

Democracy Commission

Thursday 21 April 2011
7.00 pm
Town Hall, Peckham Road, London SE5 8UB

Membership

Councillor Abdul Mohamed (Chair)
Councillor Columba Blango
Councillor Mark Glover
Councillor Michael Mitchell
Councillor Helen Morrissey
Councillor Paul Noblet
Councillor Cleo Soanes

INFORMATION FOR MEMBERS

Contact

Tim Murtagh on 020 7525 7187 or email: tim.murtagh@southwark.gov.uk
Webpage: www.southwark.gov.uk/democracy

Members of the panel are summoned to attend this meeting

Annie Shepperd
Chief Executive
Date: 15 April 2011



Order of Business

Item No.	Title	Page No.
1.	INTRODUCTION AND WELCOME BY THE CHAIR	
2.	APOLOGIES	
3.	ITEMS OF BUSINESS THAT THE CHAIR DEEMS URGENT	
	The Chair to advise whether they have agreed to any items of urgent business being admitted to the agenda.	
4.	MINUTES	1 - 3
	To confirm as a correct record the minutes of the meeting held on 11 March 2011.	
5.	DEMOCRACY COMMISSION - STAGE 2 COMMUNITY COUNCIL BUDGET MEETING	4 - 9
	Please note a Democracy Commission Information Pack which is marked as appendix 2 in the report has been circulated separately to members of the commission.	

Date: 15 April 2011



DEMOCRACY COMMISSION

MINUTES of the Democracy Commission held on Friday 11 March 2011 at 5.00 pm at Room 217, 160 Tooley Street, London SE1 2TZ

PRESENT: Councillor Abdul Mohamed (Chair)
Councillor Michael Mitchell
Councillor Helen Morrissey
Councillor Paul Noblet
Councillor Cleo Soanes

OFFICER SUPPORT: Stephen Douglass - Head of community engagement
Ebony Riddell-Bamber – Community participation manager
Tim Murtagh – Constitutional officer

1. INTRODUCTION AND WELCOME BY THE CHAIR

Councillor Mohamed welcomed councillors and officers to the meeting.

Members agreed to treat each other with respect and that phase 2 should be as non-partisan as possible. It should seek to bring forward good ideas.

Councillor Mohamed explained the budget required a reduction of £344,000 in the Community Councils' budget, and that the Democracy Commission needed to come up with ideas on how best to make those savings.

Members discussed the value which local residents placed in community council meetings.

2. APOLOGIES

Apologies for absence were received from Councillor Columba Blango and Councillor Mark Glover.

3. ITEMS OF BUSINESS THAT THE CHAIR DEEMS URGENT

There were none.

4. MINUTES

That the minutes of the meeting held on 8 October 2010 be agreed as a correct record of the meeting, and signed by the chair.

5. CONFIRMATION OF MEMBERSHIP FOR PHASE 2

The following membership was confirmed for Phase 2 of the Democracy Commission:

Councillor Abdul Mohamed (Chair)
 Councillor Columba Blango
 Councillor Mark Glover
 Councillor Michael Mitchell
 Councillor Helen Morrissey
 Councillor Paul Noblet
 Councillor Cleo Soanes

6. PHASE 2 OF THE DEMOCRACY COMMISSION, TERMS OF REFERENCE AND WORKPLAN

Members discussed the proposed terms of reference and asked that the difference between the 8 community councils be acknowledged in the terms of reference. Members discussed the scope of the review and whether other departments could be included. Cllr Mohamed explained that the savings had been identified in the Communities, Law & Governance budget.

ACTION: Ebony to come up with a form of words to reflect the above.

Members discussed planning at community council meetings and how residents were consulted on planning matters. It was suggested that both Councillor Colley, Cabinet member for Regeneration and Corporate Strategy and Gary Rice (Head of Development Management) be involved in the Phase 2 meeting on Planning (June 2011).

Councillor Mohamed said that CCs had been used to good effect during the budget process. He said that the chairs and vice chairs had recently met and discussed CCs playing a larger role in Council Assembly. The second theme of youth / sports would have more time to bring matters from CCs to Council Assembly.

Members commented that the workplan was achievable and said there was flexibility to accommodate other issues, should any crop up. They asked for future meetings to start at 6pm or 7pm and preferably to take place at the Town Hall.

ACTION: Tim to circulate dates for the April and May meetings.

The meeting ended at 5.45pm

CHAIR:

DATED:

Item No. 5	Classification: Open	Date: 21 April 2011	Meeting Name: Democracy Commission
Report title:		Democracy Commission - Stage 2 Community Council Budget Meeting	
Ward(s) or groups affected:		All	
From:		Strategic Director of Communities, Law & Governance	

RECOMMENDATION(S)

1. That the Democracy Commission considers and agrees the amended Terms of Reference for Phase 2 at Appendix 1.
2. That the Democracy Commission notes the contents of the information pack at Appendix 2 which contains detailed information on Community Council budgets, as well as a selection of relevant information for future meetings.
3. That the Democracy Commission consider the potential options for savings as set out in paragraph 11 of the report and identify options to be investigated in more detail.

BACKGROUND INFORMATION

4. On 25 January 2011, cabinet resolved that the Democracy Commission be tasked with phase 2 of their work, focusing on the role and powers of community councils in the context of budgetary savings. The Democracy Commission will report their progress to council assembly in April 2011 and make their final recommendations in December 2011. The terms of reference for the Democracy Commission in relation to phase two can be found at Appendix 1.
5. At the first meeting of the second phase of the Democracy Commission on Friday 11 March, members agreed a workplan (see section 1, Appendix 2 - information pack) and suggested a slight amendment to the terms of reference (Appendix 1).
6. The purpose of this meeting is to set the budgetary context of the review of community councils. Members are asked to consider the high level options for making savings for officers to bring more detailed saving estimates to future meetings. While one of the tasks of the review is to consider how reductions can be made it is also timely after eight years of operation of the Community Councils for the review to consider proposals as to how we can improve their working. Further background information will be provided to members in advance of the relevant meetings in the workplan.

KEY ISSUES FOR CONSIDERATION

Community Council budget savings

7. The review of community councils is to be undertaken within the context of the recently agreed council budget and the reductions in public expenditure. The

task of the Commission will be to make recommendations to cabinet and council which can deliver a reduction of £344,000 in the total costs of community councils to take effect from 1 April 2012. All other aspects of the review into the role, function and effectiveness of community councils are framed within the aforementioned constraints.

8. The purpose of this report is to provide the commission with relevant information concerning the running costs of community councils in relation to their various functions. This forms the initial task within the workplan of the Democracy Commission.
9. The following table contains a top-level breakdown of the budget allocated to the running of Community Councils in the current financial year (2011-12). This includes staff costs for the Constitutional team and Neighbourhoods team who manage and administer the eight Community Councils, publicity and running costs for the actual meetings, as well as the Community Council Fund.

Table 1: Total Cost of Community Councils 2011/12

Total Budget for Community Councils 2011/12	
Neighbourhoods team	759,403
Constitutional team	528,100
SLA Charges	88,500
Total	1,376,003

10. A detailed breakdown of each of the budget lines above is included in the information pack (Appendix 2).

Savings Options

11. Officers have identified that the following options are available to the Democracy Commission in order to make recommendations for the required budgetary savings:
 - Reduce the number of meetings
 - Reduce the number of community council areas
 - Consider the role and functions – e.g. it is likely that significant savings could be made by taking the planning functions for community councils
 - Cut down on printing and marketing costs
 - Cut down on community engagement around meetings
 - To stop holding Community Council meetings

Members are asked to make suggestions for any other areas which could be examined to deliver the required budgetary savings and to indicate which options should be worked up in more detail.

12. All of the options are likely to have an impact on staffing numbers. Issues relating to staff numbers are reserved to the chief executive and officers appointed by her. This does not prevent the Commission making recommendations that impact on staffing numbers but if this is the case then these need to be made to the Strategic Director of Communities, Law & Governance who will consider whether they are implementable.

Information Pack – Appendix 2

13. As previously mentioned, an information pack has been included at Appendix 2 of this report which provides members with some background information to relevant to the whole of the second phase of its work. This includes:
- detailed breakdowns of Community Council budgets
 - information about the role and function of Community Councils
 - information about Community Council area boundaries
 - quantitative data on Community Council attendance
14. Further information (including qualitative data collected from relevant stakeholders) on the theme of each Democracy Commission meeting will be presented to members in advance.

