the Assembly could use?**  
**Could you suggest any other ways in which the Assembly could communicate with local people?**  
 Results are summarised in the Appendix A – ‘Results of Consultation’

### 3. Consultation by Other Agencies

Throughout the year there will also be consultation happening at a city-wide level. The North East Community Assembly will work with partners to ensure that any information relevant to the North East area is gathered and included in the Community Plan.

<b>Who is leading the consultation</b>	<b>What is the purpose of the consultation</b>	<b>When and where will this take place</b>	<b>Timescale for completion</b>	<b>Can you ensure that any results can be shared between different agencies</b>
<b>Sheffield Homes – Going Local</b>	<b>Focuses on what customers want where they live</b>	<b>Workshops held over summer 2012</b>	<b>Summer 2012</b>	<b>Finalise the Going Local plans and publish in October In Touch</b>
<b>Parents Assembly</b>	<b>Helping to shape services</b>	<b>Online and paper consultation</b>	<b>Consultation until Oct half term</b>	<b>Advertised on SCC website in December 2012</b>
<b>Libraries Review</b>	<b>Make library services fit and affordable for the future</b>	<b>Online and paper consultation</b>	<b>8 October 2012</b>	<b>Results will be sent via email and published on SCC website</b>
<b>Council Tax Consultation</b>	<b>Council Tax Benefit will be replaced by Council Tax Support</b>	<b>Online and paper consultation</b>	<b>17 September 2012</b>	<b>Final results will be fed into a cabinet report and a final decision will be made in the autumn</b>
<b>Sheffield 50+ Missing</b>	<b>To reach frail, isolated, older</b>	<b>Ongoing – mapping exercise</b>	<b>Ongoing</b>	<b>yes</b>

<b>Voices project</b>	<b>people over 75</b>			
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## 4. Action Plan for 2012 to 2013

To continue with the ongoing work as outlined in 2. In addition:

### Southey Ward

The numbers of Southey ward residents attending ward meetings has always been low. The Assembly have looked at other ways of involving these residents such as

- Attending meetings of local groups and TARAs
- Meeting local residents outside shopping centres in the area
- Attending local events.

The Assembly have so far attended the following events and meetings:

- Zest Roadshow at Parson Cross Forum
- What's Happening in your local library at The Learning Centre
- Foxhill Forum Neighbourhood Network
- Older Persons Roadshow for Practice Nurses
- Parson Cross Dev Forum
- Joined Sheffield Homes in their consultation at Asda.

The Assembly will also put together a list of local groups and TARAs and discuss with them about distributing information and any newsletters that are available.

This article was included in 5Alive and Route 42 for Foxhill area:

**‘Tell us what’s on your mind!’**

We know people have ideas about how we could improve or change what we do. If you live in the Southey Ward your local Councillors have asked the Assembly team to find different ways of talking to local residents. One idea is to meet people outside local shops, such as Margetson Crescent, Southey Green and Wolfe Road shops or the new Library Learning Zone. Another idea is to attend local community meetings, Tenants and Residents groups and any public meetings. The Assembly team will trial this over the next few months and have already attended the Zest Health Roadshow at St Thomas More Community Centre, Information Day at the Library Learning Zone and met local people shopping at Asda. Contact us to tell us your views

The Southey Ward has slightly less than 20,000 residents, 94% of whom define themselves as White British. There is also a higher than average proportion of the population who are under 15 years.

The Assembly will focus consultation accordingly.

## **APPENDIX A – Results of consultation – all consultation results are considered when reviewing the Community Plan**

**Methods** – Survey Monkey was used as an online method – This survey was sent out to all on the mailing list and posted on the blog. 60 replies were received (around 10%).

A short questionnaire was sent out by post to everyone on the postal mailing list – these results are still being returned.

Questions – **Do you know of any local newsletter or websites (ie from your community group, faith group, Tenants and Residents Association, etc) that the Assembly could use?**

**Could you suggest any other ways in which the Assembly could communicate with local people?**

### **Burngreave:**

- The Extended Schools Coordinator for Firvale will send out information to schools to add to their newsletters.
- Health, Young People and Adult Education networks
- Carwood newsletter
- Messenger website

### **Firth Park:**

- LOCAL will put information on their website, Facebook page and have a link from their website to the Community Assemblys
- St Leonards – The Church Mag, Mary Croft, Churchwarden & Parish Magazine – 2439521, At St Leonard's – Wednesdays 9 – 11.30 pm Thursdays 9 – 3.00 pm, Monthly issue - £50 full page, £25 half page, £17 quarter page
- Brushes, Stubbin, Flower TARAs newsletter
- Flower TARA noticeboard

**Shiregreen/Brightside:**

- Shiregreen.net
- Hinde House website
- Wincobank Hill website [www.wincobankhill.btck.co.uk](http://www.wincobankhill.btck.co.uk)
- Love Wincobank facebook page
- Sanctuary newsletter
- Lower Wincobank TARA newsletter
- Shiregreen Network News
- Shiregreen TARA newsletter

**Southey:**

- Foxhill Route 42
- 5Alive
- SOAR website
- Old Parson Cross TARA newsletter and noticeboard
- Binsted and Cookson TARA newsletter and noticeboard
- ASDA Community noticeboard
- Foxhill TARA newsletter

**General:**

- 50+ put information in the Mercury paper
- Adult Learners Website
- Emails, web, blog, Star, facebook etc
- Postcode Gazette
- SY Police facebook pages
- BME network
- Monthly digest of main news via email
- Posters in shops/park noticeboards/libraries

- Flyers through letter boxes

**Other ideas (from postal and web surveys)**

- Combine Burngreave Messenger with 5Alive and other magazines to reduce printing costs, each neighbourhood could have a section and information is spread more.
- Love Sheffield website
- Sheffield Foundation Trust newsletter
- Sheffield Forum
- Sheffield HOMES website and newsletter (In Touch)
- Sheffield Kerala Cultural Committee – [skca@googlegroups.com](mailto:skca@googlegroups.com)
- S Yorks Fire and Police
- Posters in doctor's surgeries and on lampposts
- Councillors to do door knocking – get out on the streets
- Presence at school parents evenings, children's centres or shops
- Twitter - use local hashtags like #Sheffield
- Care Homes/Hospital
- Walkabouts
- Ask for volunteers to talk to those people who do not read and understand English easily
- Attend learning sessions
- Mosques and churches
- Facebook page to encourage younger people
- Hold face to face meetings in an informal setting
- Online surveys so people can contribute in their own time.
- Schools texting service to parents