



DERBY CITY COUNCIL

COUNCIL CABINET
4 SEPTEMBER 2007

ITEM 18

Cabinet Member for Neighbourhood, Social Cohesion and Housing Strategy

From Areas to Neighbourhoods

SUMMARY

- 1.1 Following the approval of Cabinet and full Council, in July 2007, to the principle of transforming Area Panels into Neighbourhood Boards and Forums, this report sets out the proposed detailed arrangements. The report seeks approval to necessary amendments to the Constitution and to a Good Practice Guide for the new Neighbourhood Boards and Forums. Full Council is also asked to appoint the chairs of the proposed Neighbourhood Boards.
- 1.2 The Community Commission raised issues about the neighbourhood working arrangements at its meeting on 23 July and I hope the Good Practice Guide addresses those issues. I am aware that the Commission is holding a further meeting on 29 August to examine these detailed proposals and I look forward to receiving its views. We will also be consulting our partners through the Area and Neighbourhood Board.
- 1.3 Subject to the outcome of these consultations and to any issues raised at the Cabinet meeting, I support the following recommendations.

RECOMMENDATIONS

To recommend Council to:

- 2.1 approve the arrangements for Neighbourhood Boards and Neighbourhood Forums set out in this report.
- 2.2 approve the amendments to the Constitution set out in Appendix 2.
- 2.3 approve the Good Practice Guide at Appendix 3 and to authorise the Cabinet Member for Neighbourhood, Social Cohesion and Housing Strategy to approve any further minor amendments prior to formal publication.
- 2.4 agree that the Area Panel budget of £99,000 be divided equally between each ward (equivalent to £5,823 a ward) and allocated to the Neighbourhood Board to be used to help meet neighbourhood priorities.

- 2.5 appoint the following chairs of Neighbourhood Boards for the remainder of the current municipal year and agree that the other two ward councillors will act as vice chairs:

(Names of councillors to be submitted at the Council meeting)

Neighbourhood (Ward)	Chair
Abbey	
Allestree	
Alvaston	
Arboretum	
Blagreaves	
Boulton	
Chaddesden	
Chellaston	
Darley	
Derwent	
Littleover	
Mackworth	
Mickleover	
Normanton	
Oakwood	
Sinfin	
Spondon	



DERBY CITY COUNCIL

COUNCIL CABINET 4 SEPTEMBER 2007

Report of the Corporate Director of Regeneration & Community, the Corporate Director of Corporate and Adult Services (as Monitoring Officer) and the Director of the Community Safety Partnership

From Areas to Neighbourhoods

SUPPORTING INFORMATION

- 1.1 Full Council approved the framework for neighbourhood working at its meeting on 18 July and agreed:
 - to ask the Community Overview and Scrutiny Commission for its views on the implementation of these arrangements.
 - to ask officers to report to Council Cabinet on whether ward based neighbourhood arrangements should be integrated with the area management arrangements being developed for Children and Young People's Services.
 - to ask officers to report back to Council Cabinet and Full Council in September 2007 with details of the constitutional and financial implications.
 - that subject to Council's agreement of the final proposals, the final round of Area Panels will be in September 2007 with the new Neighbourhood Partnership Boards and Neighbourhood Forums being implemented throughout October and November 2007.

- 1.2 At the Community Commission meeting on 23 July 2007, the Commission proposed the production a Good Practice Guide. This was in response to a number of issues raised about future working arrangements for Neighbourhood Boards and Forums. The guide outlines the details of working arrangements and is attached in Appendix 3

- 1.3 Officers will be reporting back to Council Cabinet at a later meeting on whether ward based neighbourhood arrangements should be integrated with the area management arrangements being developed for Children and Young People's Services.

- 1.4 The constitutional and financial implications are explained in the Neighbourhood Forum and Neighbourhood Board Good Practice Guide set out in Appendix 3. The Good Practice Guide responds to the issues raised by Community Commission and includes details of:
- Terms of reference for the Neighbourhood Board and Neighbourhood Forum
 - Membership
 - Selection of representatives
 - Chairing
- 1.5 The proposed changes to the constitution to enable the implementation of neighbourhood working are attached at Appendix 2a, 2b, 2c and 2d. The constitutional changes cover the following:
- Revised Article 10 on Neighbourhood Boards and Neighbourhood Forums. This will cover their form, function and composition; delegations; access to information and proceedings.
 - Revised Delegations. This covers the terms of reference for Neighbourhood Forums and Neighbourhood Boards.
 - Revised Council Procedure Rules. This covers all relevant procedures for the neighbourhood structures
 - Revised Protocol on Member/Officer Relations. This covers councillors and officers attending Neighbourhood Boards and Forums as residents
- 1.6 The chair of the Neighbourhood Board will be appointed by full Council at each Annual Meeting, except for the remainder of 2007/08 – see Recommendation 2.5. The chair of the Neighbourhood Board will also chair the Neighbourhood Forum. It is hoped that this arrangement will reinforce the community leadership role of the democratically elected councillors acting within the partnership framework of the Neighbourhood Board. Decision making at Neighbourhood Board meetings will be by consensus.
- 1.7 The Neighbourhood Board will have the same delegated powers as the Area Panels to deal with petitions in accordance with procedures laid down by the Council. Therefore, neighbourhood based petitions and (subject to legislation) community calls for action will be managed by the Neighbourhood Board where relevant. In all other cases by the relevant Cabinet Member or public service provider.
- 1.8 Funding previously allocated to Area Panels, equivalent to £5,823 in 2007/8, will be known as the Community Budget and will be devolved each year to the relevant Neighbourhood Board. The Board will define their own funding criteria based on the neighbourhood's priorities.
- 1.9 The views of Community Commission are being requested at their special meeting on 29 August, including the petitions process. Their views will be reported back to Council Cabinet.

- 1.10 A report will be presented to each Area Panel outlining details of the new working arrangements. This will include information on the budgets and funding; the petitions process including responses to outstanding petitions and dates and times of forthcoming Neighbourhood Forums in the area.

