

**DRAFT**  
**Workplan of the Democracy Commission**  
 July to October 2010

**July**

- Officer desk research and preparation of evidence
- Commission establishes terms of reference and workplan
- Set up cross-divisional officer working group
- Preparation of communication platforms (website, mailing lists, texting lists, etc)
- Promotion of the democracy commission
- Identification and confirmation of witnesses
- Initial consultation of councillors (through political groups, presentations at existing training sessions, email)
- Set up opinion focus group for council assembly on 14 July and continue consult them as a sounding board
- Plan focus groups for councillors after council assembly on 14 July
- Make contact with groups, such as Forums and Tennant and Resident associations, and identify opportunities to gather views
- Update website with news from hearings, events and projects; facilitate and monitor online discussions
- Make contact with Schools with a view to consulting young people through School Councils, citizenship classes etc (Note that last day of school term is Friday 23 July. )
- Make contact with the Southwark youth council and the 8 local youth community councils

Specific dates and events in July:

6 July <sup>1</sup>	Agreement on terms of reference and workplan (closed meeting)
12 July	First public hearing: Strategic and legal perspectives on the relationship between Council Assembly and the public
14 July	Focus group attend Council Assembly
7 to 16 July	Make contact with schools and identify opportunities to involve students
21 July (Wednesday)	Council members focus group meeting

**August**

- Further officer desk research and preparation of evidence
- Outreach: Visit groups (BME, youth, older people, people with disabilities, communities of interest, resident groups etc) and gather views from summer events, summer schemes, etc
- Summer events include:
  - Sunday 1 August: Carnaval del pueblo

---

<sup>1</sup> Also that date: [Licensing Sub-Committee](#) 10.00 am

- Thursday 12 August: Rockingham Youth Festival, Elephant & Castle (contact Kevin Dykes / events team)
- Saturday 14 August: Southwark Youth Carnival, Peckham to Burgess Park (events team); The Mix, Burgess Park (events team)
- Saturday and Sunday 21 & 22 August: **Nunhead Community Week**, Nunhead Green (events team)
- Sunday 22 August: **Afrifest**, Peckham Rye Common (events team);
- Friday 27 August: **Picnic in the Park**, Burgess Park
- Sunday 29 August: **Children's Festival**, Dulwich Park, contact: events team
- Commissioners and other Councillors gather views from constituents
- Councillor and resident focus groups
- Ad hoc meetings of commission members and officers who are available to report on progress and identify any action needed
- Update website with news from hearings, events and projects; facilitate and monitor online discussions

#### Specific dates in August

02 August – Monday	focus group / workshop / meeting
07 August -Saturday	Outreach at Rockingham Youth Festival, Elephant & Castle (contact Kevin Dykes / events team)
10 August – Tuesday	focus group / workshop / meeting
18 August – Wednesday	Focus group / workshop / meeting
23 August -Monday	Commission to participate in <b>Southwark Youth Council and Youth Community Councils Summer Event</b> , Southbank University: The purpose of the event is for SYC and the YCCs to host an event where Southwark young people will: Have the opportunity to meet with decision makers, discuss their concerns and priorities for action; Be provided with a range of useful information; Promote young people's involvement around decision making in their community.
26 August – Thursday	Focus group / workshop / meeting

#### September

- Presentation of evidence ( public hearings, one larger community focused event, themed workshops and one select committee style to agree final report)
- Outreach at Community Councils and community events
- Community events include:
  - Sunday 12 September: Eid Muslim Festival, Dulwich Park

- Sunday 12 September 12pm to 3pm: Community based fundraising event in support for "Help for Heroes" charity, Market Place, Southwark Park Road, SE16 3UQ (Bermondsey) - contact Carles Miralles
- Saturday 18 September: Bermondsey Street Festival
- Sunday 19 September Nunhead Green Day
- School based projects (debates, themed assemblies, citizenship curriculum)
- Commissioner visits (other authorities that have successfully engaged the public with their full council meetings)
- Assess evidence and draft report and recommendations
- Update website with news from hearings, events and projects; facilitate and monitor online discussions
- Attend meetings of the Multi Faith Forum management committee and the Disability Forum (September meeting dates to be confirmed)
- Note that Ramadan starts around 10<sup>th</sup> August and Eid is expected to be on Friday 10 Sept and first day of school term is Wednesday 1 September

2 September (Thursday, 10am)	Attend Pensioners' Forum Meeting
4 September (Saturday)	2 <sup>nd</sup> Public hearing 3 / Community focused event Engaging others in Council decision making  Public seminar to present and review evidence (including conclusions drawn from workshops and focus groups so far, video footage and feedback from events and outreach activities)
6 September (Monday evening)	Facilitated Commission workshop on constitutional change and work planning
9 September (Thursday, 6.30pm)	LGBT forum meeting -request agenda item to get views
16 September	Dulwich Community Council -agenda item or consultation during break to gather public views
17 September (Friday)	Workshop: Using communications to enhance engagement – strategies and technology
18 September (Saturday)	Commission workshop to gather input, assess and produce recommendations
20 September	Peckham Community Council - agenda item or consultation during break to gather public views
22 September	Camberwell Community Council - agenda item or consultation during break to gather public views
23 September (evening) <sup>2</sup>	Councillor workshop on engaging wider public and harder to reach communities
27 September 7pm	Bermondsey Community Council:

<sup>2</sup> Also that date: 7.00 pm [Audit and Governance Committee](#)

	-agenda item or consultation during break to gather public views
29 September (Wednesday evening)	Final commission meeting to approve draft report and recommendations ( this may need to be moved forward)

## October

- Draft report finalised and reviewed by CMT (if necessary) and constitutional support in time for dispatch date.

1 October	Final report and recommendations drafted
8 October	Council Assembly agenda dispatched: report to be distributed to all members
19 October	Presentation of report to Cabinet
20 October	Presentation of report to Council Assembly