

# **BMBC AREA GOVERNANCE HANDBOOK**

## PURPOSE

The purpose of the BMBC Area Governance Handbook is to provide a guide for the roles that we expect elected members and officers to fulfil in the new area governance arrangements.

## CONTEXT

The context for this document is set out in the Council's Corporate Plan 2012-15. The Corporate Plan describes the Vision that has been set for the Council:

*“Enabling the improved wellbeing of individuals, families, communities and businesses in a healthy, safe and more prosperous Borough.”*

The Corporate Plan also contains three strategic priorities. The main one of significance for this document is entitled 'Changing the Relationship between the Council and the Community'.

Against this strategic priority, the Community Plan states that we will:

- Ensure people of all ages have a much greater involvement in designing services and actively participating in improving their lives and Barnsley.
- Support the many benefits of volunteering and foster our many and diverse opportunities for residents to gain new skills and experiences through volunteering.
- Ensure customer services and the citizen experience of access is improved – we are a successful customer service organisation and our plans facilitate greater self-help.
- Engage local communities in helping them shape the decisions and services in their neighbourhood.
- Ensure the Council operates fairly and demonstrates total commitment to equalities in policy and practice.
- Establish new models of delivering services guided by local choice and need.

This handbook describes the detailed tasks required and how we want elected members and officers to work together to achieve this strategic priority.

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## AREA COUNCILS

Task	Elected Members Role	Area Council Chairperson	Council Officers Role
Set the agenda for the meeting	Area Council Members input/influence	Area Council Chair's role	Support to the Chair through the Area Core Team – inform/influence and type up
Prepare reports for consideration			Officers from relevant services/partners
Issue papers by e-mail to Area Council Members with at least 5 working days notice			Governance and Member Support
Produce a written record of proceedings and submit these for consideration by Cabinet/Council			Governance and Member Support
Link with Ward Alliances to utilise local strengths to meet broader area priorities	Elected Members on the Area Council		Facilitation role
Follow up action arising from Area Council meetings		Area Council Chair's role	Governance and Member Support Core Area Team
Preparing and presenting data and intelligence to inform the setting of Area priorities	Elected Members to feed in local intelligence and priorities for their wards as agreed through Ward Alliance		Partnership & Performance Team to collate, analyse and present data
Agreement of Area Priorities and actions to be addressed	Elected Members on the Area Council		Core Area Team to facilitate the discussion
Preparation and publication of the Area Plan during 2013	Elected members working together to produce and agree	Area Council Chair to facilitate and oversee	Core Area Team to write up and print plan
Preparing reports to deal			Governance and Member

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with the performance of core services, commissioned services, and partner services			Support Relevant service representatives
Actual performance monitoring of core services, commissioned services, partner services	Elected Members on the Area Council – positive investigation on ‘what works’		
Making recommendations and referrals to the Overview and Scrutiny Committee as appropriate		With the agreement of the Area Council chair	Governance and Member Support to liaise and action on behalf of the Chair
Commissioning services to local service providers, including from a voluntary/social enterprise context Drafting contracts and specifications Undertaking tendering processes Making the decision on preferred contractors Processing and procurement of the commissions	Elected Members – use knowledge and networks to influence and inform decisions	Area Council Chair ensures that BMBC guidance is followed	Core Area Team advise and support the process Specialist support provided in respect of contracting/tendering
Managing the contract and monitoring aspects of service delivery	Area Council to review monitoring reports		Core Area Team prepare reports for Area Council

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## WARD ALLIANCES

Task	Elected Members Role	'Community' Role	Council Officers Role
Arrange Ward Alliance meetings	Joint responsibility	Joint responsibility	Core Area Team facilitation role in support of Elected Members
Take notes of the Ward Alliance meetings and distribute	Joint responsibility	Joint responsibility	Core Area Team facilitation role in support of Elected Members
Provide information (statistical/community intelligence) to inform local priority setting	Ward Members to feed in local knowledge	Community representatives to feed in local knowledge	Core Area Team to present ward data profile
Assess and make decisions on which Ward Alliance Fund bids to approve and communicate decision	Joint responsibility	Joint responsibility	Core Area Team to confirm whether viable
Approve and process the payment, including sourcing goods and services			Core Area Team to process and maintain records
Monitor the areas of expenditure to ensure the purpose of the original bid is achieved and that the spend is legitimate	Joint responsibility to monitor expenditure	Joint responsibility to monitor expenditure	Core Area Team to monitor and prepare reports for the Ward Alliance
Deal with any statutory undertakings for the work agreed relating to Devolved Ward Budget	Joint responsibility	Joint responsibility	Core Area Team to undertake
Project management /coordination of schemes funded through Ward Alliance Fund	Joint responsibility	Joint responsibility	Core Area Team facilitation role