For more information contact:	Andy Thomas 01332 256910 e-mail andy.thomas@derby.gov.uk
Background papers:	Report to Community Commission 23 July 2007 – Neighbourhood Working.
List of appendices:	Appendix 1 – Implications Appendix 2a, 2b, 2c, 2d – Proposed constitutional amendments Appendix 3 – Neighbourhood Board and Neighbourhood Forum Good Practice Guide

IMPLICATIONS

Financial

- 1 Cabinet is asked to agree that the Area Panel budget of £99,000 be divided equally to each ward (equivalent to £5,823 a ward) and allocated to the Neighbourhood Board to be used to help meet neighbourhood priorities. Participatory budgeting is being developed by the Council and will be piloted in the five priority neighbourhoods during this financial year

Legal

- 2.1 It is intended that each Neighbourhood Board will operate as a partnership at local level and take decisions in accordance with agreed neighbourhood priorities. Where necessary, formal decisions on Council functions will be taken by the Council Cabinet or relevant Cabinet Member. In practice, the Cabinet will formally approve the neighbourhood-based budgets each year and it will then be up to the Neighbourhood Boards to allocate the funds according to the agreed neighbourhood priorities.
- 2.2 Revised arrangements are being suggested for locally-based petitions where it is hoped partnership working will enable issues to be resolved at Board level.

Personnel

- 3 A comprehensive training programme on neighbourhood working and community leadership is being organised.

Equalities impact

- 4 Effective scrutiny will benefit all people

Corporate priorities

- 5 The report links with the Council priorities 2007-10 :
 - making us proud of our neighbourhoods,
 - creating a 21st Century city centre,
 - leading Derby towards a better environment,
 - supporting everyone in learning and achieving,
 - helping us all to be healthy, active and independent
 - giving you excellent services and value for money.

REVISED ARTICLE 10 OF THE CONSTITUTION

Article 10 – Neighbourhood Boards and Neighbourhood Forums.

Form, composition and function

- 10.1 The Council may appoint Neighbourhood Boards and Neighbourhood Forums as it sees fit, if it is satisfied that to do so will ensure improved service delivery in the context of best value and more efficient, transparent and accountable decision making.
- 10.2 Each electoral ward of the city will have a Neighbourhood Board of partner and resident representatives, led by the three Councillors elected for that ward, and a Neighbourhood Forum open to all residents. Any supplementary resident engagement mechanisms will be agreed by each Neighbourhood Board.

Delegations

- 10.3 The delegations to Neighbourhood Boards and Neighbourhood Forums are shown in Part 3 of the Constitution.

Conflicts of interest – membership of neighbourhood boards, neighbourhood forums or ward committees and overview and scrutiny commissions.

- 10.5a **Conflict of interest.** If an overview and scrutiny commission is scrutinising specific decisions or proposals in relation to the business of a neighbourhood board of which the councillor concerned is a member, then the councillor may not speak or vote at the overview and scrutiny commission meeting unless a dispensation to do so is given by the Standards Committee.
- 10.5b **General policy reviews.** Where the overview and scrutiny commission is reviewing policy generally the member must declare his/her interest before the relevant agenda item is reached, but need not withdraw.

Access to Information

- 10.6 Meetings of Neighbourhood Boards will not be open to the public. Meetings of Neighbourhood Forums will be open to any resident of the ward.

10.7

Council Cabinet Members

- 10.7 A member of the Council Cabinet may serve on a neighbourhood Board or neighbourhood forum if otherwise eligible to do so as a councillor.

Proceedings of Neighbourhood Boards and Neighbourhood Forums

- 10.8 Proceedings of Neighbourhood Boards and Neighbourhood Forums shall take place in accordance with the Council Procedure Rules set out in Part 4 of the Constitution and such other arrangements as the Council may approve from time to time.

REVISED DELEGATIONS IN PART 3 OF THE CONSTITUTION

PART C

MATTERS THAT ARE DELEGATED TO NEIGHBOURHOOD BOARDS, NEIGHBOURHOOD FORUMS WARD COMMITTEES AND ADVISORY COMMITTEES

All delegated powers and duties must be exercised and performed on behalf of and in the name of the Council and in accordance with the Constitution:

Neighbourhood Boards

- 1) To consult, involve and engage local residents; voluntary and community groups; businesses, services and partner organisations in agreeing an annual Neighbourhood Agreement for the neighbourhood.
- 2) To produce a neighbourhood plan and profile that reflects the priorities for the local neighbourhood and is driven by the aims and aspirations of local residents.
- 3) To produce an annual neighbourhood agreement for the neighbourhood that compliments the Sustainable Community Strategy and the Local Area Agreement.
- 4) To manage and monitor the implementation of the Neighbourhood Agreement within a set performance management framework, ensure its proper monitoring and evaluation.
- 5) To hold all partners within the neighbourhood, residents, public agencies and service providers accountable within the terms of the Neighbourhood Agreement.
- 6) To increase and improve local community involvement in the neighbourhood and to involve and engage residents in improving their neighbourhood.
- 7) To provide links with the Derby City Partnership and the local neighbourhood.
- 8) To facilitate enforcement work and its procedures within the neighbourhood.
- 9) To deal with petitions on local issues in accordance with procedures laid down by the Council.
- 10) To agree the use of funds allocated to the Board, in accordance with neighbourhood priorities.

Neighbourhood Forums

- 1) To provide the neighbourhood with a regular open forum to discuss and raise concerns at a local level.
- 2) To identify and agree key priorities for action for inclusion in the neighbourhood tasking and co-ordination framework.
- 3) To agree on an annual basis resident representatives to serve on the Neighbourhood Board.
- 4) To enable the involvement and participation of residents in the workings of their neighbourhood.

Appendix 2c

REVISED COUNCIL PROCEDURE RULES IN PART 4 OF THE CONSTITUTION.

NEIGHBOURHOOD BOARDS AND NEIGHBOURHOOD FORUMS

CP106 The proceedings of Neighbourhood Boards and Neighbourhood Forums shall be governed by such arrangements as may be approved by the Council from time to time.

CP107 A Neighbourhood Board or Neighbourhood Forum may make recommendations to an Overview and Scrutiny Commission. The Commission will report back on the action it proposes to take on any recommendations.

NB The last sentence of rule CP91 and all of rules CP108-115 are deleted.

Appendix 2d

REVISED PROTOCOL ON MEMBER / OFFICER RELATIONS IN PART 5 OF THE CONSTITUTION

Councillors and officers attending neighbourhood boards or forums as residents

40. This section provides guidance to councillors and officers who live in Derby and wish to attend neighbourhood board or forum meetings to express their views and raise concerns as residents.

