



AGENDA ITEM NO. 9

GREATER FISHPONDS AREA NEIGHBOURHOOD PARTNERSHIP

21 JUNE 2012

Report of: Service Director, Legal

Title: Neighbourhood Partnership AGM Report 2012-13

Contact Telephone Number: 0117 922 2386

RECOMMENDATION

To:

1. Note the membership of the Partnership and the chairing arrangements / to vote on membership and chairing arrangements / agree the membership and chairing arrangements for 2012-13
2. Note the terms of reference
3. Agree / note appointments to sub-groups and other bodies
4. Note the devolved budgets and influence on services
5. Note the Neighbourhood Partnership Action Plan / Priorities
6. Confirm dates and times of meetings of the Neighbourhood Partnership in 2012/13

Context

1. Membership and chairing arrangements

1.1 Each neighbourhood partnership comprises (a) the Neighbourhood Committee of councillors for each of the wards which make up the Partnership (who serve for their term of elected office) (b) local resident representatives and (c) representatives of partner organisations. The membership of this partnership is:

a) Councillors:

Eastville Ward:	Councillor Steve Comer; Councillor Mahmudur Khan;
Frome Vale Ward	Councillor Lesley Alexander; Councillor James Stevenson
Hillfields Ward	Councillor Phil Hanby; and Councillor Patrick Hassell

b) Partnership and local resident representatives:

There are currently 16 out of 22 members of the Neighbourhood Partnership who are set out in **Appendix A**.

1.2 The partnership is asked to note its membership.

1.3 The Neighbourhood Partnership will consider arrangements for the chairing of meetings of the Partnership and will elect its chair for 2012-2013, at the Neighbourhood Partnership meeting 21st June 2012.

1.4 The Neighbourhood Committee will consider chairing arrangements for the Committee and will elect its chair for 2012-13, as appropriate.

2. Terms of Reference

2.1 The Councillors on each neighbourhood partnership (who are the ward members for the partnership area) comprise a council committee called a Neighbourhood Committee, which has been given delegated powers to take certain local decisions by the Leader of the Council. The terms of reference of the Neighbourhood Committee are set out in **Appendix B**.

3. Appointments to sub-groups and other bodies

3.1 During 2011/12 the Partnership established the following sub-groups to assist it in its work:

- Environment group
- Wellbeing Panel
- Traffic & Transport subgroup

- Planning subgroup

It is recommended that these bodies be re-established for 2012/13.

4. Devolved budgets and influence on services, and financial operating framework

4.1 The following powers are devolved to the Neighbourhood Committee for decision:

- a) Highway maintenance and Minor Traffic works budget - £39,814
- b) Wellbeing budget - £30,000
- c) Clean and Green budget - £1,500 and potential to bid into a £19,000 citywide pot
- d) Section 106 budgets – Parks approx £165,825.49
- e) Section 106 budget – Traffic and Transport approx £137,841.93
- f) Influence on the council's waste and street cleaning contract.
- g) Influence on the council's grounds maintenance service
- h) Influence on the work of Community Safety Officers (see agenda item 12)
- i) Influence on the work of Neighbourhood Development Officers (see agenda item 6)
- j) Area Green Space Plan Prioritisation
- k) Decision about whether parks land is surplus or whether it should be retained for recreation

4.2 **Appendix C** sets out, for information, details of the financial operating framework for the Neighbourhood Committee. This framework applies to devolved budgets, staff and services that Neighbourhood Committees can influence.