Policy implications

15. The terms of reference for the Democracy Commission phase two have been drawn up within the specific context of current council policies, plans and strategies. The information gathered during the second phase of the commission's work will provide opportunities for the council to engage in debate with residents and will potentially provide decision makers with new information when developing council policy.

Community impact statement

16. The aim of the Democracy Commission is to bring the Council closer to its residents, making it more accountable to them and more connected with their concerns. The work of the Commission will be led by the Community Engagement team that has significant experience in leading work of this nature, aimed at improving the voices of local people in decision-making. The engagement activity will be underpinned by principles of equality and human rights (including the new public sector equality duty which comes into force in April 2011) and will reflect the diverse residents of the borough.

Resource implications

17. No additional budget is required for the setting up of the commission and stage two of its work. Any costs will be covered within existing resources. The commission will be required to bear in mind the need to keep under review the officer and other resources required to support its work and the implementation of its recommendations within the context of increasing resource constraints on the council.
18. The task of the Commission will be to deliver a reduction of £344,000 in the total costs of community councils to take effect from 1 April 2012 as agreed in the council's Policy and Resources Strategy 2011-2014.

Consultation

19. The work of the commission as part of phase 1 included public consultation and involvement: public meetings and conferences, questionnaires, focus group and recording vox pops. This work will be developed and improved upon during phase two.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Democracy Commission Phase 2 reports and agenda	Tooley Street, London, SE1 2TZ	Tim Murtagh 020 7525 7187

APPENDICES

No.	Title
Appendix 1	Terms of Reference of the Democracy Commission
Appendix 2	Community Council information pack (circulated separately to members)

AUDIT TRAIL

Lead Officer	Deborah Collins, Strategic Director of Communities, Law & Governance	
Report Author	Stephen Douglass, Head of Community Engagement	
Version	Final	
Dated	13 April 2011	
Key Decision?	No	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
Officer Title	Comments Sought	Comments included
Strategic Director of Communities, Law & Governance	Yes	No
Finance Director	No	No
Cabinet Member	Yes	No
Date final report sent to Constitutional Team	15 April 2011	

Terms of reference for Democracy Commission Phase 2: Community Councils

1. Aims

The aim of the Democracy Commission is to bring the Council closer to its residents, make it more accountable to them and more connected with their concerns.

2. Membership

The Commission consists of 7 Councillors representing all 3 political groups: 4 Labour members, 2 Liberal Democrats and 1 Conservative member

3. Task and approach

In its first phase the Commission made recommendations on changes to the Council assembly to make it more open and accessible to residents.

In its second stage of work the Commission will oversee a fundamental review of the 8 community councils that will include:

a) Recognition of the budget context:

The budget proposals 2011/14 set out the need in the context of significant reductions in public expenditure to deliver a reduction of £344,000 in the total cost of the community councils to take effect from 1st April 2012. The Commission will make recommendations to cabinet on how this reduction will be implemented to feed into the budget setting process for the 2012/2013 financial year.

b) Examination of the role and function of community councils

Whilst recognizing that each community council area is distinct, the Commission will need to consider why, how, when and where community councils meet, and their performance in relation to their role and function, such as:

- Whether the number and frequency of community council meetings is right
- Whether the current boundaries make sense in terms of representing distinctive areas and can be maintained in the resource context
- The extent to which they have succeeded in building stronger relationships with our communities.
- Whether the current functions and powers are the right ones to meet the aims of the community councils, particularly given the resource context noted above.

Powers and attributes that are necessary for the proper functioning of the Community Councils, that are legally required, that are valued by Councillors or have potential to attract more public interest in the meetings will be preserved.

The Commission will also need to consider the formal legal and constitutional framework currently in place as well as any proposed changes to local government arrangements.

c) Establishing how community councils can be improved

The Commission is tasked with improving community councils, through:

- identification of good practice that can be shared across community councils
- gathering the opinions of residents
- recommending if and how community councils can be made more engaging to residents within the constraints noted above

4. Ways of working

It will operate in a way that models good community engagement by involving members of the public and members of the Community Councils as effectively as possible.

The Commission will involve residents, community leaders, academics, experts and other people who are active in Southwark, such as business leaders who have a stake in the Borough.

Evidence will include public and expert opinion as well as examples of approaches and activities that have successfully increased public engagement with Southwark Council or with the equivalent meetings of other authorities.

The Commission will make recommendations based on evidence collected by its members and presented at its hearings.

All the reports and recommendations the Commission produces will be in Plain English and easily accessible.

5. Reporting

The Commission will produce a description of the current situation and historical context, a statement of what should be kept and what should be changed.

The Commission will be able to recommend changes to the rules set out in the council's constitution as well as changes to the way it operates more generally.

The Commission will produce a report with recommendations for the December Council assembly meeting.

The Commission will carry out an initial review of its second task as soon as it is completed and will suggest how to assess its impact in the longer term.

Supporting officers will ensure that evidence, findings and actions that emerged from the first phase of work that have a bearing on the review of Community Councils are fed into the design of this stage of the Commission's work.

Information Pack

Democracy Commission Phase 2

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1. Workplan

<i>PREPARATORY WORK</i>	
March 2011	<ul style="list-style-type: none"> • Draft workplan • Convene Democracy Commission meeting to agree terms of reference and workplan • Inform relevant teams and members
April 2011	<ul style="list-style-type: none"> • Submit workplan to Council Assembly (April 6) • Start research • Democracy Commission meeting: <i>Budgets</i>
May 2011	<ul style="list-style-type: none"> • Workshop with Chairs & Vice-Chairs • Democracy Commission meeting: <i>Role and purpose of Community Councils, Neighbourhoods and Boundaries</i>
June 2011	<ul style="list-style-type: none"> • Focus groups • Distribute questionnaires • June round of community council meetings • Democracy Commission meeting: <i>Planning & Localism</i>
July 2011	<ul style="list-style-type: none"> • Focus groups • Distribute questionnaires • Democracy Commission meeting: <i>Engagement, Environment and Housing</i>
August 2011	<ul style="list-style-type: none"> • “Community conversations” outreach – gathering vox pops from local people • Mid-project review <ul style="list-style-type: none"> ○ Information from other local authorities ○ Initial findings from focus groups and questionnaires ○ Attendance and monitoring information
September 2011	<ul style="list-style-type: none"> • Further research/analysis • Stakeholder event (tbc) (share results and consult on potential recommendations) • Democracy Commission meeting: <i>Mid-project review</i>
October 2011	<ul style="list-style-type: none"> • Draft recommendations • Further research/analysis • Democracy Commission meeting: <i>Setting Phase two recommendations</i>
November 2011	<ul style="list-style-type: none"> • Democracy Commission meeting: <i>Agreeing Phase two recommendations</i>
December 2011	<ul style="list-style-type: none"> • Cabinet to consider Democracy Commission recommendations
January 2012	<ul style="list-style-type: none"> • Make recommendations to Council Assembly

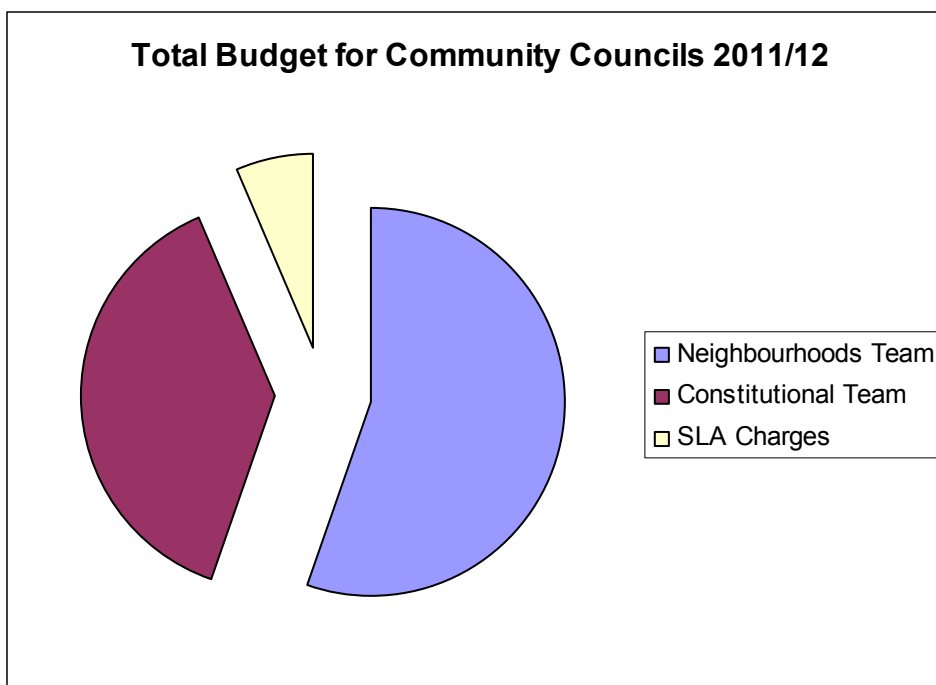
Further background information on each of the themes for the Commission meetings will be provided in advance of the relevant meetings in the workplan.