Councillors attending neighbourhood boards or forums as residents

41. Councillors have many opportunities to raise issues and are well placed to ask questions and receive responses from other councillors and Council officers. Councillors should pursue service issues and complaints through existing service department procedures and mechanisms and not use the neighbourhood board or forums. However, councillors do have the right to be included within the democratic process and to attend a neighbourhood board or forum meeting as a resident. When there is a need to raise an issue as a resident, a councillor should state:

- their name
- the ward they represent as a councillor
- that they wish to speak in their capacity as a local resident.

Council officers attending neighbourhood boards or forums as residents

42. Council officers who live in Derby have the right to be included within the democratic process and to attend their local neighbourhood board or forum meeting as a resident. However, when a Council officer has been invited to their local neighbourhood board or forum meeting in a professional capacity, they do not have the right to speak as a resident at the meeting. When raising an issue at a neighbourhood board or forum meeting as a resident, a Council officer should state:

- their name and job title
- that they are employed by Derby City Council
- that they do not wish to speak in their capacity as a Council officer but as a local resident.

Neighbourhood Board and Forum Good Practice Guide

August 2007

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1. *Introduction and Purpose of the guide*

- **Outlines the protocol/partnership between Councillors/Residents/Local Services**
- **For use by officers, partners, residents, Councillors and groups.**
- **Provides users with a guide to how we will implement Neighbourhood Boards and Forums, who to contact and partners in delivery.**

(Additional text about purpose to be developed and included here)

2. *Neighbourhood Forums and Boards*

What we are trying to achieve

- **Purpose of neighbourhood Boards and Forums – link to DCP/Community Strategy**
- **Need to show links to DCP/Partner organisations/Council**
- **The purpose of this guide – outlines ground rules, relationship between Forums and Boards**

Why we are implementing Neighbourhood Forums and Boards

- **Stronger Communities/Community engagement**
- **Ward map detailing coverage of Neighbourhood Forums – put in Appendix**
- **Need to have details of the number and where they are and their names**

(Additional text including map, names of Boards to be developed and included here)

SECTION A

3. *Governance Arrangements*

The Neighbourhood Project Board currently provides the link between the Local Neighbourhood Boards and the Derby City Partnership structures.

The Neighbourhood Project Board has agreed the framework and strategic direction for the implementation of neighbourhood working.

Governance arrangements are currently being developed with a proposal to implement later in the year.

4. *Neighbourhood Boards*

Neighbourhood Boards act as a focus for discussion, negotiation and agreement between service providers and residents on the delivery, co-ordination and monitoring of services. They are responsible for ensuring quality services are delivered in the neighbourhood and to enable local people, service providers and Councillors to work together for the benefit of their neighbourhood.

The Neighbourhood Board has a number of tasks, these are:

- **Represent the views of the local neighbourhood forum**
- **Decide on the priorities for the neighbourhood in response to issues raised by residents in the neighbourhood**
- **To be the main decision making body for the neighbourhood**
- **Increase and improve local community involvement in the neighbourhood**
- **Involve and engage residents in improving their neighbourhood**
- **Produce a neighbourhood profile and plan**
- **Develop and agree a neighbourhood agreement**
- **Hold residents, public service providers and agencies accountable within the terms of the local neighbourhood agreement**

The Neighbourhood Board consists of the three local ward councillors, representatives of residents, local community groups and organisations, service providers and the Neighbourhood team. The membership reflects those individuals and groups who are active and knowledgeable about the neighbourhood. Members of the Board are expected to positively contribute to improving the neighbourhood and also represent the interests of all those that live and work in the neighbourhood.

The Board meets at least four times every year and acts as the decision making body for the neighbourhood. As ward Councillors are community leaders for the neighbourhood, one of them is appointed at the Council's Annual General Meeting each year to chair and lead the Neighbourhood Board. The Chair works with the Neighbourhood Manager to organise the Board meetings.

To ensure that the Neighbourhood Board is effective, terms of reference have been agreed for the Neighbourhood Board. The terms of reference outlining how the Neighbourhood Board operates are in Section B.

5. *Neighbourhood Forums*

Every neighbourhood will have at least one Neighbourhood Forum. The number of neighbourhood forums will be decided by the Neighbourhood Board.

Neighbourhood Forums are the key framework to deliver more effective, responsive and accountable public services. These forums provide a direct link between the neighbourhoods and service providers, to increase engagement, accountability and to ensure that the work of the neighbourhood team is shaped, directed and tasked from a neighbourhood level.

Neighbourhood Forums are chaired by the Chair of the Neighbourhood Board. In their absence, one of the other ward Councillors will Chair the Neighbourhood Forum. Neighbourhood Forum meetings are held on a minimum of a quarterly basis. Further details on how they operate are outlined in the terms of reference in Section B.

6. *Neighbourhood Profile and Agreement*

Each neighbourhood will develop and agree a Neighbourhood Profile and Agreement. Information provided from the Neighbourhood Forum and local residents will help identify the priorities and issues in the neighbourhood. The Neighbourhood Manager is responsible for co-ordinating the views and data from service providers to inform the neighbourhood profile and agreement.

The Neighbourhood Profile and Agreement contains information and an overview of a neighbourhood. The profile and agreement provides an opportunity for service providers, residents and Councillors to come together and identify the key priorities and issues in the neighbourhood.

The profile can be used as a tool for service providers and communities to exchange ideas about potential developments, new approaches to service delivery and a framework for action.

The agreement outlines the community vision for the future of the neighbourhood and put in place proposed activity to inform performance management and publish activity to be undertaken in the neighbourhood for the forthcoming year.

7. Neighbourhood Agreement

Neighbourhood Agreements are a framework outlining the services and standards available, and one will be agreed for each neighbourhood. They are a key element for the delivery of neighbourhood working and increasing the engagement and involvement of local residents.

The Neighbourhood Agreement identifies the responsibilities of residents and service providers in a neighbourhood to encourage social responsibility and to involve residents in influencing services in their neighbourhood.