5. Neighbourhood Partnership Action Plan / priorities

5.1 Each Neighbourhood Partnership has an Action Plan / set of priorities. The purpose of the Action Plan / priorities are to:

- Provide information that Neighbourhood Committees can use to help inform the spend of devolved budgets including Wellbeing funding

- Provide an overall picture of local need that could be used to consider future investment in the Neighbourhood Partnership area (for example to evidence the need for planning contributions, to form background information for external funding applications)
- Identify service improvements needed within the Neighbourhood Partnership area
- Identify partners that could be invited to work more closely with the Neighbourhood Partnership
- Document information about long-term aspirations for the Neighbourhood Partnership area.
- Provide a plan to help to target limited resources to and measure success against

5.2 The Greater Fishponds Neighbourhood Partnership agreed their action plan / priorities in February 2009 as:

- Anti-social behaviour associated to young people
- Improving and enhancing local environment, including local parks and open spaces, fly tipping, littering and graffiti
- Traffic management issues, including speeding, noise and parking restrictions.
- Providing or improving community facilities, activities and services for all ages of the community.
- Promoting community cohesion and engagement
- Sex and drug issues

6. Dates and times of Partnership meetings for 2012/13

6.1 The following dates and times for formal meetings of the Partnership (including the Neighbourhood Committee) are as follows commencing at 7.00 pm:

2012

- *27 September;*
- *6 December;*

2013

- *14 March; and*
- *20 June*

Equalities Impact Assessment

7. A full equality impact assessment was completed with the original “Devolution to Neighbourhoods” report that went to Cabinet on 1st October 2009.
8. When councillors decide how the devolved funding is spent they should have due regard to the public sector equality duty that applies to all public bodies. This duty is contained in the Equality Act 2010 and came in to force on 6 April 2011. It replaces previous equality duties under the Sex Discrimination, Race Relations and Disability Discrimination Acts.

The duty means that councillors are required to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited under the Act
- Promote equality of opportunity between different groups
- Foster good relations between people from different groups

The duty covers the following protected characteristics:

- Disability, Sexual orientation, Age, Gender reassignment, Religion and belief; Sex, Race, Pregnancy and maternity.

It also applies to marriage and civil partnership, but only in respect of the requirement to eliminate discrimination and harassment.

Legal and resource implications

None.

Appendices:

Appendix A	Neighbourhood Partnership Members
Appendix B	Partnership terms of reference
Appendix C	Details of the Partnership's overall budget and the financial operating framework.

Background Papers:

None



Greater Fishponds NP Board

Membership for 2012/13

The Greater Fishponds Neighbourhood Partnership Board consist of:

- A. 6 X ward councillors (Neighbourhood Partnership Committee NPC)
- B. 3 X local residents (1 from each Neighbourhood Forum)
- C. 5 X local community/voluntary organisations and faith communities
- D. 3 X Subgroup champions
- E. 1 X Disability Equalities Forum
- F. 2 X Young people representative and
- G. 2 X Local business representative

Maximum of 22 voting members and 6 supporting officers as shown below:

	Who		Name	Term
A	6 X Ward Councillors			
1	2 X Eastville	2	Cllr Mahmadur Khan Cllr Steve Comer	May 2015 May 2013
2	2 X Frome Vale	2	Cllr Lesley Alexander Cllr James Stevenson	May 2015 May 2013
3	2 X Hillfields	2	Cllr Patrick Hassell Cllr Phil Hanby	May 2013 May 2015
B	3 X Neighbourhood Forum representatives			
1	1 X Eastville NF representative	1	Tony Locke	June 2012
2	1 X Frome Vale NF representative	1	Karen Holland	June 2012
3	1 X Hillfields NF representative	0	Vacant	June 2012
C	5 X Community/voluntary & faith communities			
1	1 X Coombe Brook Valley Action Group	0	Currently represented by Phil Hanby	
2	1 X East Park Resident Association	1	Hazel Durn	June 2012
3	1 X Friends of Eastville Park	0	Currently represented by Kate Jerrold	
4	1 X Stapleton and Frome Valley Conservation Society	0	Currently represented by Mark Logan	
5	1 X Colston Neighbourhood Watch Group	1	Mo Lewis	
D	3 X Subgroup Champions			
1	1 X Traffic & Transport subgroup	1	David Mock	June 2012
2	1 X Environment subgroup	1	Kate Jerrold	June 2012
3	1 X Planning subgroup	1	Mark Logan	June 2012

