

# **Palfrey and Pleck Local Neighbourhood Partnership – 31<sup>st</sup> July 2006**

## **Community Action Groups**

**Portfolio:** Safer Stronger Communities, Partnerships and Vision 2021

**Service Area:** Neighbourhood Services

**Wards:** Palfrey Ward  
Pleck Ward

### **Purpose of the Report**

This report seeks to explain the move from Task groups to Community Action Groups (CAGs). In addition LNPs are asked to note the Terms of Reference for the Community Action Groups as well as to appoint an CAG chair for both CAG's.

### **Recommendations**

The LNP is asked to:

- (a) Note the move from Task groups to Community Action Groups
- (b) Note the terms of reference for the Community Action Groups. (Attached)
- (c) Agree the dates set for the Community Action Groups for the municipal year 2006-2007 (attached)
- (d) Appoint two Local Neighbourhood Partnership CAG chairs.

### **Background**

As a part of change in governance of the LNP the effectiveness of task groups has been reviewed and new structures have been put in place to support the LNP more effectively in their delivery of local actions and their engagement with the wider community. This has resulted in the Task Groups changing to Community Action Groups, as set out in the revised LNP Terms of Reference (separate agenda item).

### **Remit**

The Community Action Groups will:

- Engage with service providers at the local level, including those from the voluntary and community sector.
  - Listen to and advise the LNP of issues and ideas raised by the wider community.
  - Listen to the issues raised by the LNP and connect these to the issues raised by the wider community.
  - Inform the content of the LNP's neighbourhood agreement and environment action plan.
  - Present potential solutions to the LNP for approval and endorsement of funding/resources.
  - Feedback actions agreed and taken by the LNP and community action groups to the wider community.
-

## **Frequency of meetings**

Two Community Action Groups will be set up for each Local Neighbourhood Partnership:

- Safer and Stronger Communities CAG – covering issues related to creating safer and stronger communities and tackling environmental issues.
- Health and People CAG – covering issues related around health and people, in particular vulnerable people, young people and economic development.

These CAG's complement and support the four themes of Walsall Borough Strategic Partnership.

Each CAG will meet bi-monthly. The LNP is asked to approve the attached schedule of meeting dates for 2006-2007 for their area.

## **Membership**

The membership for each CAG will consist of:

- A CAG chair who will feedback information between the LNP and the CAG and will Chair the CAG meeting
- Representatives from a range of key service providers who can take action as a result of issues raised in the CAG meetings (e.g., Streetpride, Neighbourhood Police Team, Youth Service, Neighbourhood Wardens, GPs, housing providers)
- Representatives from a variety of local community organisations such as residents groups, street champions, local interest groups (faith, disability, young people, BME), geographic networks, Neighbourhood Watch, Community Associations

The CAGs will be open to the public. The public will be encouraged to actively participate in the CAG meetings.

## **Terms of Reference**

The LNP is asked to approve the attached 'Terms of Reference' for the Community Action Groups, which explains in more detail the working of the Community Action Groups.

## **Appointment of CAG Chair**

The LNP is requested to appoint a CAG Chair from their membership to both the Safer and Stronger CAG and the Health and People CAG. The LNP Chair may be a ward councillor, a Locally Appointed Partner or a WBSP nominated Partner. They will be asked to Chair the relevant CAG, and will be supported by an allocated Neighbourhood Partnership Officer.

---

**CAG dates**

|                                 |                              |
|---------------------------------|------------------------------|
| 15 <sup>th</sup> August 2006    | People & Health              |
| 25 <sup>th</sup> September 2006 | Safer & Stronger Communities |
| 9 <sup>th</sup> October 2006    | People & Health              |
| 13 <sup>th</sup> November 2006  | Safer & Stronger Communities |
| 5 <sup>th</sup> December 2006   | People & Health              |
| 16 <sup>th</sup> January 2007   | Safer & Stronger Communities |
| 6 <sup>th</sup> February 2007   | People & Health              |
| 5 <sup>th</sup> March 2007      | Safer & Stronger Communities |
| 2 <sup>nd</sup> April 2007      | People & Health              |

**Contact Officer**

Imke Goalby  
Neighbourhood Partnerships Manager  
Tel: 01922 653312 Mob: 07921 872233  
Email: [goalbyi@walsall.gov.uk](mailto:goalbyi@walsall.gov.uk)

Narinder Singh Chumber  
Senior Neighbourhood Partnerships Officer  
Tel: 01922 653508 Mob: 07921 872234  
Email: [ChumberN@walsall.gov.uk](mailto:ChumberN@walsall.gov.uk)

---

**WALSALL BOROUGH STRATEGIC PARTNERSHIP**  
**LOCAL NEIGHBOURHOOD PARTNERSHIPS**  
**COMMUNITY ACTION GROUPS**  
**TERMS OF REFERENCE**

**2006**



**Walsall Council**



## 1. Introduction

- i. The nine Local Neighbourhood Partnerships (LNPs) support Community Action Groups (CAGs), which have been set up to further engage with local communities to facilitate the delivery of improved services and vibrant communities and progress the pledges stipulated in their neighbourhood agreements.