Neighbourhood Agreements include:

- Vision statement for the neighbourhood**
- Purpose of the agreement**
- Outline of services and standards in a neighbourhood**
- Social responsibility and enforcement**
- How local people can get involved**
- Monitoring and management**

The Neighbourhood Agreement shall:

- 1) Outline the agreed priorities and targets for the neighbourhood**
- 2) Secure agreement from all those delivering local services to deliver actions that will result in improved outcomes for the local neighbourhood**
- 3) Provide a mechanism to enable communities to monitor and measure performance and satisfaction with services**
- 4) Engage and involve local residents in defining services in their neighbourhood**
- 5) Inform the development of the sustainable community strategy and LAA agreement.**

8. *Community Engagement and Public Participation*

Public Participation

Central to neighbourhood working is the empowerment and involvement of local residents in their neighbourhoods. We have a community Engagement Strategy in place which all partners have agreed and work towards. Neighbourhood Boards and Forums and the various elements within them are the vehicle for our community engagement in the neighbourhoods.

SECTION B

9. *Terms of Reference for Neighbourhood Boards and Forums*

9.1 Purpose of the Neighbourhood Board and Forum

The Neighbourhood Board and Forum has been formed to ensure the delivery of quality services in the ward.

The Neighbourhood Board and Forum shall act as outlined in these terms of reference and make central to its work the engagement and involvement of the local community to facilitate improved services and a strong and active community.

The Neighbourhood Board and Forum will develop a Neighbourhood Agreement each year for the ward.

The Neighbourhood Board will lead on partnership working across agencies to deliver neighbourhood priorities and work to represent the views of the Neighbourhood Forum.

The Neighbourhood Board will ensure that an open public meeting, known as the Neighbourhood Forum takes place at least four times per year.

The Neighbourhood Board will establish sub groups to support the work of the Neighbourhood Board and Forum where required.

The Neighbourhood Board will link with the Neighbourhood Forum and its work will be guided by discussion and outcomes of the Neighbourhood Forum.

Neighbourhood Forums are the key framework to deliver more effective, responsive and accountable public services.

Neighbourhood Forums provide a direct link between the neighbourhood and service providers, to increase engagement, accountability and to ensure that the work of the neighbourhood team and the neighbourhood board is shaped, directed and tasked from a neighbourhood level.

9.2. Objectives of the Neighbourhood Board

9.2.1 The aims and objectives of the Neighbourhood Board:

- **To consult, involve and engage local residents; voluntary and community groups; businesses, services and partner organisations in agreeing an annual Neighbourhood Agreement for the neighbourhood.**

- To produce a neighbourhood plan and profile that reflects the priorities for the local neighbourhood and is driven by the aims and aspirations of local residents.
- To produce an annual neighbourhood agreement for the neighbourhood that compliments the Sustainable Community Strategy and the Local Area Agreement.
- To manage and monitor the implementation of the Neighbourhood Agreement within a set performance management framework, ensure its proper monitoring and evaluation.
- To hold all partners within the neighbourhood, residents, public agencies and service providers accountable within the terms of the Neighbourhood Agreement.
- To increase and improve local community involvement in the neighbourhood and to involve and engage residents in improving their neighbourhood.
- Provide links with the Derby City Partnership and the local neighbourhood.
- To facilitate enforcement work and its procedures within the neighbourhood.
- To facilitate and lead on the neighbourhood based petitions.

9.2.2 The aims and objectives of the Neighbourhood Forum

- To provide the neighbourhood with a regular open forum to discuss and raise concerns at a local level
- To identify and agree key priorities for action for inclusion in the neighbourhood tasking and co-ordination framework.
- To agree on an annual basis resident representatives to serve on the Neighbourhood Board.
- Neighbourhood Forums are open to all in the neighbourhood, and attended by members of the neighbourhood team and key local agencies.
- The Neighbourhood Forum shall enable the involvement and participation of residents in the workings of their neighbourhood.

9.3 Membership

9.3.1 The Neighbourhood Board will consist of:

- All of the ward Councillors (3 per neighbourhood)
- Resident and community group representatives – with the number to be determined by the Neighbourhood Board to reflect the communities within the neighbourhood. A minimum of 50% of the resident and community group representatives should be local resident representatives. Residents will be classified as those living in the neighbourhood.

- **Officers/Representatives from the following partner organisations that reflect the neighbourhood's priorities and work areas and are agreed by the Neighbourhood Board.**

**Derbyshire Fire and Rescue
Derbyshire Police
Derby City Council
Derby City Primary Care Trust
Derby Homes
Registered Social Landlords
Derby Community Network
Local Businesses/Sole Trader**

9.3.2 Ward Councillors are those who represent the ward on Derby City Council.

9.3.3 Resident representatives can be any person that lives in the neighbourhood. Nominations for resident representatives to serve on the Neighbourhood Board will be sought through the Neighbourhood Forum. Residents wishing to serve on the Neighbourhood Board must complete a nomination form and be nominated by a minimum of ten local residents representing ten different households.

9.3.4 A selection of those nominated persons will be made by members of the Neighbourhood Board, subject to the representatives reflecting the communities in the neighbourhood. Resident representatives are entitled to serve for further years of office upon agreement of the Neighbourhood Board.

9.3.5 Representatives of community organisations can be any person who is a member of a community organisation. A community organisation is one based in the neighbourhood, with a membership which is primarily drawn from within the neighbourhood. This group is usually an informal organisation and does not principally deliver services for or on behalf of local residents.

9.3.6 The membership of the Neighbourhood Board will be reviewed on an annual basis in June/July, which may result in changes to the membership to ensure it reflects the work areas and priorities of the neighbourhood.

9.3.7 Advisors may also be invited to attend Neighbourhood Board meetings. These advisors may inform debate or provide advice to the members of the Neighbourhood Board.

9.4 Sub Groups of the Neighbourhood Board

9.4.1 Each Neighbourhood Board can decide to establish sub groups in their neighbourhood.

9.4.2 The purpose of the sub groups will be to:

- Engage with service providers including those from the community and voluntary sector.
- Gather and advise the Neighbourhood Board on the views and ideas raised by the local community.
- Provide a link between issues raised at Neighbourhood Forum meetings, Neighbourhood Board meetings and those of the wider community.
- Assist in the monitoring and evaluation of neighbourhood activity within the theme area, providing a six monthly report to the neighbourhood board.
- Influence the Neighbourhood Agreement and its content
- Provide potential solutions and identify resources for activity
- Provide communication of decisions and proposed activity to the community and service providers

9.4.3 The recommended membership of the sub group shall be as follows:

- Representative of the lead delivery agency within the theme area.
- Key public agencies and service providers
- Representatives from local residents; the local community

9.5 Procedures for Meetings of the Neighbourhood Board and Forum

The Neighbourhood Board shall meet at a minimum of four times in the year. The Neighbourhood Forum shall meet on at least a quarterly basis or as directed by the Neighbourhood Board.