2. Budgets

The following tables contain overall and detailed budget information for the eight Community Councils:

2.1. Total budget for Community Councils

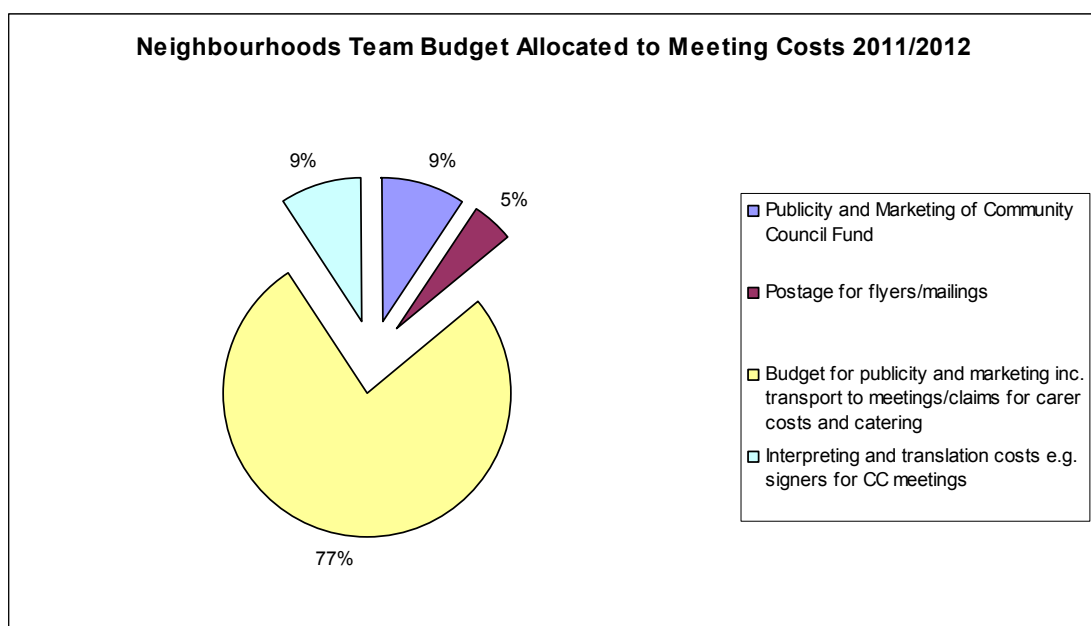
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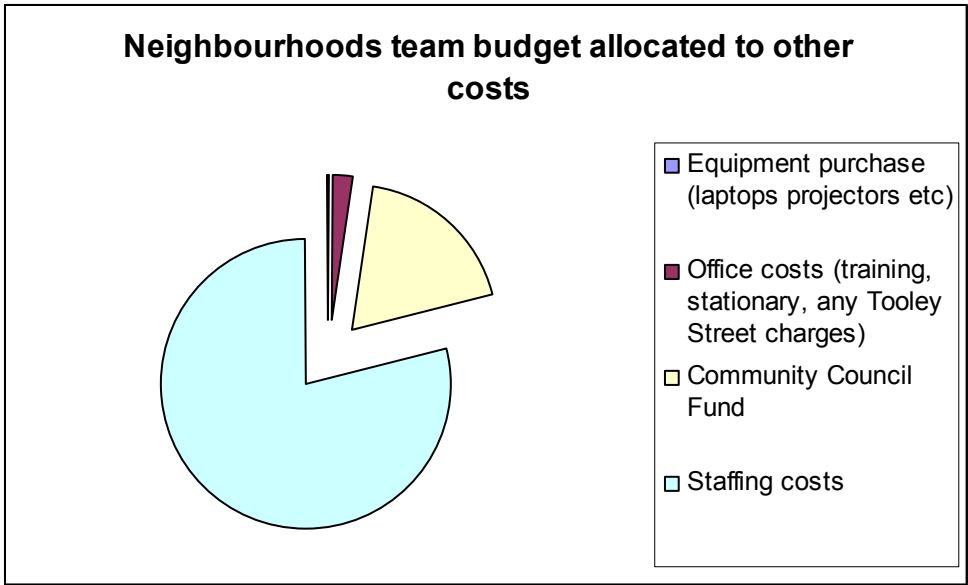


2.2. Neighbourhoods team costs

- Total projected expenditure for 2011/12 is 759,403
- In terms of the staffing budget only 50% of the costs of some posts in the team are related to CC support

Neighbourhoods team		
Budget allocated to meeting costs		
	Publicity and Marketing of Community Council Fund	£10,000
	Postage for flyers/mailings	£5,000
	Each CC area budget for individual publicity and marketing inc. transport to meetings/claims for carer costs and catering	£10,083 (x8)
	Interpreting and translation costs e.g. signers for CC meetings	£1,200 (x8)
Meeting costs total		£105,264
Budget allocated to other costs		
	Equipment purchase (laptops projectors etc)	£2,500
	Office costs (training, stationary, any Tooley Street charges)	£13,500
	Community Council Fund	£15,260 (x8)
	Staffing costs	£516,059
Other costs total		£654,139
TOTAL		£759,403





2.3. Constitutional team costs

- Total projected expenditure for 2011/12 is £528,169
- In terms of the budget on the constitutional side the only area available to make savings is the costs associated with the meetings
- Not all costs apply to all meetings e.g. legal is for planning only and PA system is used for main meetings only.