E	1 X Disability Equalities reps	1	Katie Haydon	June 2012
F	2 X Young Peoples rep	0	Vacant	
G	2 X Local Business			
1	Fishponds Business Forum	1	Lee Cooper (TBC)	June 2012
2	Vacant			
	Total voting members	15		
H	Officers (non-voting)			
1	1 X Area Co-ordinator	1	Abdul Razak Dahir	
2	1 X Neighbourhood Police Inspector	1	Inspector Graham Fox	
3	1 X Fire and Rescue	0		<i>Awaiting</i>
4	1 X Bristol NHS	0		<i>Awaiting</i>
5	1 X Children & Young People partnership	1	Jimmy Taylor	
6	1 X Democratic Services	1	Richard Jones	
	Total non voting members	4		
	Total	19		

Neighbourhood Partnerships in Bristol

Terms of Reference

Introduction:

The 14 Neighbourhood Partnerships in Bristol are each unique, having developed in response to local needs, in different ways and at different rates. The distinctiveness of Neighbourhood Partnerships is acknowledged and this document seeks to provide a stronger foundation for this distinctiveness to grow and develop.

However, there is a general view that some consistency is needed so that Neighbourhood Partnerships can step up to their expanding role, as a Neighbourhood approach in Bristol is strengthened significantly. However this is not an attempt to standardise, but a framework which sets a “floor” and a “core” which all can recognise.

Throughout, maximum discretion and flexibility is built in, so that each NP can make its own decisions to suit the local realities of its own neighbourhood.

1. Name

a. The name of the Neighbourhood Partnership shall be Greater Fishponds Area Neighbourhood Partnership and it will cover the wards of Eastville, Frome Vale and Hillfields known as “the Neighbourhood”.

2. Purpose

The Greater Fishponds Area Neighbourhood Partnership (hereafter “the Partnership”) aims to improve the quality of life for residents in the neighbourhood so that satisfaction levels increase, and also increase civic pride, community cohesion and community involvement by:

- Developing local solutions to local problems wherever possible
- Encouraging public, private and community and voluntary organisations to work together to deliver improvements to residents’ quality of life.
- Tackling deprivation and discrimination in the neighbourhood, and promoting equality of opportunity for all those living or working there.
- Considering proposed decisions of the Neighbourhood Committee and influencing such so as to use resources to best meet the needs of the neighbourhood.
- Receiving reports from service delivery bodies and influencing service priorities within the neighbourhood in accordance with identified needs and priorities

- Actively engaging with local people across the neighbourhood, seeking their views and active participation in improving their quality of life. This includes seeking the views and participation of residents that are hard to reach.
- Co-ordinating community engagement, approving an annual multi-agency community engagement plan for the Neighbourhood, accompanied by a local communication strategy to raise awareness of engagement opportunities as widely as possible, in accordance with the Bristol Community Engagement framework.
- Considering regularly the results of community engagement activities, ensuring that wherever possible action is taken in response to the issues raised
- Supporting and promoting locally the aims of the Bristol Partnership as set out in the Bristol 20:20 Plan.

We Value:

- Civic pride, protecting our public realm and making it better
- Respect and Compassion
- Aspiration, energy, enthusiasm and creativity
- Personal responsibility and accountability
- Community development / involvement and ‘grass-roots’ action

3. Membership of the Neighbourhood Partnership

Set out below are the requirements for all Neighbourhood Partnerships, which many already have in place. It is important to try to ensure that each locality within the neighbourhood has a voice, hence the requirement to have two resident representatives per ward.

a. Bristol has 14 Neighbourhood Partnerships , each covering two or three wards. Accordingly, it is proposed that the membership composition and numbers will vary according to the size of the neighbourhood:

Neighbourhood Partnership (NP)	2 Ward	3 Ward
(i) All ward councillors	4	6
(ii) Equalities Forum representative	1	1
(iii) Young Persons representative	1	1
(iv) 2 Representatives from each ward <i>(may be from Residents or local voluntary group)</i>	4	6
(v) Other members as decided by the NP <i>(eg vol sector, business, arts, environment etc)</i>	NP decides	NP decides
<i>NB This gives every NP full flexibility to include members to suit local needs and preferences</i>		

b. All Members of the NP, except elected councillors, will be expected to live or work in the neighbourhood concerned.

c. The size and composition of the Neighbourhood Partnership should be decided and recorded at the Annual Meeting. The size of the Partnership is for local decision, but for practical reasons, it is recommended to number approximately 20 in total, excluding officers of statutory bodies.

d. The Partnership may co-opt up to two non-voting members during the year to provide specialist expertise from the time of the appointment to the next Annual meeting.

e. The quorum for meetings of the Neighbourhood Partnership will be one half of voting members, to include at least two ward councillors and two other members.

f. Observers are always welcome at Neighbourhood Partnership meetings, which are public partnerships, of course subject to the capacity of the venue.

4. Officers of Statutory Bodies

- The following officers are expected to attend all meetings of the Neighbourhood Partnership in a non voting capacity to provide support and assistance as required:
 - Bristol City Council Area Coordinator (or their representative)
 - The Neighbourhood Police Inspector (or their representative)
 - NHS Bristol
 - Avon and Somerset Fire and Rescue
 - A representative of the most relevant Children and Young People's Partnership (CYPP)
- Officers of other bodies (eg Environment Agency, Registered Social Landlords) may choose to attend Neighbourhood Partnership meetings if aspects of the agenda are relevant to them, or if invited by the Neighbourhood Partnership.

5. Neighbourhood Committees

Neighbourhood Committees are committees of Bristol City Council. They comprise the councillors elected to serve the wards within the Neighbourhood. Neighbourhood Committee meetings will normally take place jointly with meetings of the Neighbourhood Partnership. All Neighbourhood Committee members will also be members of the Neighbourhood Partnership.

Neighbourhood Committees have delegated power to take a range of council decisions relating to their respective Neighbourhoods (eg. expenditure of certain council budgets). Neighbourhood Partnerships may

consider matters that are to be decided by its Neighbourhood Committee and may seek to influence the Neighbourhood Committee as to how it exercises its powers. The Neighbourhood Committee must take into account any relevant views of the Neighbourhood Partnership, but the final decision is taken by the councillors in the Neighbourhood Committee.

6. Working arrangements

- a) The Neighbourhood Partnership will meet in public at least four times per year, but may of course choose to meet more frequently. (see *guidance note 2*)
- b) One of these meetings will include an Annual Meeting, for which the quorum shall be at least 50% of voting members.
- c) The Partnership will elect a Chair and Vice Chair from its membership at the Annual meeting, by simple majority of those present and eligible to vote. (In the event of a tie, each shall take each office for 6 months.)
- d) The Partnership may elect other officers as it decides are required (eg treasurer, secretary etc.)
- e) The Partnership may establish sub groups, task groups etc as required and not limited to Neighbourhood Partnership members only.
- f) Minutes of the meetings will be taken by Bristol City Council officers and made public (on the website of both the Council and Bristol Partnership) within one month of the Partnership meeting.
- g) An agenda showing time and place of the meeting will be published (as above) at least two weeks prior to the Partnership meeting.
- h) All meetings will be open to the public, unless there is a specific reason (such as data protection) and formal vote to allow closed session. This should be avoided wherever possible.

7. Complaints

Anyone wishing to make a complaint about the NP may put their concerns in writing to Bristol City Council, Democratic Services Section, Room 220, Council House, College Green, Bristol BS1 5TR or by email to democratic.services@bristol.gov.uk).