Five working days prior to the meeting, notification of the meeting should be sent out to all members and advisors of the Neighbourhood Board.

Meetings of the Neighbourhood Board are not public meetings, however, dates and times of the meeting will be published.

Notification of the meeting should include a copy of the agenda for the meeting.

The agenda for Neighbourhood Board meetings should include the following and will be agreed by the Chair, Vice Chair and Neighbourhood Manager:

- Apologies received
- Declarations of interest
- Late items
- Minutes of the previous meeting and matters arising
- Issues raised at Neighbourhood Forum
- Monitoring report on the Neighbourhood Agreement and Profile and Plan
- Neighbourhood Manager's Report (This could include an update from Tasking and Co-ordination meetings)
- Budgets and Funding

- **Report/updates to Derby City Partnership/Neighbourhood Project Board**
- **Ward Committee meeting**

Every meeting of the Neighbourhood Board will be minuted and approved for accuracy and as a correct record of the meeting at the following meeting.

Minutes of the meeting will be made available as a hard copy to members of the public upon request.

After every Board meeting, there shall be a meeting of the Ward Committee. The Ward Committee shall ratify recommendations regarding funding from the Community Budget. Ward Committee meetings shall be minuted and approved for accuracy as a correct record of the meeting at the following meeting. All Board members are welcome to attend the Ward Committee meetings.

Meetings of the Neighbourhood Forum should be widely publicised within the neighbourhood making use of a range of media.

Neighbourhood Forums are open public meetings. The framework for these meetings shall be decided by each neighbourhood.

9.6 Chairing of Meetings

The Neighbourhood Board and Forum meetings will be chaired by one of the local ward Councillors. This person will be Appointed at the Council's Annual General Meeting in May.

In the first instance, the Chair of Neighbourhood Boards will be appointed at a meeting of the Full Council on 12th September 2007.

The Chair will serve for one municipal year. They will be supported by two vice chairs, who will be the other two ward Councillors. All of whom are required to attend a Chair's training session.

In the absence of the Chair, one of the vice chairs shall Chair the Neighbourhood Board and have the same power as the Chair.

The Chair and Vice Chairs shall meet with the Neighbourhood Manager on a regular basis to agree the work plans and agendas for Neighbourhood Board meetings. The Chair will be responsible for ensuring the Neighbourhood Board takes proper account of legal and statutory duties and develop the Neighbourhood Board in line with the terms of reference for Neighbourhood Boards.

The Chair will demonstrate support and respect for Council officers in accordance with the Code of Conduct and the protocol on member and officer relations contained in the Council's Constitution

The Chair will enable residents to feel included and empowered to speak at meetings of the Neighbourhood Board and Forum or any of the sub groups.

The Chair will advise the Neighbourhood Manager of any issues of concern that have been raised at ward level and that are likely to be raised at the meeting.

9.7 Decision making

Whenever possible, decisions of the Neighbourhood Board shall be by consensus of the members present.

At least a third of the membership of the Neighbourhood Board is required to be present for the meeting to be quorate.

There shall be no quorum for meetings of the Neighbourhood Forum.

10.0 Board Membership Code of Conduct

All Neighbourhood Boards will agree and adopt a Code of Conduct for its Board members. A model Code of Conduct is outlined below for Neighbourhood Boards.

Further work is required for this area of the guide. Possible inclusions as follows:

- a) Work to meet the vision, aims and objectives of the neighbourhood.**
- b) Contribute positively to discussions and work of the Neighbourhood Board, ensuring that you are working for the interests of members of the local neighbourhood**
- c) Work to develop actions and activities that represent the views and aspirations of the local neighbourhood and in the best interest of the neighbourhood.**
- d) Be responsible for communicating and feeding back information to the organisation or group they represent and to members of the neighbourhood.**

Members who fail to attend three consecutive Neighbourhood Forum and Board meetings will have their position on the Neighbourhood Board reviewed.

At all times, members are expected to conduct themselves in an appropriate and professional manner. Failure to do so may result in exclusion of the individual and/or representing agency.

Declaration of interest

If a member has a specific interest in a matter(s) under discussion and these matters involve financial gain and/or interest in kind, a full declaration of interest must be made. Once an interest has been declared, the member must refrain from discussion/voting on the relevant matter.

SECTION C

11. Roles and Responsibilities of Local Residents as Board Members

This section outlines the role of residents who are members of Neighbourhood Boards

Residents' representatives are expected to:

- **Contribute to developing a vision for their neighbourhood**
- **Represent the views of the neighbourhood**
- **Work in partnership with the Board to set neighbourhood priorities**
- **raise issues at the Board and suggest solutions to identify the most suitable way to resolve problems.**
- **provide information to support applications for funding**
- **act as a representative for the Board when meeting with other residents and organisations**

12. Roles and Responsibilities of Local Councillors

This section outlines the role of councillors attending Neighbourhood Boards and Forums as a member of the Neighbourhood Board. It provides guidance to councillors to support the public to get the most from the meetings.

Article 2 of the Council's Constitution defines the roles and functions of councillors.

They will:

- **determine the policy of the Council and carry out strategic and corporate management functions**
- **represent the community and bring their views into the decision making process**
- **deal with individual casework and act as an advocate to resolve resident concerns**
- **balance different interests in the ward**
- **be involved in decision making**
- **maintain the highest standard of conduct and ethics**
- **not make public, information that is confidential without the consent of the Council or partners or divulge information given in confidence to anyone other than a councillor or officer entitled to know it.**

Key responsibilities at Neighbourhood Boards

A councillor will chair the Neighbourhood Board meeting. The role played by councillors in Neighbourhood Boards and Forums is crucial in establishing the way the public view the Council, as well as the success of neighbourhood working.

Cabinet members will not normally attend Neighbourhood Board meetings in their capacity as a Cabinet member to answer questions on their areas of responsibility. The officers attending the meetings will provide any responses that are required.