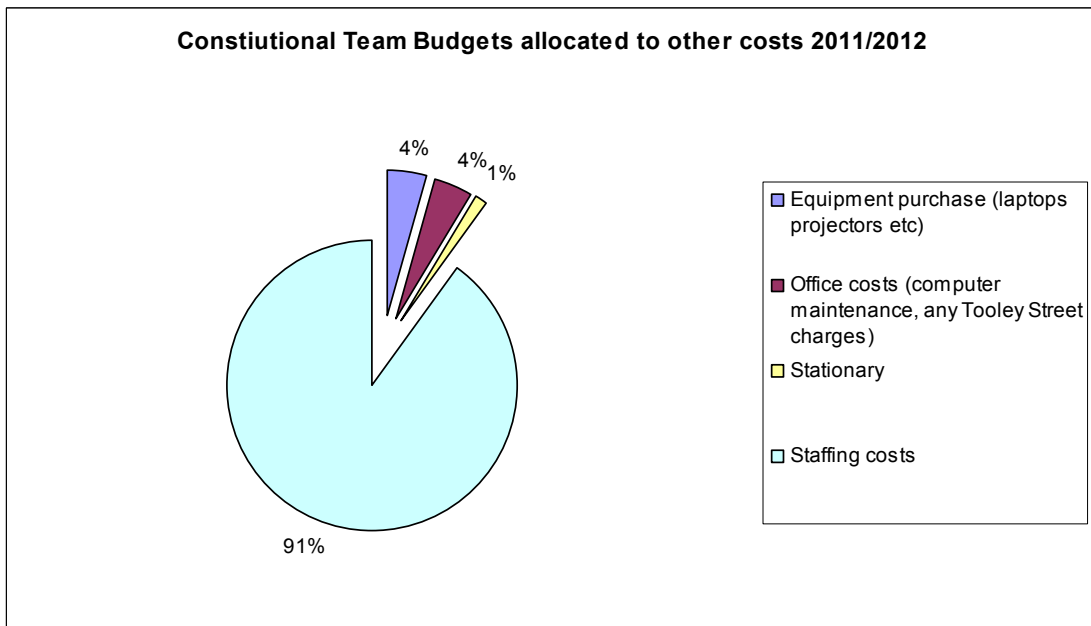
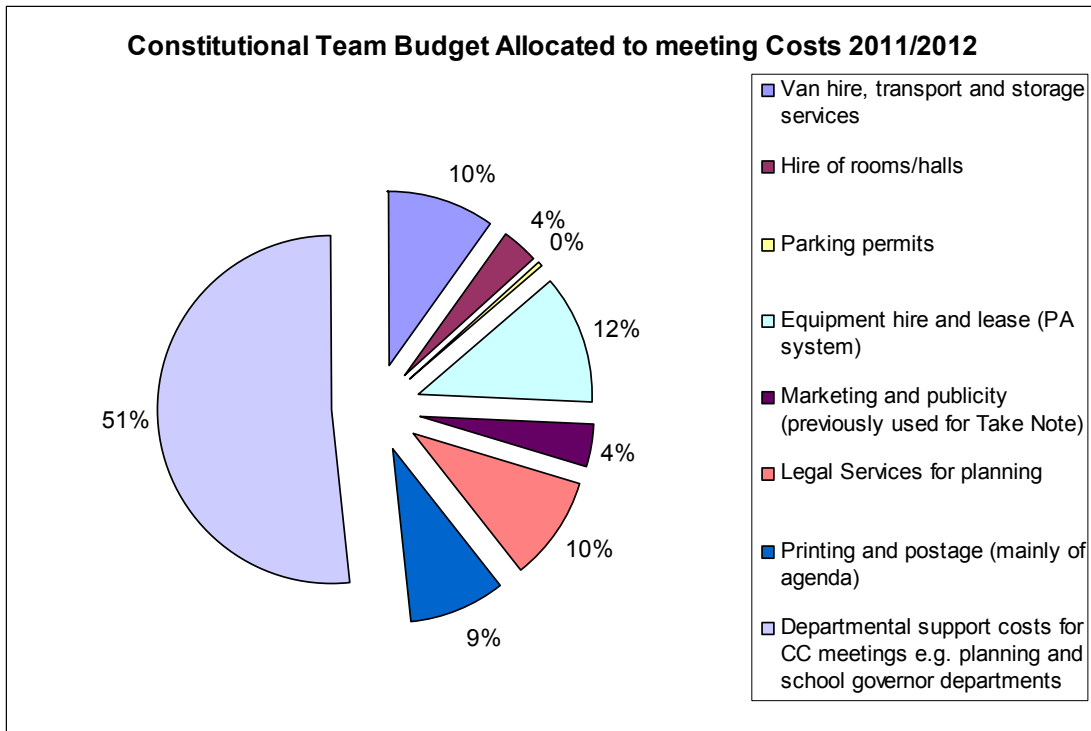
Constitutional team		
Budget allocated to meeting costs		
	Van hire, transport and storage services	£30,200
	Hire of rooms/halls	£10,700
	Parking permits	£1,200
	Equipment hire and lease (PA system)	£37,000
	Marketing and publicity (previously used for Take Note)	£11,500
	Legal Services for planning	£30,200
	Printing and postage (mainly of agenda)	£26,800
	Departmental support costs for CC meetings e.g. planning and school governor departments	£158,000
Meeting costs total		£305,600
Budget allocated to other costs		
	Equipment purchase (laptops projectors etc)	£9,800
	Office costs (computer maintenance, any Tooley Street charges)	£9,600
	Stationary	£3,000
	Staffing costs	£200,100
Other costs total		£222,500
TOTAL		£528,100

Departmental support costs for Community Council meetings

Budget allocated £158,000

2010/11 payments made:

- Children's Services – Governor Support £10,895
- Regeneration – Traffic Management £20,162
- Environment – Traffic Management £20,162
- Regeneration – Planning Advice £71,283



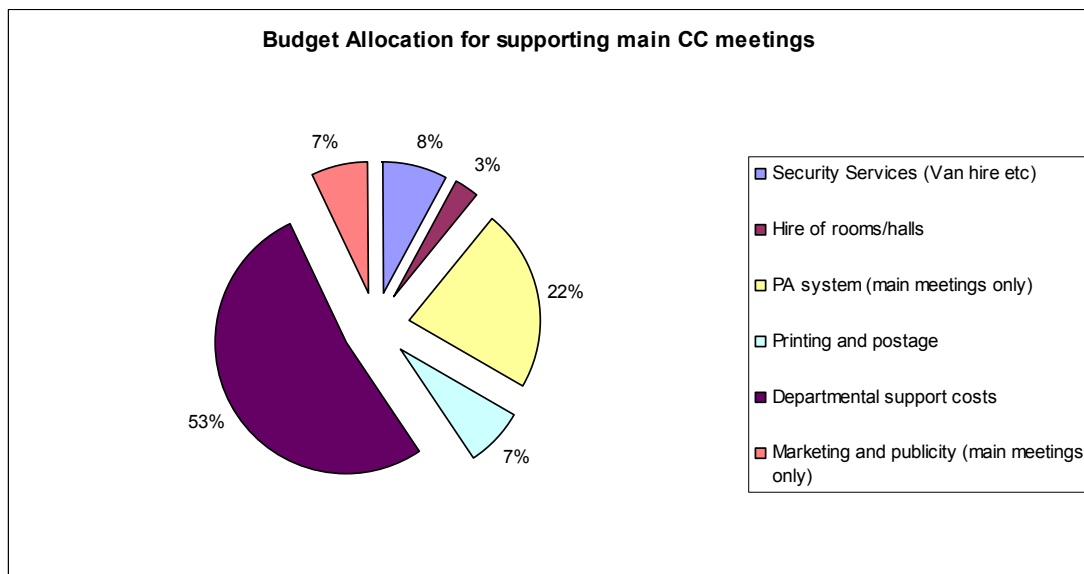
2.4. Costs per meeting (including planning)

Meeting cost breakdown

- 8 community councils
- 6-7 main meetings per community council each a year - 56 main meetings
- 11 planning meetings per community council are scheduled each year (7-9 take place) average 64 meetings a year
- Approx 120 meetings a year (approx 45 % main meetings and 55% planning meetings)

Budget Allocation breakdown for supporting cc main meetings	
Security Services (Van hire etc)	£13,590
Hire of rooms/halls	£4,815
PA system (main meetings only)	£37,000
Printing and postage	£12,060
Departmental support costs	£87,000
Marketing and publicity (main meetings only)	£11,500
Total	£165,965

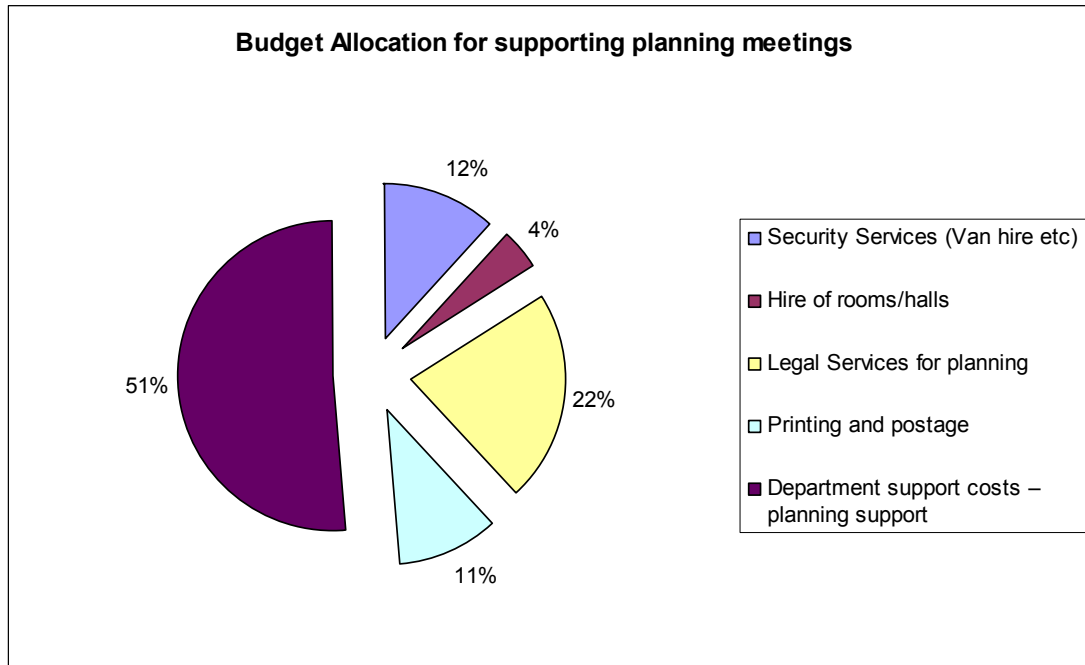
Based on meeting percentages and budget allocation estimated cost per main meeting is **£2,963**



Budget Allocation breakdown for supporting cc planning meetings	
Security Services (Van hire etc)	£16,610
Hire of rooms/halls	£5885
Legal Services for planning	£30,200
Printing and postage	£14,740
Department support costs – planning support	£71,000
Total	£138,435

Based on meeting percentages and budget allocation estimated cost per planning meeting is **£2,163**

Note: these figures are based on costs associated with meetings rather than total team costs. Actual costs of meetings are difficult to calculate as each meeting is different in terms of venue costs, agenda size etc. Take note is no longer produced by the community council team but the budget still exists.