## 2. Number and area covered

- i. Each Local Neighbourhood Partnership will be supported by two Community Action Groups namely:
  - Safer and Stronger Communities Community Action Group – covering issues relating to creating safer communities, stronger communities and tackling environmental issues in Neighbourhood Partnership area – in line with the Safer and Stronger Communities Pillar of the Walsall Borough Strategic Partnership (WBSP)
  - Health and People Community Action Group – covering issues relating to health issues as well as people issues, in particular vulnerable people, young people and economic development – in line with the Health and Vulnerable People's Pillar, the Children and Young People's Pillar and the Economy and Enterprise Pillar of the WBSP
- ii. The CAGs will focus on the geographical area covered by the Local Neighbourhood Partnership

## 3. Membership

- i. Each CAG will consist of:
  - a. A CAG chair as selected by the LNP, who will feedback information between the LNP and the CAG.
  - b. LNP members
  - c. Representatives from a range of key service providers who can influence issues raised in the CAG meetings (e.g., Streetpride, Neighbourhood Police Team, Youth Service, Neighbourhood Wardens, GPs)
  - d. Representatives from a variety of local community organisations such as residents groups, street champions, local interest groups (faith, disability, young people, BME), geographic networks, Neighbourhood Watch, Community Associations
- ii. The CAGs will be open to the public. The public will be encouraged to actively participate in the CAG meeting.

## 4. Duties of all Members

All members of the CAGs will:

- i. Contribute positively to discussions and work with other members to improve the neighbourhoods in which people live and work.
  - ii. Work to achieve consensus on key issues and address and prioritise action.
  - iii. Consider what is in the best interests of the LNP area listening to the views of local people.
-

- iv. Contribute experience and expertise to CAG discussions in order to achieve good, workable solutions. This will include raising areas of concern in a constructive and supportive manner in order to improve the quality of life for people in their area.
- v. Be prepared to attend all relevant CAG meetings.
- vi. Be committed to equality of opportunity and creating inclusive communities.

## 5. Chairing of CAG meetings

- i. At the First LNP meeting of the municipal year, a Chair for each CAG will be nominated from within the LNP membership.
- ii. In the absence of the Chair, an acting Chair will be elected from the LNP members attending the CAG for that meeting only. The acting chair of the CAG will have the same powers as the Chair.

## 6. Meetings

- i. Each CAG will meet bi-monthly, thus there will be six meetings of each CAG in each municipal year (1 June to 31 May). The meetings will be held in venues that are situated in the area covered by the LNP and be in venues that are accessible to all.
- ii. A schedule of meetings for the year will be set in advance and circulated to all members at the first Local Neighbourhood Partnership meeting of the year.
- iii. At least five days before the date set for the CAG meeting, members shall be:
  - Informed in writing of the date, time and venue of the meeting

## 7. Action notes of Meetings

- i. Every CAG meeting will produce a set of 'Action Notes', which will support the follow up of delivery of actions. The action notes shall;
  - Capture all actions agreed in the meeting
  - Be shared with the service deliverers who will follow up actions
  - Be shared at the next relevant CAG or LNP meeting to ensure feedback on actions are provided appropriately
  - Made available as hard copy to members of the public, when requested.

## 8. Decisions

The Community Action Groups may make decisions on:

- Short and mid term actions which support the implementation of the Neighbourhood Agreement
- Short and mid term actions which will address the need of the community

CAGs may discuss their view on strategic issues and take their views back for consideration to the Local Neighbourhood Partnership, where a decision will be made.

---

## 9. Public participation

- i. The Community Action Groups will be open to the public and members of the public are encouraged to actively participate in discussions.
- ii. Members of the public will be asked to identify themselves to enable the CAG to feedback to their request in writing if necessary.

## 10. Remit

- ii. The remit of Community Action Groups are to:
  - Engage with service providers at the local level, including those from the voluntary and community sector.
  - Listen to and advise the LNP of issues and ideas raised by the wider community.
  - Listen to the issues raised by the LNP and connect these to the issues raised by the wider community.
  - Inform the content of the LNP's neighbourhood agreement and environmental action plan.
  - Present potential solutions to the LNP for approval and endorsement of funding/resources.
  - Feedback actions agreed and taken by the LNP and community action groups to the wider community.

## 11. Objective

In undertaking and fulfilling their remit the CAGs have the following key objectives:

- To consult and involve local residents, businesses and partner organisations in delivering an annual neighbourhood agreement for their area.
  - To support in the production of produce an annual neighbourhood agreement for their area that is consistent with the Borough's Community Plan and Local Area Agreement.
  - To support the implementation of the neighbourhood agreement.
  - To increase local community involvement in the area and to involve local people in improving the environment in which they live and work.
-