The role and responsibilities of councillors attending Neighbourhood Boards and Forums as residents can be found in item 15 of this guide outlined on page 25

Before meetings

Councillors should:

- **encourage members of the public to attend Neighbourhood Forum meetings**

- **raise any concerns about agenda items with the Neighbourhood Manager before the day of the Neighbourhood Board meeting.**

During meetings

Councillors should:

- **support a welcoming environment at Neighbourhood Boards and Forums where residents can:**
 - **obtain information and influence service changes relevant to their needs**
 - **feel the Neighbourhood Board responds directly to their concerns**
 - **request information or advice about local services from the councillors and officers present either during or outside the Neighbourhood Board meeting**
 - **take a full and active part in the meeting.**
- **make sure that the business of the Neighbourhood Board is conducted in line with the Council's Constitution and good practice guide**
- **demonstrate support and respect for Council officers in accordance with the Code of Conduct and the protocol on member and officer relations contained in the Council's Constitution**
- **encourage members of the public to speak at the meeting**
- **make decisions collectively, through agreed political management arrangements, on all issues of community concern and agree action as far as the Council is enabled and resourced to act**
- **represent the views and interests of groups of residents and communities to the Council and other organisations**
- **focus the debate on the resolution of problems and improvements in service delivery in the neighbourhood, rather than airing and debating political views.**

Between meetings

Councillors should:

- **pursue service issues and complaints by individual residents through the Neighbourhood Manager. Where concerns are also raised at a Neighbourhood Forum, councillors are asked to inform the Neighbourhood Manager that the issue has been raised elsewhere**
- **support locally agreed consultation arrangements to maximise their involvement and influence changes to local services**
- **work closely with the Neighbourhood Manager and officers from partner agencies**
- **explain to the public that policies cannot be changed in response to an individual concern or by raising an issue with the Neighbourhood Manager and facilitate the process of prioritising issues within the neighbourhood through the Neighbourhood Board**

- **work with officers to allow them to provide information and briefings**
- **share information with the Neighbourhood Manager about residents' and other public meetings organised by other organisations in the neighbourhood**

Councillors as community leaders

Neighbourhood Boards and Forums offer councillors the ideal opportunity to develop and fulfil their role as community leaders.

To get the most from this role, councillors should:

- **shape the vision for their neighbourhood**
- **lead on priority setting for their neighbourhood and problem solving for their local neighbourhood**
- **lead on developing and implementing partnership working in their neighbourhood**
- **bring issues to the Neighbourhood Manager that are prominent among their constituents before going in to the meeting**
- **make sure they are briefed about service providers ' response(s) to those issues and work with the Neighbourhood Manager to identify the appropriate officer for a briefing**
- **appreciate that officers are keen to develop a close working relationship with Councillors**
- **be able to voice the views of their constituents at the meeting, while having regard to their responsibility for Council policy**
- **be aware of dissenting views**
- **work with the Chair and Neighbourhood Manager to find an appropriate way of taking the issue forward.**

13. *Partner Agencies' Officers – roles and responsibilities*

This section outlines the responsibilities of officers from the Council and partner organisations to support Neighbourhood Boards and Forums to work effectively.

Each Council department and partner organisation will nominate officers for the Neighbourhood Board.

The roles and responsibilities of officers will be developed with our partners. The framework will follow the principles of operation as outlined below:

Some of the tasks could include the following:

Before meetings

Officers from Partner Agencies will:

- **attend briefing meetings or tasking and co-ordination meetings where appropriate.**
- **liaise with the Neighbourhood Manager to identify appropriate officers to attend Neighbourhood Board meetings when it is known that they will need to address issues of a technical nature or that require specialist knowledge**
- **work with the Neighbourhood Manager to provide responses to issues and ideas raised in Neighbourhood Boards and Forums**
- **make sure that information provided is focused on the needs of the customer rather than the service**
- **work closely with the Neighbourhood Manager when it is known that a contentious issue is likely to be raised at a Neighbourhood Board or Forum meeting**

Between meetings

Officers from Partner Agencies will:

- **work closely with Neighbourhood Manager to resolve issues raised at Neighbourhood Board and Forum meetings**
- **support the Neighbourhood Manager to gather information relevant for the Neighbourhood Board meeting**
- **identify an officer to investigate any issues that are raised, but not resolved at the meeting and inform the Neighbourhood Manager who this is**

This area of the Guide is subject to ongoing development

Officers from Partner Agencies will:

- **provide support and practical advice to the Neighbourhood manager on current service initiatives, plans for future service developments and joint working arrangements**

14. *Neighbourhood Manager*

Each neighbourhood will have a Neighbourhood manager who is responsible for the co-ordination of services and partnerships in the neighbourhood. The Neighbourhood manager will bring together a team of personnel from various services and agencies in the neighbourhood to form a neighbourhood team. The key tasks undertaken by the Neighbourhood Manager are:

The Neighbourhood Manager will:

Facilitate the Neighbourhood Board and Sub Group meetings, ensuring appropriate representation of services.

Lead on the resolution of issues raised at Neighbourhood Forum meetings, being the sole contact point with service providers in the resolution of issues.

Develop and maintain links between the Neighbourhood Board and the local community, partners and agencies and the community and voluntary sector within the neighbourhood.

The Neighbourhood Manager shall facilitate the gathering of views and ideas of residents who are unable to attend Neighbourhood Forum meetings.

Organise and facilitate the Neighbourhood Forum meetings and other meetings of community representatives or residents, where appropriate, to ensure the Neighbourhood Board is kept informed of the views and ideas of residents within the neighbourhood And facilitate communication and information sharing.

Facilitate input from partners, public agencies and service providers

Monitor and manage actions agreed by the Neighbourhood Board, Sub Groups and the Neighbourhood Forum, communicating progress to the Neighbourhood Board, Neighbourhood Forum, partners and the wider community.

Lead on the involvement of the community and voluntary sector in developing local Neighbourhood Agreements, Neighbourhood Plans and Profiles.

Co-ordinate consultation events, information days and other related activities on behalf of the Neighbourhood Board.

Facilitate the production, publication and dissemination of the Neighbourhood Agreement, Plan and Profile.

Provide a link between the Neighbourhood Board, the Neighbourhood Project Board and Derby City Partnership's Cities.

Co-ordinate sharing of good practice with other Neighbourhood Boards and collaboration on common issues where appropriate.

15. Councillors and officers attending neighbourhood boards or forums as residents

This section provides guidance to councillors and officers who live in Derby and wish to attend neighbourhood board or forum meetings to express their views and raise concerns as residents.