Estimated impact of reducing number of meetings

Main meetings	
Level of meeting reduction	Level of saving
10%	£16,596
25%	£41,491
50%	£82, 823
75%	£124,473
100%	£165,965

Planning meetings	
Level of meeting reduction	Level of saving
10%	£13,843
25%	£34,608
50%	£69,217
75%	£103,826
100%	£138,435

3. Legal & Constitutional Background

3.1. Local Government Act 2000

The Local Government Act 2000 gave local authorities powers to delegate to area committees any functions and decisions that do not adversely affect other areas of decision making or the whole council.

Under the act:

- community councils can exercise powers and functions for the area represented, this includes executive functions
- the membership of the community councils includes councillors for the electoral wards wholly or partly contained in the community council area
- the population of the community council area must not exceed two fifths of the total population of Southwark

Southwark established community councils under these powers which exercise executive functions delegated by the leader and non-executive functions delegated by council assembly.

The Act does not give local authorities a duty to set up area committees and not all local authorities have them and some have them with various levels of powers and functions. Some authorities have area forums which are purely for consultation and have no decision making powers.

Due to the decision making powers of area committees they require an element of formal arrangements (including: notice of meeting published 5 clear working days before the meeting, reports for decision published 5 clear working days before the meeting, publication of executive decisions subject to call-in procedures). Area forums are less formal and therefore do not require the same formality although in practice agenda are published around a week before meetings and notes of meetings are produced.

Examples of different arrangements around London include:

- Lambeth – have no area committees or area forums
- Lewisham – have local assemblies (area forums) with no decision making powers
- Westminster – area forums; no decision making powers
- Enfield – area forums; no decision making powers
- Redbridge – area committees; decision making powers on local road management schemes and local leisure issues. Have annual discretionary budgets
- Islington – area committees with decision making powers on transport and parks. Area committee budgets
- Hounslow – area committees responsible for monitoring local service provision. Decision making powers on local planning and traffic management issues. Allocate local budgets for environmental improvements and pavement repairs.

Some councils used powers under the Local Government and Public Involvement in Health Act 2007 to allocate ward budgets to individual wards. Councillors take the formal decisions on how to spend these budgets but many use the area forums for consultation purposes prior to taking decisions.

3.2. Extract from Constitution, Part 3H Community Councils

Role and functions

1. To promote the involvement of local people in the democratic process and to bring decision making closer to local people.
2. To take decisions about local matters. At present community councils have delegated authority in the following key areas: local planning applications, the cleaner, greener, safer capital programme, traffic management, appointment of local education authority governors to local nursery and primary schools and community project banks.
3. To act as a formal consultation mechanism on council wide policies and strategies.
4. To be a focal point for discussion and consultation on matters that affects the area.

MATTERS RESERVED FOR DECISION

Planning functions (non-executive function)¹

Decision making

1. Consideration of the following categories of planning applications (including listed building consent, conservation area consent and advertising consent), where the development proposed involves the creation of fewer than 50 housing units or less than 3,500m² of commercial floor space or a mixed use development with less than 3,500m² of floor space, including applications for change of use, except where the application is clearly linked to another application which is to be considered by the planning committee:

- a) Those which are significantly contrary to the provisions of the local development framework approved by the council for the purpose of development control, and which are recommended for approval
- b) Those which are controversial, i.e. subject to 3 or more relevant objections (a “relevant objection” is defined as any objection except an objection which clearly does not raise any material planning considerations) or raise a major issue of a planning nature except where they are straightforward refusals²

¹ The powers of the community council in respect of planning functions are formally delegated to it by the planning committee. For the purposes of decision making it is constituted as a sub-committee of the main committee. The planning committee will consider and determine all planning applications on or near community council boundaries, which will have a material impact on the area of one or more neighbouring community councils. The strategic director of regeneration and neighbourhoods will determine when boundary proximity is a material factor.

c) Those requested by a ward member to be determined by elected members,
subject to the request being agreed by the chair of the community council

d) All applications for the council's own developments except for the approval of:

- reserved matters and minor developments to which no relevant objections have been made
- developments that are proposed by community councils.

e) Those involving legal agreements, other than those in accordance with policy requirements, e.g. affordable housing, highway improvements, environmental work and other works required as part of a development proposal.

2. To consider the confirmation of tree preservation orders:

- Those which are the subject of a sustained objection (a "sustained objection" is defined as an objection that is maintained despite an attempt by officers to resolve it, or which officers consider incapable of resolution by negotiation).

Consultative/non decision making

3. To comment to planning committee on the proposed expenditure of funds over £100,000 secured through legal agreements under section 106 of the Town and Country Planning Act 1990, or any previous legislation where the site to which the agreement relates and the site(s) where expenditure will be incurred are in the same community council area.

4. To comment to planning committee on proposals for the designation of conservation areas including the adoption of conservation area character appraisals and detailed design guidance, and authorisations under article 4 of the Town and Country Planning Permitted Development Order 1995 affecting the area of the community council.

5. To comment to planning committee on proposals to adopt supplementary planning documents for development control purposes to guide the development of particular sites within the area of the community council.

6. To be consulted on all major and strategic schemes prior to consideration by the planning committee, subject to the consultation deadlines.

7. To receive regular information reports (at least quarterly) on local planning enforcement issues.

Environmental management (executive function)

Decision making

8. Recommendations to the strategic director of environment and housing, on

² To be determined by the strategic director of regeneration and neighbourhoods.

local contract variations.³

9. Recommendations to the cabinet on issues concerning major changes to contracts.

10. Appointment of ward members to serve on warden schemes steering groups.

Consultative/non decision making

11. To consider regular reports on environmental management issues, including street cleaning, refuse collection, abandoned vehicles and leisure centres.

12. To participate in contract reviews and be able to suggest service improvements and identify local priority issues.

Cleaner, greener, safer capital programme (executive function)

Decision making

13. Approval of the allocation of funds to cleaner, greener, safer capital schemes of a local nature, using the resources identified by the cabinet, for example:

- designing out dumping and fly-tipping
- local playground improvements
- local parks
- improvement to local sports facilities
- improvement to local community centres and youth facilities
- eyesores and facelifts
- improving ward-level communication routes and pathways
- bins, street furniture etc.

14. To oversee and take responsibility for the development and implementation of the local schemes.

15. If successful in the bidding to the cabinet for strategic projects, to oversee and take responsibility for the development and implementation of the schemes.

Consultative/non decision making

16. Recommendation of bids to the cabinet for funding for capital schemes of a strategic nature as part of an open bidding process.

Traffic management functions (executive function)⁴

Decision making

17. Determination of the following local non-strategic matters:

- the introduction of single traffic signs
- the introduction of short lengths of waiting and loading restrictions
- the introduction of road markings

³ Decisions regarding contract variation shall remain the responsibility of the strategic director (environment and housing).

⁴ In respect of traffic matters that have a potential impact on more than one community council, the strategic director of environment and housing shall determine if boundary proximity is a material issue.

- the introduction of disabled parking bays
- the setting of consultation boundaries for consultation on traffic schemes.

18. Determination of objections to traffic management orders that do not relate to strategic or borough wide issues.

3.3. Community Council Scheme (July 2010)

Background

1. This scheme sets out the roles of and relationships between members and officers for the effective operation of community councils and their associated meetings.

