

DRAFT
Work plan of the Democracy Commission
July to October 2010

July

- Officer desk research and preparation of evidence
- Commission establishes terms of reference and work plan
- 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 ¹	Agreement on terms of reference and work plan (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 the Youth Council and schools and identify opportunities to consult with young people

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: Carnival del pueblo
 - Thursday 12 August: Rockingham Youth Festival, Elephant & Castle (contact Kevin Dykes / events team)

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

- 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	Councillor focus group
05 August - Thursday	2 nd public meeting of Commission
07 August -Saturday	Outreach at Rockingham Youth Festival, Elephant & Castle (contact Kevin Dykes / events team)
10 August – Tuesday	Councillor focus group
18 August – Wednesday	Focus group / workshop / meeting
23 August -Monday	Commission to participate in Southwark Youth Council and Youth Community Councils Summer Event , 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.
Throughout August (Dates to be confirmed) – Thursday	4 area based focus group targeted at residents attending Community Councils

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 10th August and Eid is expected to be on Friday 10 Sept and first day of school term is Wednesday 1 September

4 September (Saturday)	<p>Community focused Conference</p> <p>Speakers, panel discussions, workshops, 'cafe conversations' etc to engage the public and community in the Democracy Commission and improving the Council Assembly</p> <p>Workshops could include:</p> <ul style="list-style-type: none"> ● Using communications to enhance engagement – webcasting, social media, radio, TV ● Decision making – How does the Council Assembly relate to other decision making bodies (Community Councils etc) and what role & powers should it have to engage the public effectively? ● Engaging wider public and harder to reach communities
<p>Tuesday pm 7 September</p> <p>OR Saturday am 11 September</p>	<p>Present and review evidence gathered (including conclusions drawn from workshops and focus groups so far, audio / video footage and feedback from events and outreach activities).</p> <p>Receive background to report on Council Assembly and consider recommendations</p>
9 September (Thursday, 6.30pm)	LGBT forum meeting -request agenda item to get views
18 September	4 th public meeting of Commission to gather input, assess

(Saturday)	and produce recommendations. Draft report with background information circulated
23 September	5 th and final commission meeting to approve and make amendments to draft report and recommendations on Council Assembly

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