Councillors attending neighbourhood boards or forums as residents

Councillors have many opportunities to raise issues and are well placed to ask questions and receive responses from other councillors and Council officers. Councillors should pursue service issues and complaints through existing service department procedures and mechanisms and not use the neighbourhood board or forums. However, councillors do have the right to be included within the democratic process and to attend a neighbourhood board or forum meeting as a resident. When there is a need to raise an issue as a resident, a councillor should state:

- **their name**
- **the ward they represent as a councillor**
- **that they wish to speak in their capacity as a local resident.**

Council officers attending neighbourhood boards or forums as residents

Council officers who live in Derby have the right to be included within the democratic process and to attend their local neighbourhood board or forum meeting as a resident. However, when a Council officer has been invited to their local neighbourhood board or forum meeting in a professional capacity, they do not have the right to speak as a resident at the meeting. When raising an issue at a neighbourhood board or forum meeting as a resident, a Council officer should state:

- **their name and job title**
- **that they are employed by Derby City Council**

16. *Neighbourhood Tasking and Co-ordination*

The Neighbourhood Manager will facilitate tasking and co-ordination meetings. Tasking and Co-ordination brings together the service deliverers in the neighbourhood to address immediate issues and problems in the neighbourhood. It also enables the process of managing work and activity in the neighbourhood.

Tasking and Co-ordination meetings are attended by officers of the public service providers and facilitated by one of the partners within that group. Due to the confidential nature of some of the issues raised at the meetings, notes of the meetings are not circulated. Neighbourhood Managers will report issues from the tasking and Co-ordination where necessary to the neighbourhood Board.

Local Councillors can attend tasking and co-ordination meetings as observers. However, they are not deemed to be members and their attendance is to enable an insight into the workings of the neighbourhood.

17. Budgets and Funding

Each neighbourhood has access to a set amount of funding known as the Community Budget which will be devolved each year to the Neighbourhood Board to support activity and projects that meet the agreed priorities for the neighbourhood. All applications for funding must demonstrate outcomes that will benefit the residents of the neighbourhood and respond to agreed actions and activity that enable the implementation of the Neighbourhood Agreement and Neighbourhood Profile and Plan.

The Neighbourhood Manager will facilitate and assist the Neighbourhood Board in agreeing expenditure within the budget by the provision of project proposal forms for approval by the Neighbourhood Board.

The Neighbourhood Manager will provide a quarterly finance report outlining spend, budget commitments and unallocated expenditure throughout the financial year.

Who can apply for funding?

- **Voluntary or community groups**
- **Local service providers such as Council departments and the police**
- **Individual residents – but, in this case, agreement will need to be obtained from a Council department or a local community/voluntary group to manage the funding**
- **Local councillors. When a councillor submits an application or plays a significant part in helping a community group submit an application, they should regard themselves as having a personal and prejudicial interest under the Members' Code of Conduct.**

What the budget can fund

- Applications for revenue and capital costs.
- Initiatives or projects serving the people living in the geographical neighbourhood covered by the neighbourhood

1.1

2.1 What the budget cannot fund

- Requests for projects of a party political or religious nature
- **Revenue funding for ongoing staffing costs**
- Projects that require ongoing maintenance or revenue funding by the Council unless this has already been approved by the relevant Council department
- Any applications for work or projects that have already taken place

Funding criteria

All applications must provide information about how the project will:

- provide a service that contributes to one of the neighbourhood's priorities outlined in the Neighbourhood Profile and Plan.
- follow a partnership approach, ensuring that two or more partners/agencies are involved in the delivery of the project

- **meet the Neighbourhood Board's agreed criteria that it will define based on the neighbourhood's priorities.**

18. *Application Process*

Evidence required to support each application

All applications for funding must provide clear indication of:

- **how the project will meet the funding criteria**
- **how the project will respond to the needs of residents – such as a petition, results of a community survey, indication of community support where the issue has been raised at a community meeting such as a Neighbourhood Forum, community panel or a police liaison meeting**
- **how the project will be sustained beyond the period of funding if it is not a one-off project**
- **any additional funding that is required to complete the project**
- **how the project will be implemented – the timetable.**

How much money can each group apply for?

Each Neighbourhood Board will recommend the amount of funding that will be awarded to each project. As a guide the amount is between £50 and £1,000. But the Board does have discretion to award more for projects that it considers to be a priority for the neighbourhood.

How often can you apply for funding?

Only one grant can be awarded for any one initiative or organisation within a financial year.

Process for making an application

1. **Applicant completes and submits a formal application on the application form.**
2. **Neighbourhood Manager - evaluates and appraises the application and takes it to the Neighbourhood Board for a decision.**
3. **Applicant is informed of the decision by the Neighbourhood Manager.**

Implementing the project

1. The Neighbourhood Manager liaises with an applicant to discuss conditions of funding, monitoring arrangements and to put a funding agreement in place.
2. The Neighbourhood Manager arranges to pay grant to voluntary and community groups or authorises internal departments to go ahead and deliver the project.
3. The Neighbourhood Manager visits the project and monitors delivery of the project, providing a quarterly report to the Neighbourhood Board and six monthly to the Neighbourhood Forum meetings.

Prioritising projects

It is important to remember that when assessing applications for funding that we consider priorities within the neighbourhoods. Not all requests that meet the funding criteria will be considered a priority. Priority will be given to applications that:

- contribute to the delivery of two or more of the neighbourhood's priorities set out in the Neighbourhood Profile and Plan.
- show evidence of match funding or self help.
- directly benefit people living in the neighbourhood.
- the project and or activity has been developed and designed by local people

3.1 Conditions of funding

All applicants:

- **must sign a funding agreement before a grant is paid**
- **must fill in a basic monitoring report to show how the fund was spent, feedback on the initiatives impact on local residents and also provide copies of all receipts and invoices**
- **are responsible for obtaining all necessary planning and statutory consents**
- **must undertake to work with local residents to plan and implement the project / development**
- **must provide three written quotations for capital expenditure preferably from local traders or individuals**
- **must acknowledge the financial support in any publicity material.**

Applications must provide evidence of their bank account details, the organisation's aims and objectives and its commitment to equal opportunities.

Freedom of Information Act 2000

The Council is a public body for the purposes of the Freedom of Information Act 2000 – FOI – Act, and information may be disclosed by it in accordance with the provisions of that Act or its statutory Public Scheme. If you consider that any of the information that you are supplying to the Council should be maintained as confidential, please clearly identify:

- the specific information that is confidential
- the reason for such confidentiality
- the period during which confidentiality should be maintained.