2. The intention is to reinforce the framework for clear member leadership of the purpose and functioning of individual community councils and that officer support is appropriately aligned.

3. The constitutional framework is set out in Article 8 (composition etc), Part 3H (roles and functions) and Part 4 (procedure rules). Other parts of the constitution apply in generic terms i.e. access to information and the application of the code of conduct.

4. Community councils are Southwark's implementation of area committees under the Local Government Act 2000 and have been established formally as section 101 (Local Government Act 1972) committees as part of the council's decisionmaking framework.

5. Despite the formality of the framework, community councils operate in a less formal more open and engaging environment than other decision-making committees.

6. Each of the community councils has its own character, communities and local needs and is expected to reflect these in its work within the constitutional framework established for community councils. There is no restriction on anyone attending any community council meeting i.e. someone may attend a meeting for the area in which they work.

7. Apart from any matters relating to formal decision making, the role of community councils is to promote the involvement of local people in the democratic process and to bring decision making closer to local people. They also act as a formal consultation mechanism on council wide policies and strategies, as well as being a focal point for discussion and consultation on matters that affect the local area. Although the areas of decision making are proscribed, the wider involvement, consultation and discussion are not. Community councils will be often be consulted on issues for which they have no decision making powers and will themselves consider other local issues. Equally the responsibility for promoting democratic involvement is not constrained to the scheduled meetings.

8. Chairs and vice-chairs are appointed each year and have the same authority in relation to their community council as other committee chairs.

9. Officers have the same responsibilities towards community councils as any other decision-making body of the council.

10. Meetings are supported constitutionally and legally through the normal clerking

arrangements. Since community participation is an essential part of the effective working of community councils, additional support is provided to promote and support community engagement.

11. A quarterly forum has been established for chairs and vice chairs to discuss and share ideas and good practice as well as to hear about and influence community council development.

12. Cabinet sponsorship and support is provided through the portfolio for equalities and community engagement.

Role of members

13. All elected ward members have seats on the community council that includes, wholly or partly, their ward. Cabinet members and the Mayor participate as ordinary ward members.

14. Members' voting rights are set out in the constitution as are the matters reserved for community council decision. In addition to formal devolved decision making community councils are a forum for consultation and a means by which local people can have their say and influence the decisions that affect their area. Members will need to represent the views of their constituents but will not normally be able to address matters relating to an individual constituent.

15. Planning decisions at community councils are subject to the same rules and procedures that apply at planning committees and members should refer to previously issued guidance.

16. The normal rules regarding interests and their declaration apply to members sitting in community councils.

17. The chair (or vice-chair in any absence) is responsible for agreeing the agenda, chairing the meeting and liaising with officers in facilitating the meetings. The chair is also responsible for setting the style of the meeting, with support from officers (see section on officer support), and promoting the engagement of attendees. A significant factor in addressing community engagement is managing the meeting in terms of content – any presentation material, information available, workshops, external speakers and public questions.

18. Other members of community councils may wish to influence the agenda and seek to include specific items that reflect the current issues in their wards. The clerks can present requests and suggestions to the chair at agenda planning but members may wish to consider a more direct approach.

19. Community councils are often used as a means of achieving wider consultation. It will rarely be the case that this should be the only means of consultation but in many areas it does form part of the wider formal consultation on issues such as traffic and transport.

20. Each community council should have a longer term view of its issues and the work that needs to be done to address them. For this to be effective the chair will need to work closely with officers and the other members to develop a forward plan that reflects the broad agenda for at least the year ahead. The plan could be agreed at a community council meeting with input from local communities and should be based on known annual activities including the budget cycle, annual consultation work and key issues appearing on the

council's forward plan.

21. Agenda planning should be led by the chair and reflect both the needs of the authority to make decisions at particular times and the interests of the residents. Planning should address the content, decisions to be made and the style or theme of the meeting. The chair should advise the clerk of any particular officer support needed for the agenda planning meeting.

22. Key to effective community council meetings is community involvement. Both the chair and officers need to consider how this is to be achieved for every item on the agenda and in advance of every meeting. Each community council has an agreed improvement plan which reflects local priorities.

23. Member involvement in community councils is not limited to attending the scheduled meetings. Links between the ward representative roles of members and member surgeries are important in raising and addressing issues of local concern. Members may wish to consider holding their own meetings to discuss and influence the work plan and longer term objectives of their community council.

Role of officers

24. Whilst capital (cleaner, greener, safer (CGS)) and revenue (community fund) budgets have been devolved for member decision making at community councils, management of operational budgets remain the responsibility of officers. Officers will need to consult members as appropriate on local priorities that may influence how such operational budgets are spent.

25. Officers seeking decisions such as planning applications or appointment of school governors will need to prepare formal reports for consideration by members. These must contain appropriate officer advice and where necessary legal or financial implications. Community impact statements are likely to warrant a local perspective as well as any relevant borough-wide issues.

26. All reports to community councils need to be cleared through the appropriate channels and presented to members in a timely manner to enable members to give adequate consideration, especially those requiring a formal decision.

27. It should be borne in mind that bringing an issue to a community council will rarely constitute adequate community consultation and should always be viewed as one element only. Officers seeking the views of a community council should agree with the chair the format of any consultation. This may for example include presentations targeting the specific local needs of each community council, workshops or questionnaires. The results of such consultation should be made available for each community council area. Where consultation is part of a borough-wide exercise the format may be prescribed and officers will need to work with members as to how this is best achieved locally.

28. Officers will seek the agreement of the chair prior to any attendance at a community council meeting for the purpose of giving a presentation. Officers should bear in mind that lengthy PowerPoint presentations rarely captivate a public audience and almost invariably fail to deliver the expected level of engagement or indeed response. If attendance is agreed by the chair the lead officer is responsible for ensuring that an officer, capable of responding to questions, is available at the meeting. Service departments' officers should

seek appropriate advice about how best to target, present and engage with community council audiences.

29. Information can be made available through other means such as leaflets, a small display or officer attendance to answer questions during the break. Agreement must be obtained from the chair.

30. Key officers will need to ensure that they are available to attend all agenda planning meetings. As the forward plan for each community council develops it is anticipated that the focus for each meeting will become clearer. All relevant officers supporting the broad themes and specific agenda items will need to attend agenda planning.

31. Officers may need to support members of the community in presenting their concerns or ideas at community councils. Expectations and needs will differ and officers will need to be flexible in arranging any necessary support.

Getting input from the communities

32. As noted earlier community involvement is a key factor in the success of community councils. Individuals and groups will seek involvement in a number of ways – asking public questions, giving their opinions on consultation, making bids for CGS funding etc. They may also seek to influence future agenda and this should be considered in light of the remit of community councils.

33. A community council is not a forum for raising individual personal matters but occasionally these will give rise to issues of wider concern and may need to be considered for future discussion.

34. There is no formal process for recognising organised groups or bodies at a community council meeting although claims might be made by such groups about representing particular communities, estates etc. Contributions should be valued from all sectors of the community but no additional weight should be given to the views of such organised bodies. People should appear in person to express their views. Deputations of course will often present themselves as part of an organised group and these must be people resident or working in the borough.

Procedures

35. Deputations to community councils are often the most appropriate route to raise local issues and the arrangements are set out in the constitution.

36. Most community councils have trialled public question time where members of the public can ask questions about a matter which the council has powers or duties or which affects Southwark. The chair should endeavour to seek answers from other members or officers who are present at the meeting. If this is not possible at the meeting a response should be given at the next meeting. Such unanswered questions are most likely to relate to matters outside the decision making remit of community councils such as housing and education or beyond the responsibility of the council such as health or police matters. The clerk will be responsible for following up an agreed action to obtain the answer.

37. Decisions can only be made by elected members but may be informed by the views of those attending community council meetings. In the case of planning decisions there are specific rules and some other decisions will be taken in closed session e.g. school governor appointments.

38. Apart from formal decisions made at community council meetings there may be occasions when a view is reached about a matter over which community councils have no formal role. In such circumstances it may be appropriate for the chair to write to a chief officer or a member of the cabinet advising them of the issue and the local view. It will in certain circumstances be appropriate for a chair to write directly to an external body regarding a matter of local concern. Such correspondence should not however conflict with the councils' proper decision-making process or statutory responsibilities.

39. Decisions relating to executive functions devolved to community councils are subject to the normal rules regarding call-in. The clerk will flag such decisions and manage the process in conjunction with the scrutiny team.

