Neighbourhood Working Model

Ward priorities



Jack the Council officer

Responsibility:

- Provide Members with ward statistics through Ward Profile
- Contribute local knowledge along with the rest of the ward team



Adam the Politician

Responsibility:

• Bring their own local knowledge and use the information provided by Community and Equalities Team (CET) and partners to identify ward priorities for the ward team to focus on over a specified period

Ward Committee





Responsibility:

- Logistical support
- Publicise event in the Ward and social media
- Organise for minutes to be taken, written up and published.



Adam the Politician

- Decide when and where to hold their meeting, and style and format
- Set meeting agenda
- Feedback to residents the previous year's progress, launch their Ward Committee and ward priorities, outline ward funding arrangements for the year ahead.
- Publicise meeting through blogs, surgeries and word-of-mouth

Ward Funding





Responsibility:

- Provide grant application/commissioning forms and guidance documents for ward funding process
- Process paperwork, payment of funds and monitoring information to be fed back to ward team meetings (Director sign-off)
- Suggest ideas for projects that could address ward priorities and groups that could deliver them.



Adam the Politician

- Decide and announce how they want to allocate their ward funding
- Discuss within their ward team who to issue grants to/ commission projects to
- Consider inviting recipients to become ward team members

Ward Action Plan

(optional)





Responsibility:

- Provide relevant information at ward team meetings
- Contribute to the discussion with members and the wider ward team to develop an action plan.
- Regularly update the plan and circulate virtually and at ward team meetings
- Feedback progress to residents through Your Ward online, Facebook, Twitter etc



Adam the Politician

- Lead the discussion with ward team members to develop a ward action plan.
- Allocate tasks to ward team members that will progress the plan
- Feedback regularly to residents about progress through residents' forums, surgeries, blogs, partner newsletters and other opportunities

Ward Team Meeting

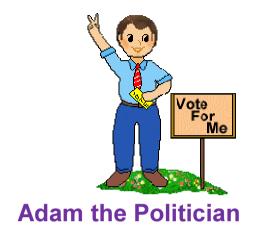
Annex B





Responsibility:

- Circulate meeting dates to ward team partners with up to date ward action plan and other relevant information
- Book meeting room / venue



- Choose regular dates for the meetings and liaise with CET to organise
- •Invite appropriate ward team members and liaise with CET
- •Drive the Ward Action Plan by ensuring all tasks have a dedicated ward team member and encouraging contributions from all ward team members and regular feedback on progress

Feedback to residents

Annex B





Responsibility:

- Provide feedback on the Ward Action Plans in the form of case studies on Your Ward Online and in Your Ward
- Provide updates on Facebook,
 Twitter, community notice boards and any other local opportunities



Adam the Politician

- Feedback to residents through Ward Committees, surgeries, blogs, word of mouth, twitter, newsletters, community notice boards etc
- Visit recipients of funding to ensure constant support and monitoring



Jack the Council officer

Qualities:

- Guidance and support
- Ability to liaise with Council staff
- Logistical support for ward team and committee meetings
- Custodian of local community information
- SUPPORT



Adam the Politician

Qualities:

- Community champion
- Custodian of local community challenges
- Person-with-the-plan to address community priorities
- LEADER