The Council maintains the right to reject a request for confidentiality where it considers that such confidentiality cannot be justified under the FOI Act.

SECTION E – PETITIONS PROCESS

19. *Procedure for Petitions*

Procedure for Petitions relating to Local Issues

This section explains how the Council deals with petitions that are referred to Neighbourhood Forums. Petitions received by the Council including Council Officers, Councillors or Neighbourhood Forums are referred in one of five different ways depending on the nature and content of the petition.

- **Petitions about local issues are referred to Neighbourhood Forums. A local issue is one which affects one electoral ward.**
- **Petitions about council-wide issues are referred to the Scrutiny Management Commission.**
- **Petitions about anti-social behaviour of tenants living in council-owned properties are referred to the Board of Derby Homes.**
- **Petitions about anti-social behaviour of private tenants are referred to the Cabinet Member for Neighbourhood, Social Cohesion and Housing Strategy**
- **Petitions relating to a planning application are referred to the Planning Control Committee. The Council, as the Local Planning Authority, has produced a Development Control Manual that gives more specific advice to residents who wish to support or object to a planning application using a petition. This manual is available from the Development Control Section in Regeneration and Community, telephone 255948.**

Petitions about issues that are not Council services or responsibilities

When a petition is received about an issue that is not a council service or responsibility, Constitutional Services will refer the petition to the Chief Executive of the relevant organisation and ask them how they wish to respond. They will have the option of preparing a response to the relevant Neighbourhood Forum if it is a local issue.

Guidance for Lead Petitioners

To make sure petitions are effective and do not lose their value, lead petitioners need to pay attention to the format, clarity and the accuracy of the information provided in the petition. Lead petitioners are asked that where possible requests for action to resolve the issue are made before submitting a petition. Lead petitioners are advised to:

- **Make sure there are at least five Derby residents from five different addresses who sign the petition; it will not be considered as a petition without this information.**
- **attach a covering note to the petition clarifying the name and address of the lead petitioner, if there is no confirmation of the identity of the**

lead petitioner the first name listed in the petition will be considered as the lead petitioner

- **head each sheet of the petition with an identical introduction which clearly states to what the petitioners object and introduces the subject, such as “We, the undersigned...”**
- **state what action they wish the Council to take to resolve the issue**
- **ask each person who signs to state clearly his/her name and address**
- **make sure people do not sign on behalf of someone else; multiple entries by one person will be ignored**
- **state the age of persons under 18 because the Council has received petitions with names of children who are under 5, which can undermine other people’s valid objections**
- **submit the original version of signatures and not a photocopy**
- **keep the signatures to the residents or area directly affected by the issue**

Receiving a petition

When a councillor or an officer receives a petition, they must send it with all associated paperwork, including the name of the lead petitioner, to Constitutional Services. Constitutional Services will determine if the petition relates to a local issue to be considered by a Neighbourhood Forum.

Constitutional Services will:

- **formally acknowledge the petition by writing to the lead petitioner informing them that their petition has been sent to the relevant officer and Cabinet Member and inform them a response will be brought to a future Neighbourhood Board meeting.**
- **send a letter to the Ward Committee councillor, relevant ward councillors, the relevant Cabinet Member and Neighbourhood Manager giving details of the petition, the lead petitioner’s details and the number of people who signed the petition.**
- **send a memo and the original petition to the relevant Chief Officer, giving details of the petition, explaining their responsibilities in terms of Data Protection and informing them of the deadlines and procedures to follow before the next area panel meeting.**
- **record details of the petition and keep a copy of the petition and relevant papers associated with the petition.**
- **invite the lead petitioner to the Neighbourhood Forum meeting and let them know the procedures. When it is not clear who the lead petitioner is, contact will be made with the first person signing the petition.**

The relevant department will:

- **liaise with the relevant Neighbourhood Manager to determine the appropriate way to respond at a future Neighbourhood Board meeting.**
- **investigate the issues raised in the petition.**
- **prepare a response to the next Neighbourhood Board meeting as agreed with the Neighbourhood Manager.**
- **if required, prepare a written report to the Neighbourhood Board outlining the investigations and actions taken.**
- **inform the lead petitioner when the response will be presented to the Neighbourhood Board meeting.**
- **write to the lead petitioner informing them of the outcome of the investigations and the response to the petition.**
- **file and retain the original petition and associated documents for future reference.**

Lead petitioners will be asked to confirm that they will attend the meeting. A copy of the petition itself will not be attached to the agenda because of data protection rules.

Neighbourhood Forum meetings

- **when petitions are presented for the first time at a Neighbourhood Forum they will be received under a 'Petitions' item on the agenda**
- **the lead petitioner will be given a maximum of five minutes to present his/her petition informing the forum of their concerns and proposed solutions**
- **responses and suggestions to resolve the issue can be made**
- **service providers will be asked to investigate and report back to a future meeting as necessary**
- **if the petition is presented to more than one meeting, the lead petitioner will have five minutes at every meeting to explain any further points**
- **officers will provide updates or written reports to explain the action taken to satisfy the issues raised in petitions.**

Neighbourhood Board meetings

The responses to petitions, from service providers, will be reported to the Neighbourhood Board. The lead petitioner will be invited to attend with one other person. The Neighbourhood Board can recommend one of three courses of action in response to a local petition, to:

- **approve the response of the service provider investigating the petition**
- **support the petition and ask for additional support of the relevant service providers to implement action**
- **ask for a site visit to understand more about the issues**

In exceptional circumstances, when the response is presented back to the Neighbourhood Board and an alternative solution is requested the Board can refer the petition to the Council Cabinet Member for reconsideration if the Neighbourhood Board is dissatisfied with the response to the petition.

When the relevant Cabinet Member is asked to reconsider the response it will take place at a Part 1 meeting of the Council Cabinet Member to which the chair of the relevant overview and scrutiny commission will have been invited. The Council Cabinet Member, in consultation with the chair of the overview and scrutiny commission, will decide on their response which may either confirm the original response or involve a review of policy or resource allocation by the Council Cabinet Member or the overview and scrutiny commission.

Between meetings

The lead officer investigating the petition will feedback on the progress of the investigations and make sure information is provided to the Neighbourhood Manager.