

Agenda item #11

(BCR) Neighbourhood Partnership - Communication & Engagement  
(C&E) Group Proposal on Neighbourhood Forums

for NP meeting of 22<sup>nd</sup> October by Nick Clark, chairperson.

**Action required:**

**That the Neighbourhood Partnership agree the organisation of the Forum meetings and the role of the C&E group in agenda setting for all forums. That all three Forums should have a representative on the C&E group.**

**Background**

In the **C&E report to the BCR NP October 2011**, the aims of the C&E group were set out as follows:

- Increase the understanding of what the Neighbourhood Partnership does
- Inform people of how to feed their issues into the NP
- Increase the number of people who are aware of the NP and Forum meetings
- Stop Forum becoming dominated by the same people and issues
- Feed in issues from community who do not attend Forums

**From the NP website: How it works**

Neighbourhood Forums are led by members of the neighbourhood and held in every local community (or ward). They give local residents the opportunity to raise ideas and suggestions on how to improve their area and a chance to influence how some local public services are delivered. Each ward has four meetings a year, and incorporate the PACT (Partners And Communities Together) meetings.

Each forum will vary, but most will include:

- A 'You Said, We Did' report back on actions taken.
- An opportunity to raise new concerns or issues. These are collected from meetings, events, surveys and conversations in all sorts of community settings.
- Agreeing how issues will be taken forward for action.

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## **C&E group proposal for forum organisation.**

- a. That each forum should open with a main topic/headline act-of interest to all residents of the NP and should not (necessarily) be ward-specific eg: the Mayoral debate, Horfield prison, the cricket ground, local schools. Each quarter, these headline topics would differ between each of the three Forums to ensure in-depth coverage of a wider set of issues across the Partnership area.

*People can leave following this if they do not wish to stay for the issue reporting section of the meeting. This will engage a different group of residents than the ones that already come to forums*

- b. Feedback section

- 'issues raised outside this forum' (report from ND officers),
- 'you said/we did' from NDO/ NCo-ordinator,
- 'report from the police'

*Discussion of the feedback items should be brief and people advised to raise any points directly with the appropriate topic table in the following section of the meeting. This will reduce the time taken over hearing about individual issues and complaints.*

- c. Each forum meeting has a 'break-out' session/topic tables which provide a platform for individuals to raise their particular concerns with the agency directly responsible or the NP rep who will follow it up. Topic tables would be as follows: ward councillors/police/street scene/community groups eg parks groups/special interest groups relevant to the meeting's 'headline act'
- d. The meeting would end with a plenary during which issues raised at each table are briefly summarised for the benefit of all present.

## **Setting agenda of Forum.**

The agenda for all three of the forum meetings is set at the C&E meetings and that each ward has a representative on the C&E group

who will liaise with the chairs of the 3 forums if they are not the representatives.

**Timetable for setting agendas - as follows:**

7 weeks before forum: **ask all interested parties for agenda items.**

5 weeks before forum: **deadline for agenda items.** These will determine any special topic tables and guests.

1 month before forum: **circulation deadline**, e-mail agendas to Chairpersons, Councillors, Police and circulate agenda with headline topics for all 3 forums to contact list, print and distribute posters

2 weeks after forum: NDO emails all contacts with confirmation of date of next forum meetings.

**Example Forum Agenda: (Redland Sept 2012)**

1. Welcome and Introductions (**5 mins**)
2. Introduction to the Mayoral Election (**20 mins**) **Stephan McNamara - Head of legal Services BCC**
3. Local Developments / Projects/ Consultations (**15 mins**)
  - I. Neighbourhood Partnership Sub Groups (**Clive**)
  - II. Launch of the new BCR street scene group (**Andrew**)
4. Feedback and Priorities
  - a. 'You said - we did' review of progress on actions, issues and priorities (**10 mins**)
  - b. Overview of issues raised outside this forum (**5 mins**)
  - c. Issues from Police (**10 mins**)
  - d. Topic Tables : Your opportunity to discuss issues and concerns on the following subjects (**30 mins**):
    1. Environmental –Parks and Street scene (**Alison & Liz**)
    2. Police (**Alex and Nadine, Sean Underwood**)
    3. Councillors (**Fi and Sylvia**)
    4. Preparing for Students at the start of the new university term- students (**Stuart Patterson ) Safer Bristol**

## 5. Highways **(Clive)**

- e. Feedback from Tables and summing up, key actions **(25 mins)**