Complaints about councillors or any person employed by a statutory agency should be submitted in the usual way to the council or the relevant agency.

The Chief Executive of Bristol City Council, or her representative, may access any records held by a Neighbourhood Partnership on receipt by the Chair/ Vice Chair of a written request setting out why such a request is made. Such documents will be made available within a reasonable period, and not longer than 14 days.

Neighbourhood Partnership Terms of Reference - Guidance notes

1. Name: The Neighbourhood Partnership name will be decided by the Neighbourhood Partnership at its annual meeting
2. Frequency of meetings: Based on current practice, up to 6 meetings per year can be supported by the Council, in terms of room rental and note-taking, although it is expected that most will opt for 4 per year. This will be reviewed at the end of the year.

Neighbourhood Partnership membership

3. Resident representatives from wards: It is recommended that such representatives are agreed where possible by the relevant Neighbourhood Forum prior to the Partnership AGM. It is hoped that such representatives may be from local residents or community organisations, but they may be individual Neighbourhood Forum nominees.
4. Each Neighbourhood Partnership should decide at its annual meeting the number and composition of other members not set out within the framework Terms of Reference. The following are given as examples, being already in place in some NPs:-
 - *Voluntary or community sector*
 - *Local businesses*
 - *Environmental groups*
 - *More resident representatives than specified*
5. Some Neighbourhood Partnerships keep a simple register of all voluntary, community and faith organisations and local businesses that become members of the Partnership (providing they agree to support it's aims and values). This assists communication and also enables an election process if needed to select NP representatives. Membership will be free.
6. These registered voluntary, community and faith organisations and local businesses are invited to nominate representatives to the Neighbourhood Partnership, in accordance with the categories decided by the Partnership usually at the annual meeting (*for example: 2 voluntary sector representatives and 1 business representative*). An election will be held if the numbers of nominees exceeds places available. In the interests of securing the broadest possible input, community organisations should be discouraged from "upping" their representation by seeking nomination in more than one section – ie as a resident representative and as a voluntary sector
7. The Bristol Equalities Forum will nominate a representative from the Neighbourhood who will seek to make a contribution for all equalities groups. Support will be provided.
8. Neighbourhood Partnerships may also wish to consider co-options in order to make the partnership more balanced eg by gender, age, ethnicity, geography.

9. The officers (Chair, Vice-Chair etc) can be elected from any member of the Neighbourhood Partnership. This may result in a different Neighbourhood Committee Chair (who must be a ward councillor by law) and Neighbourhood Partnership Chair sitting on the same Neighbourhood Partnership. Partnerships may wish to consider making them the Chair and Vice Chair of the NP, although this is not prescribed.
10. Theme groups may be convened by the Neighbourhood Partnership and will be expected to report to the Neighbourhood Partnership and, if directed, to the Neighbourhood Forums. All theme group recommendations must be agreed by the Neighbourhood Partnership before they are actioned, unless they are explicitly empowered to act by the Neighbourhood Partnership.

Note on Community engagement, Neighbourhood Forums

The Council and the Police agreed in 2010 to merge their community engagement mechanisms (Neighbourhood Forums/ PACTs). This is on the basis that

1. Neighbourhood Forums will be held at ward level, four times per year.
2. The Police will provide administrative support and provide a note taking service.
3. The Neighbourhood Partnership may decide that other formats are more effective for enabling resident engagement than a standard meeting format. Whilst it will need to ensure that agreed elements, such as progress updates from previous, or consultation activities are retained, the emphasis should be on providing opportunities that provide the greatest level of engagement. (*For example, neighbourhood walkabouts with agencies in attendance, marketplace drop- in sessions, or meetings led by young people, may from time to time be deemed more appropriate formats.*)
4. Twice a year, the Partnership will receive a report highlighting the issues raised during community engagement activities in the Neighbourhood.