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Promote and publicise the work of the Ward Alliance to the wider community	Joint responsibility	Joint responsibility	Core Area Team facilitation role
Identify external funding opportunities, prepare and submit bids	Joint responsibility	Joint responsibility	Core Area Team to inform / advise
Review and evaluate the work of the Ward Alliances at year end	Joint responsibility	Joint responsibility	Joint responsibility Core Area Team to facilitate and write

## COMMUNITY ENGAGEMENT FOR BOTH AREA COUNCILS AND WARD ALLIANCES

Task	Elected Members Role	'Community' Role	Council Officers Role
Book venue, promote opportunity, transport equipment (displays, gazebos etc)	Joint responsibility	Joint responsibility (Ward Alliance)	Joint responsibility Core Area Team to largely coordinate
Undertake consultation and engagement activity with the public	Visible presence and participation to engage constituents	Volunteer to take part or cascade through existing networks (Ward Alliance)	Core Area Team to be involved plus potentially other officers
Analyse and present the findings from consultation/engagement activity	Joint responsibility to receive and interpret reports	Joint responsibility to receive and interpret reports (Ward Alliance)	Core Area Team to undertake analysis and prepare reports
Follow up with consultees, giving thanks and providing feedback	Help cascade feedback	Help cascade feedback through existing networks (Ward Alliance)	Core Area Team to prepare any feedback documentation and publicity

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## COMMUNITY DEVELOPMENT / VOLUNTEERING

Task	Elected Members Role	'Community' Role	Council Officers Role
Develop and promote volunteering opportunities in the Ward Ensure that volunteers are competent and are safe undertaking duties identified, and that any risks have been identified and addressed	To identify and promote opportunities in their ward To offer sensible advice and guidance To consider health and safety and risks associated with volunteering	VAB to provide a recognisable coordination role To take responsibility for own safety and be mindful of risks when undertaking volunteering activity VAB to provide training and advice	Volunteering Policy Lead to develop and influence BMBC services to identify volunteering opportunities Core Area Team to provide information, advice and guidance – including where risk assessments may be necessary Health & Safety to offer 'community-focused' training for volunteers/members
Responding to requests to help establish new community groups Developmental support to other existing groups	Ward Members to provide information, advice and signposting	Community activists to share skills, advice and expertise  VAB to provide guidance, support and advice re organisational development	Core Area Team to provide information, advice and signposting
Organising community clean-ups/Community Pride initiative weeks (eg We love Cudworth/Royston etc).	Ward Members to set the agenda and be proactively involved – showing community leadership.	Willingness to take part and to accept some 'ownership' of the issues facing communities VAB to provide guidance, support and advice	Core Area Team to facilitate and be actively involved. Other services to respond as required
Organising community galas/celebrations, Christmas events, party in the park etc.	Ward Members to set the agenda and be proactively involved – showing community leadership	Willingness to be involved with organising and promoting	Core Area Team to facilitate and be actively involved. Other services to respond as required

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## OTHER ISSUES

Task	Elected Members Role	'Community' Role	Council Officers Role
Organising and facilitating 'matrix' management meetings to address operational issues in the locality between service providers, partners and contractors			Core Area Team to coordinate activity that complements the Area/Ward Plans
Organising street surgeries and community audits (condition of bins/street furniture etc)	Local knowledge to identify areas Visible presence to demonstrate community leadership	Willingness to take part and to accept some 'ownership' of the issues facing communities	Core Area Team Facilitation of the process – organisation of date/time, provision of paperwork, collation of results etc. Other services input as appropriate to individual cases
Requests for information, advice and support	Sourcing information directly where available	Sourcing information directly where available	Core Area Team – signposting support for local councillors
Coordination on area resilience plans and response to community emergencies e.g. floods	Visible leadership in developing local resilience plans and high-profile presence at times of crisis	Residents willing to input to plans and to respond in a crisis to help their neighbours and community	Core Area Team coordination role – part of emergency response for Council