

Neighbourhood Partnerships - Terms of Reference

Neighbourhood Partnerships are an important new part of the City Council's structures. They have an important role to play to support the delivery the council's Corporate Plan priority of **Better Neighbourhoods**. They will also contribute to the delivery of the Community Strategy's priority of a '**City of Thriving Neighbourhoods**'. As they develop, they will build productive relationships with the CYPS Locality Governance Arrangements , will be the mechanism through which the new 'Call for Actions' are delivered, and will be the vehicle through which participatory budgeting is developed.

Cllr Terry Cook is the Executive Member responsible for the development of Neighbourhood Partnerships in the city. The Director of Neighbourhoods (in the new structures) is the responsible senior council officer. In this early stage of development, there will be an annual review of progress and impact.

Neighbourhood Partnerships will, over time, contribute to improved performance of the following indicators within the council's Local Area Agreement:

- NI 004 % of people who feel they can influence decisions in their locality (a reward target in LAA Round 3)
- NI 005 Overall/ general satisfaction with local area (a locally agreed target in the new LAA)

These terms of reference are a minimum requirement for all Neighbourhood Partnerships. Individual Neighbourhood Partnerships can add to these, to reflect local circumstances, but cannot fall below or contradict them

The purpose of the Neighbourhood Partnership is to deliver improved outcomes in local areas by:

1. Enhancing the ability and capacity of local people and communities to articulate their aspirations
2. Enabling local people to influence service delivery to their area
3. Strengthening the community leadership role of councillors as ward councillors
4. Tackling disadvantage, inequality and promoting community cohesion
5. Contributing to addressing the priorities of the Bristol Community

Strategy (interim strategic statement attached) and the Council's Corporate Plan:

Our City:

- *ambitious together*
- *making a difference*
- *safer and healthier*
- *better neighbourhoods*

6. Be the mechanism by which the Councillor 'Call for Action' is implemented (guidance on this is awaited)

A Neighbourhood Partnership is:

1. The Neighbourhood Partnership is made up as follows:
 - the core membership is the local ward councillors, and
 - local residents, existing community partnerships or community organisations (*see note b*)

Public agencies will work with ward councillors and local people to support Neighbourhood Partnerships shape their priorities, deliver their agendas and address local concerns: in the initial stages the most important public agencies are Bristol City Council, the Police, the PCT, the Fire and Rescue Services.

2. Each Neighbourhood Partnership will have a Neighbourhood Partnership Plan (*pro-forma attached*) which will look forward for the coming three years and identify the top 3 priority concerns of the area, and how these can be tackled through community and public agency action. The Plan will be reviewed annually.
3. Neighbourhood Partnerships shall hold no fewer than 2 Open Forum meetings each year, and one annual local conference, which will report progress on the locally agreed Neighbourhood Partnership Plan.
4. The Open Forum meetings and the Annual Conference are open to all residents in the Neighbourhood Partnership Area.
5. The Open Forum Meeting will have a minimum standard of agenda, as follows:

- a) An 'open' item that allows residents to raise issues
 - b) A report back on previously raised issues
 - c) An update on the Neighbourhood Partnership Plan
5. It is recommended that each Neighbourhood Partnership has a small management committee, drawn from its membership. A minimum of one ward councillor from each ward must be a member of the management committee. The role of the management committee is to ensure that progress is made to deliver the Neighbourhood Partnership Plan, and that the Public Forum meetings and Annual Conference are properly planned and managed. This may involve the setting up of short life 'task and finish groups'.
 6. Any meeting of the Neighbourhood Partnership (Annual Conference, Open Forum meeting, management committee) must have 50% of the ward councillors present to be quorate.
 7. Expenditure of Neighbourhood Partnership resources will be authorised in accordance with the council's financial regulations. *Each Neighbourhood Partnership will account for its expenditure on an annual basis.*

Supporting information

- a) Attached is the city map showing the boundaries of the 14 Neighbourhood Partnerships
- b) Where there is an already existing community partnership, the resident involvement will be delivered through that structure. The Neighbourhood Partnership will then be the local ward councillors and the community partnership coming together to deliver the purposes of the neighbourhood partnership as set out. In other areas, the Community Engagement team will identify existing local community organisations, in consultation with local councillors, which can be members of the Neighbourhood Partnership.
- c) Attached is the interim strategic statement of the Bristol Community Strategy
- d) Each Neighbourhood Partnership will have a designated senior council officer ensuring that the Neighbourhood Partnership is focussed on the delivery of the priorities of the Community Strategy and the Council's Corporate Plan, and ensuring that any council organisational barriers are addressed.

e) A Protocol on acceptable behaviour, ways of working, engagement of hard to reach and equalities communities and standards for meetings are currently being developed and will be circulated as soon as they are available

f) During 2008-09 a structure for all forums to come together to share best practice, common issues, and address any ongoing issues with public agencies will be developed as part of the re-establishment of a new Bristol Partnership.

Helen Ball
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 Bristol City Council
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Neighbourhood Partnership Plan Pro-forma

Name of Partnership: <i>insert</i>			
Date Plan agreed: <i>This will normally be the date of the annual conference</i>			
Priority 1: <i>eg Rubbish in the streets, particularly those close to the shops</i>			
Action 1.1 Identify which streets to concentrate on 1.2 Have planning meeting with relevant officers and shopkeepers 1.3 Agree specific actions, including local publicity campaign 1.4 Undertake NP walkabouts in identified area 3 times a year to see what progress is being made	Desired outcomes: 1.1 Visible improved cleanliness in streets 1.2 People more satisfied with area	Progress: 1.1 Review through NP walkabouts 1.2 Review through feedback at Open Forum meetings 1.3 Have report back with facts and figures at Annual Conference	Responsibility Partners involved in proposed action: Lead officer/ agency:
Priority 2:			
Priority 3:			