The Partnership has lead responsibility for the quality of community engagement in its neighbourhood, and is advised to regularly consider how it may improve further.

**BRISTOL CITY COUNCIL
FINANCIAL OPERATING FRAMEWORK
NEIGHBOURHOOD COMMITTEES**

Contact Officer: Mike Harding, Finance Business Partner, Neighbourhoods & City Development

1 Summary

1.1 This operating framework describes the financial arrangements which will apply to devolved budgets for Neighbourhood Committees.

1.2 The framework outlines:

- Adherence to financial regulations
- Approach to spending the resources allocated to each Neighbourhood Committee
- Arrangements for keeping Neighbourhood Committees aware of spending commitments
- Restrictions on the application of funds
- Treatment of year end surpluses or deficits
- Roles and responsibilities of key stakeholders

1.3 This document provides summary guidance only. Any financial queries outside of the scope of this framework should be directed to the designated person in the appropriate finance team, in the first instance.

2 Financial and Procurement Regulations

- All expenditure decisions must be conducted in line with the Council's Financial and Procurement Regulations, which can be viewed on the intranet. This will ensure compliance with the principles of decision-making under the Council's constitution and be consistent with the Council's budget and policy framework. It should also enable Neighbourhood Committees to demonstrate that value for money is being demonstrated in the use of public funds.
- External Partnership Arrangements, including:
 - a) ensuring that partnership arrangements are underpinned by clear and well documented internal controls.
 - (b) risk management processes are in place to identify, assess and allocate all known risks.
 - (c) appraisal processes are in place to assess the viability of the partnership in terms of resources, staffing and expertise.
 - (d) adequate arrangements are in place to ensure the accountability of other organisations for Council money, and that such money is only released against proper controls.
- Where the anticipated value of a contract for any works or service contract is more than £100,000 the client must assess the operational risk to which the Council will be exposed and whether therefore to require a performance bond and/or a parent company guarantee from some or all potential tenderers.

3 Spending budgets

3.1 The rationale by which budgets have been apportioned across Neighbourhood Committees will be shown for each separate budget. Apart from those budgets which are divided equally, the allocation formulae will be flexible and may change each year as part of annual policy and budget-setting process and in consultation with Neighbourhood Committees.

3.2 There are two types of resources devolved to Neighbourhood Committees:

- Devolved budget allocations: these will be directly controlled by committees, i.e. they will make the actual spending decisions for these budgets to be implemented by Officers and Area Co-ordinators.
- Influenced budgets: these will be influenced by committees at a local level through consultation and debate with Officers.

3.3 All resources allocated to Neighbourhood Committees must be spent on the purposes for which the existing budgets are intended. This means that committees cannot transfer funds between services e.g. the budget for mini recycling sites cannot be redirected to minor traffic schemes.

3.4 The Area Co-ordinator is the first point of contact for these budgets and will work closely with Finance staff across directorates. They will be given access and training in the Council's finance and procurement systems for the purposes of monitoring budgets and contracting (whether internal or external). The accountable officer for budgetary purposes will be the existing Officers responsible for each service (under the relevant Strategic Director) and they will be required to ensure that the Authority's regulatory framework is adhered to.

3.5 Expenditure in each Neighbourhood Committee must focus on local priorities that are significant in terms of improving service delivery and environmental conditions, community safety, promoting well-being, encouraging, community engagement and involvement, and creating a sustainable legacy and identity within neighbourhoods. Officers will provide Neighbourhood Committees with operational and strategic information to inform the use of funding.

3.6 Devolved budgets cannot be used to provide charitable donations or purchase gifts for individuals. Nor can they be applied to any activities or projects that would have a detrimental effect upon Council service delivery, policies or performance.

4 Financial monitoring

4.1 For the Council to establish an accurate picture of its financial status, plan and make effective decisions, correct and consistent classification of expenditure is necessary, as is accurate financial forecasting.