40. Community councils decisions are recorded in the minutes produced by the clerk following the meeting.

3.4. Existing Community Council Area Boundaries

The following tables outline the community councils based on wards and population numbers⁵.

DULWICH	
Ward	Population
East Dulwich	11,570
College	10,935
Village	10,723
	33,228
Membership: 2 Labour, 4 Liberal Democrat, 3 Conservative	

NUNHEAD AND PECKHAM RYE	
Ward	Population
Peckham Rye	12,155
Nunhead	11,543
The Lane	12,547
	36,245
Membership: 8 Labour, 1 Vacancy	

PECKHAM	
Ward	Population
Peckham	12,790
Livesey (South of the Old Kent Road)	6,678
	19,468
Membership: 6 Labour	

CAMBERWELL	
Ward	Population
South Camberwell	11,797
Brunswick Park	11,956
Camberwell Green	13,707
	37,460
Membership: 8 Labour, 1 Independent	

⁵ Data from Southwark population reports

http://www.southwark.gov.uk/downloads/download/308/population_and_migration

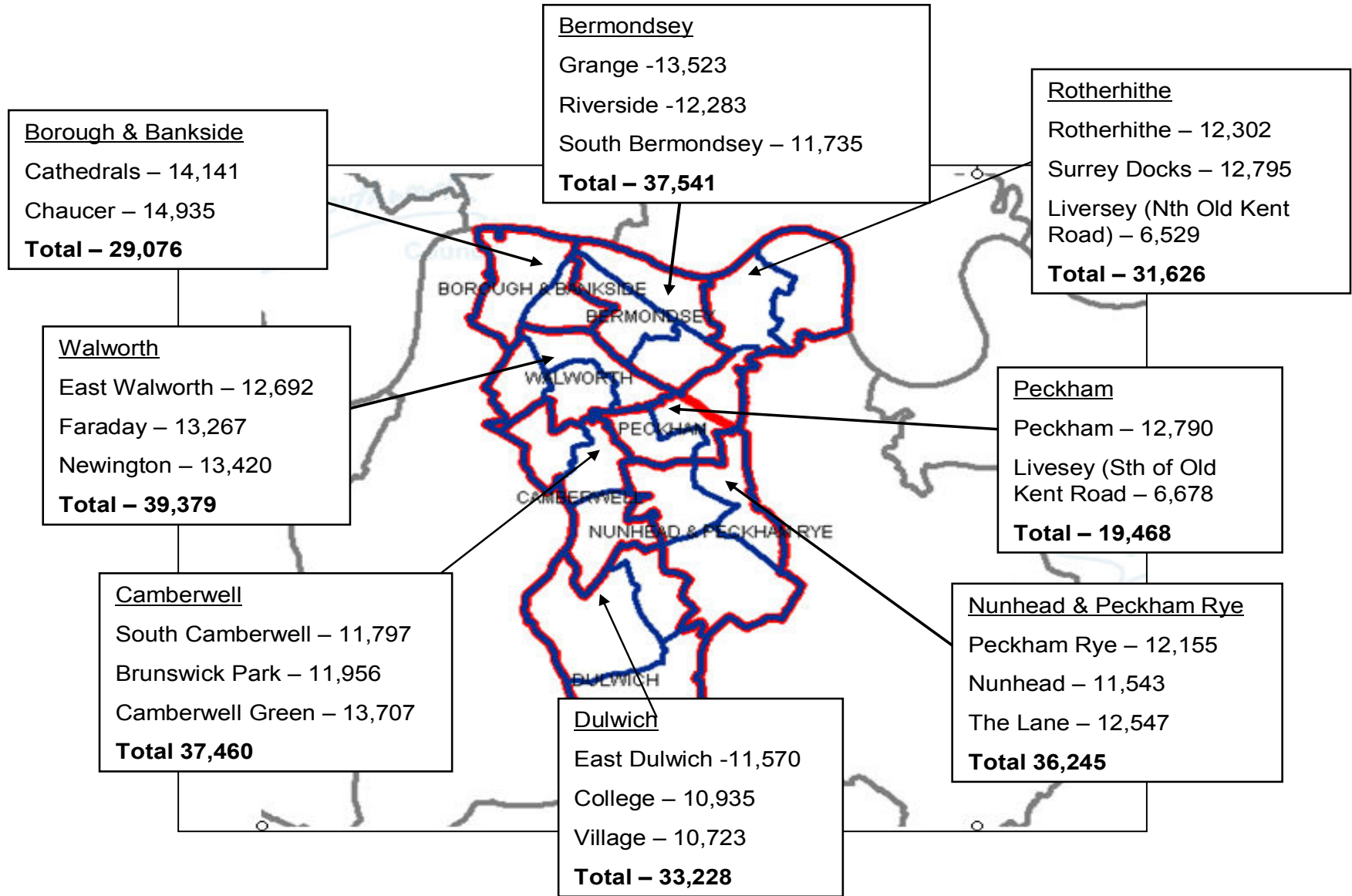
WALWORTH	
Ward	Population
East Walworth	12,692
Faraday	13,267
Newington	13,420
	39,379
Membership: 8 Labour, 1 Liberal Democrat	

ROTHERHITHE	
Ward	Population
Rotherhithe	12,302
Surrey Docks	12,795
Livesey (North of the Old Kent Road)	6,529
	31,626
Membership: 6 Liberal Democrat, 3 Labour	

BERMONDSEY	
Ward	Population
Grange	13,523
Riverside	12,283
South Bermondsey	11,735
	37,541
Membership: 9 Liberal Democrat	

Borough and Bankside	
Ward	Population
Cathedrals	14,141
Chaucer	14,935
	29,076
Membership: 6 Liberal Democrat	

Dated: April 2011

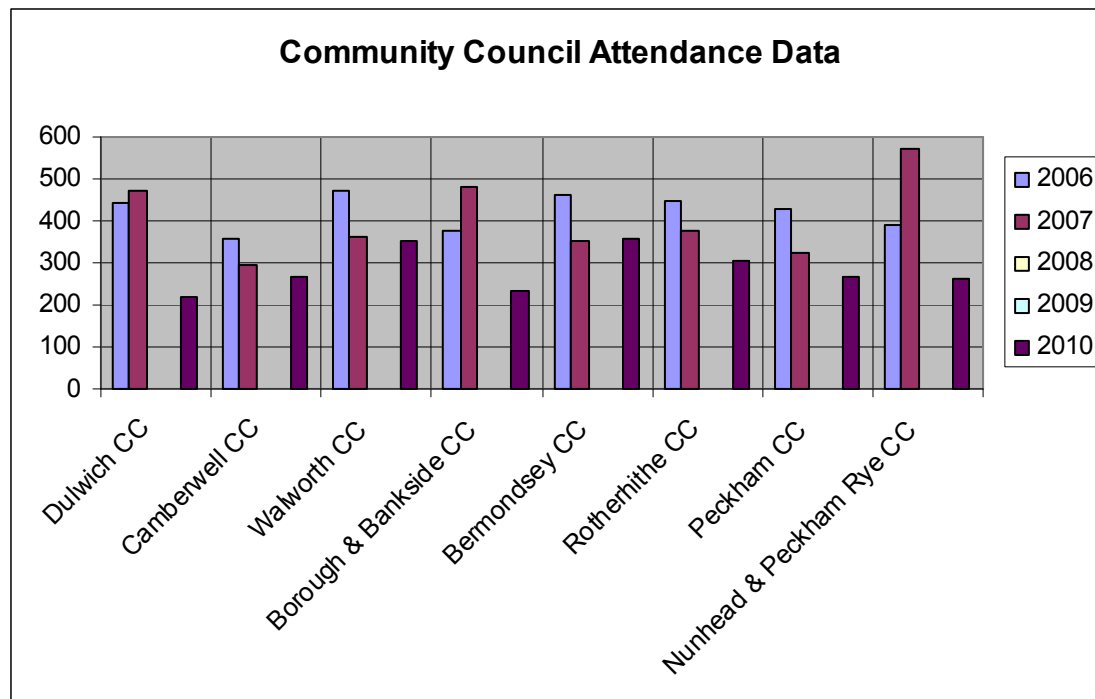


4. Attendance

4.1. Community Council Historical Attendance Data (2006-2010)

Community Council Area	2006	Number of mtgs & (Ave)	2007	Number of mtgs & (Ave)	No* data 2008	No* data 2009	2010	Number of mtgs & (Ave)	Total
Dulwich	444	7 (63)	472	8 (59)			220	6 (36)	1135
Camberwell	358	6 (59)	296	7 (42)			269	6 (44)	923
Walworth	470	7 (67)	364	6 (60)			352	6 (58)	1186
Borough & Bankside	374	6 (62)	483	8 (60)			233	6 (38)	1090
Bermondsey	464	8 (58)	353	9 (39)			359	6 (59)	1176
Rotherhithe	449	8 (56)	378	9 (42)			303	6 (50)	1130
Peckham	428	6 (71)	324	8 (40)			267	6 (44)	1019
Nunhead & Peckham Rye	392	6 (65)	571	8 (71)			263	6 (44)	1226
Total	3379		3241				2266		