4.2 Consolidated financial monitoring information relating to all apportioned revenue budgets will be reported to each committee at the start of the financial year, mid-year and at year end.

4.3 At interim periods, the Area Co-ordinators may report the financial position or respond to queries from the Neighbourhood Committee through use of the finance system, verified if necessary by Finance staff.

5 Restrictions on the application of funds

5.1 As part of the process of apportioning funds, Officers have identified any restrictions governing the use of the resources (such as statutory duties) and this information will be made available to Neighbourhood Committees.

5.2 Budgets devolved to Committees will be either revenue or capital funds. There is flexibility in that revenue monies can be allocated to capital purposes (although not vice versa) but such items of expenditure have to be accounted for differently. This is an important distinction. Expenditure for capital purposes results in the acquisition or construction of a fixed asset (e.g. land, building, vehicle or equipment) or the enhancement of an existing fixed asset. Fixed assets have an expected useful life of longer than one year.

5.3 Area Co-ordinators should consult Finance staff to ensure that the correct accounting treatment is applied to expenditure for capital purposes and further guidance on the difference between revenue and capital expenditure can be distributed. It should be noted that should the project abort, the costs would need to be re-charged back to a revenue budget, not a capital budget. Only assets with a value greater than £20k are entered on the Council's fixed asset register. This is the "de minimis" level.

5.4 Neighbourhood Committees need to be aware of the potential ongoing revenue implications arising from capital schemes (e.g. maintenance, security, etc.) as they will also need to be funded from their revenue budget and could represent a limiting factor in future years. Equally, some capital investment may generate revenue savings, energy efficiency measures for example, which would have a positive financial impact in future years and can be retained by the Committee should they exceed increased energy prices. Therefore, when considering the feasibility of a particular scheme, the revenue consequences must be identified, understood (and provided for in the case of ongoing costs) before any capital spend is committed. In such instances, Committees should request guidance from Officers and Finance staff.

6 Treatment of year end surpluses or deficits

6.1 At the end of each financial year, any revenue surplus (underspend) or deficit (overspend) will be carried forward to the next financial year in the form of a budget adjustment. This will apply to each allocated budget separately (i.e. an underspend on one budget cannot be used to offset an overspend on another).

6.2 The year end out-turn against each budget will be reported to Neighbourhood Committees as part of the half-yearly reporting process.

7 Roles and responsibilities of key stakeholders

7.1 The constitutional basis of Neighbourhood Committees is separately described in their Terms of Reference.

7.2 Members of Neighbourhood Partnerships who are not ward councillors are unable legally to vote on delegated decisions. (This is a matter of the legal framework for all Local Authorities and is not a decision by BCC.) However the view of Neighbourhood Partnership members are very important and will be given careful consideration by Neighbourhood Committees when taking such a decision.

- 7.3 Each Neighbourhood Committee must maintain proper accountability over the use of resources to ensure that public accountability and high standards of financial integrity are exercised. To this end, supplementary financial training will be provided to committee members, as required, and financial monitoring information will be provided in a simple and consistent format.
- 7.4 Area Co-ordinators will be the primary point of contact for monitoring and reporting on budgets to Neighbourhood Committees. They will be supported in this by Finance staff, and the restructuring of the existing budgets on the finance system to enable transparent and efficient access to information across directorates.
- 7.5 Area Co-ordinators will be required to submit or sign off forecast expenditure figures, as per the quarterly reporting cycle, for consolidation by Finance staff as part of the corporate financial monitoring process. This timetable will be clearly communicated at the start of each financial year. Where forecasting responsibility continues to sit with the existing service manager, then this information will need to be communicated to the Area Co-ordinator for monitoring purposes.
- 7.6 Officers and Area Co-ordinators will ensure there are adequate segregation of duties in the ordering and paying for goods and services and that appropriate records are kept of expenditure decisions as may be required for inspection by Internal Audit or Audit Committee.