* NB Data for 2008 and 2009 unreliable or missing due to system/database fault



4.2. Community Council Monitoring Data 2010-2011

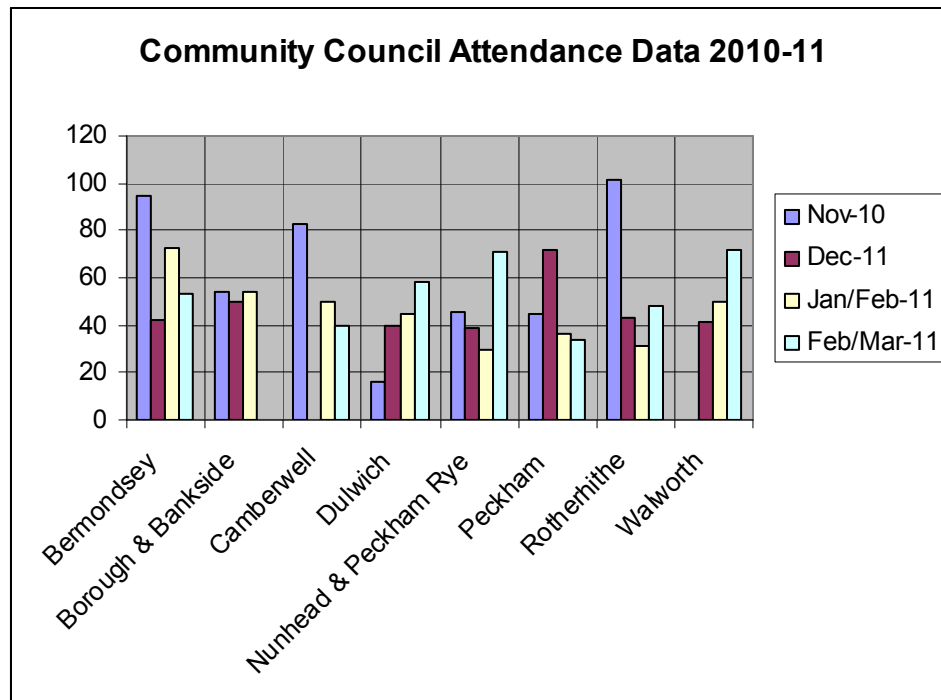
Community council	When?	headcount	recorded attendance	Male	Female	Asian	Black or Black British	Mixed	Other	White	0-15	16-29	30-44	45-64	65+	Disability	Themed meeting?
Bermondsey	09 November 2010	95	75	49%	51%	0%	5%	0%	8%	87%	2%	17%	21%	35%	25%	2%	History of Bermondsey
Bermondsey	09 December 2010	42	37	48%	52%	10%	15%	0%	10%	65%	0%	34%	29%	33%	4%	1%	Older Persons Agenda
Bermondsey	24 January 2011	73	57	42%	58%	0%	11%	0%	14%	75%	0%	16%	21%	47%	16%	4%	Regeneration
Bermondsey	09 March 2011	53	41	53%	47%	7%	22%	2%	0%	69%	0%	6%	25%	52%	17%	2%	Managing the environment
Borough & Bankside	09 November 2010	54	53														Parks & open spaces
Borough & Bankside	09 December 2010	50	47	40%	55%	2%	18%	0%	4%	76%	0%	4%	10%	30%	28%	22	Christmas special
Borough & Bankside	02 February 2011	54	53	56%	44%	6%	7%	2%	6%	43%	0%	2%	9%	32%	24%	13%	Transport
Camberwell	04 November 2010	83	23	57%	44%	0%	15%	5%	0%	80%	0%	0%	26%	47%	26%	0	Young people
Camberwell	07 December 2011	Data not recorded as staff had to undertake other duties on the night														Regeneration and cross-border working	
Camberwell	02 February 2011	50	22	55%	46%	6%	19%	0%	0%	75%	0%	8%	15%	54%	23%	3	Arts and culture
Camberwell	21 February	40	35	60%	40%	0%	69%	16%	0%	16%	Ages ranged from ten years to 23 years, with a mean and				2	Young people's community safety event	

Appendix 2

	2011										median age of 15 years.						
Community council	When?	headcount	recorded attendance	Male	Female	Asian	Black or Black British	Mixed	Other	White	0-15	16-29	30-44	45-64	65+	Disability	Themed meeting?
Dulwich	13 December 2010	16	11	46%	55%	0%	0%	0%	0%	100%	0%	14%	0%	29%	57%	0	Health service and safer neighbourhoods teams restructure
Dulwich	24 January 2011	40	19	42%	58%	0%	17%	0%	0%	83%	0%	0%	0%	86%	14%	0	Focus on College ward
Dulwich	09 February 2011	45	Data not recorded as staff had to undertake other duties on the night													North Cross Road Market	
Dulwich	08 March 2011	58	Data not recorded as staff had to undertake other duties on the night													Focus on Village ward	
Nunhead & Peckham Rye	08 November 2010	46	36	39%	61%	3%	22%	0%	0%	75%	0%	0%	12%	50%	38%	11%	
Nunhead & Peckham Rye	08 December 2010	39	30	53%	47%	3%	6%	0%	0%	89%	0%	4%	9%	42%	45%	4%	
Nunhead & Peckham Rye	20 January 2011	30	26	62%	38%	0%	23%	0%	0%	77%	0%	4%	34%	38%	24%	8%	
Nunhead & Peckham Rye	03 March 2011	71	59	41%	59%	5%	23%	0%	0%	72%	0%	5%	26%	38%	31%	3%	

Appendix 2

Community council	When?	headcount	recorded attendance	Male	Female	Asian	Black or Black British	Mixed	Other	White	0-15	16-29	30-44	45-64	65+	Disability	Themed meeting?
Peckham	03 November 2010	45	34	35%	65%	0%	50%	0%	0%	50%	9%	9%	26%	44%	12%	6%	
Peckham	07 December 2010	72	49	35%	65%	5%	70%	5%	0%	20%	55%	13%	5%	13%	13%	2%	
Peckham	05 February 2011	36	25	28%	72%	8%	54%	0%	0%	38%	0%	4%	19%	48%	29%	0%	
Peckham Job Fair	05 February 11		56	45%	55%	7%	66%	0%	0%	27%							
Peckham	02 March 2011	34	30	27%	73%	3%	44%	0%	0%	53%	0%	20%	10%	45%	25%	3%	
Rotherhithe	08 November 2010	101	61	50%	50%	0%	13%	0%	0%	87%	7%	27%	35%	12%	19%	2%	Thames Water - KSG
Rotherhithe	08 December 2010	43	35	59%	41%	4%	13%	3%	4%	70%	10%	7%	28%	45%	10%	0%	Intergenerational
Rotherhithe	20 January 2011	31	21	55%	45%	0%	11%	0%	11%	78%	0%	0%	22%	56%	22%	1%	Housing
Rotherhithe	03 March 2011	48	43	40%	60%	2%	11%	2%	0%	85%	0%	7%	17%	50%	26%	3%	Education
Walworth	13 December 2010	41	43	47%	41%	0%	21%	0%	0%	38%	9%	5%	9%	28%	12%	9%	Community safety
Walworth	24 January 2011	50	65	50%	44%	0%	12%	4%	2%	28%	2%	0%	8%	34%	16%	10%	Housing 2
Walworth	01 March 2011	72	80	44%	50%	0%	11%	1%	1%	41%	6%	4%	15%	29%	14%	6%	Parks & open spaces



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