

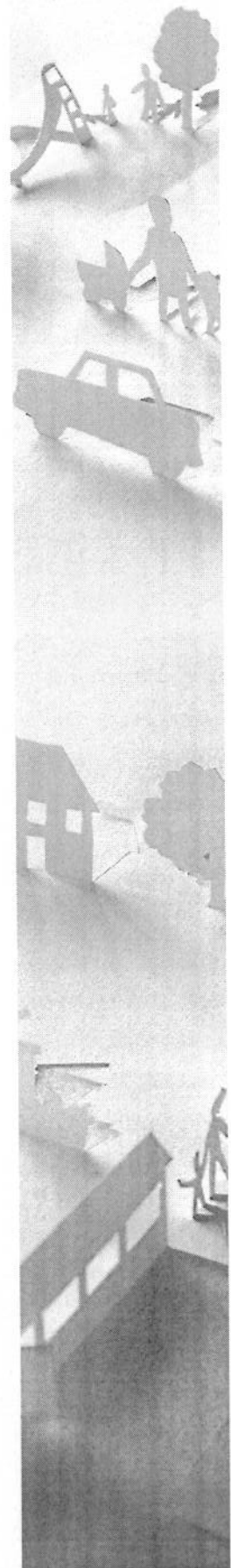
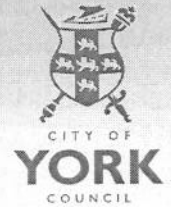
What's a Ward Team?

Ward Teams are led by ward members and bring together council officers, other partners, groups and residents that work within wards to help shape Ward Priorities and work in partnership to address them.

If you have been invited to attend a Ward Team meeting then it is likely that you can contribute to, and benefit from, the partnership work taking place by the team.

Each year members set Ward Priorities for the Ward Team to focus on. Members use the results of a resident survey, ward statistics and local intelligence from officers and partners that work locally to set the priorities. They are published in a Community Contract for that ward and are launched at the annual Ward Meeting (formerly Ward Committee meeting). An Action Plan is developed by the Ward Team that details the projects and initiatives that have been agreed by the team to address the priorities. Feedback to residents is done through the publication of case studies on an ongoing basis through Your Ward Online, Facebook etc. Annual feedback also takes place at the Ward Meeting and resident association and parish council representatives on ward teams feedback to their organisations and the wider community.

The process encourages resident engagement, highlights ways that residents can influence decisions made in their neighbourhoods, empowers residents to see themselves as part of the solution to some of the issues in their neighbourhoods and increase volunteering as a result. The Community Contracts offer the framework to outline what is happening in the ward and how residents can get involved.



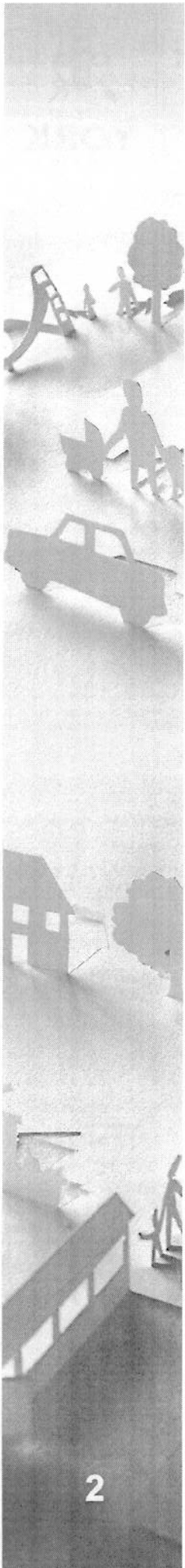
?????? Ward Team Details

Ward Members:

Ward Team Partners:

Ward Priorities:

???? Ward Team meetings every ??? weeks at
????????????????????????????

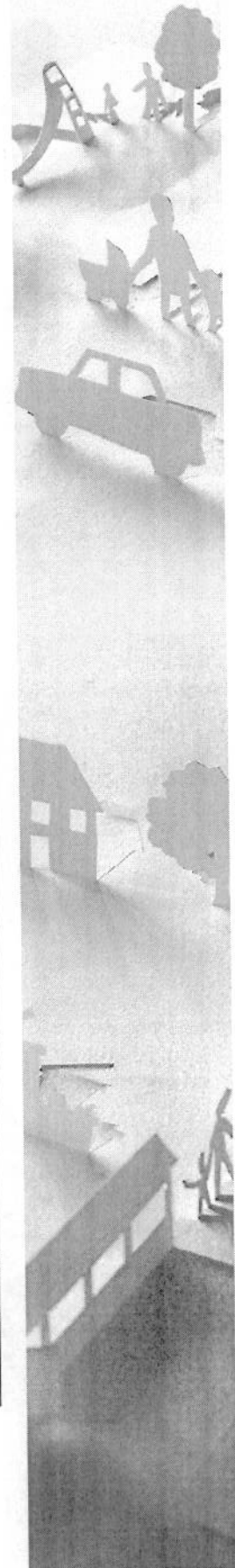


Who do you need at a Ward Team?

Ward Teams are led by ward members and bring together council officers, other partners, groups and residents that work within wards to help shape Ward Priorities and work in partnership to address them.

So, when planning your Ward Team meetings who do you think you need at the meeting that will help to address your Ward Priorities in the most effective way? The following list may help you to invite the best people to help you develop your Action Plan and achieve the best outcomes when addressing your Ward Priorities. In some cases, it may be more appropriate for attendees to attend some, but not all, meetings to contribute on specific issues when appropriate.

Who	How can they help?
Parish Councils	Aware of local issues and able to work in partnership. Have the ability to raise precept for projects that affect their area if they fall within the PC's priorities.
Community Centre Management Committee members	Local representatives that are aware of the local issues and how communities feel. Can also channel activity at the community centre to help address a local priority.
Resident Associations (including RAs in CYC social housing, Tenant groups from Housing Associations and private RAs)	RA members can represent their communities very well. They are aware of the issues that affect communities, they are organised groups that can act as key partners that can help to address priorities with practical solutions.
Estate Manager	Aware of estate issues and are used to working in partnership with others to address these.



Safer Neighbourhoods Policing Team (include Inspector, Sergeant, PCs and PCSOs)	Work on an area basis and have valuable local knowledge about crime and community safety issues and beyond.
Safer York Partnership – North Yorkshire Mediation Service	Mediation works to by using impartial helpers to build communication and understanding where relationships have broken down between parties in conflict.
Safer York Partnership – Prevent & Hate Crime	Works to encourage awareness about domestic extremism and community tensions. Acts as a contact for hate crime incidents, working together with voluntary and statutory partners. Invite to ward team where any of these are issues that the ward team wishes to address.
Street Environment Officer	Works in a locality so aware of environmental issues locally. Can work directly with schools, community groups, other organisations to educate about environmental issues, work with communities to empower local people to help keep their areas looking good and act as enforcer of environmental laws.
Youth Worker	Works with young people in the ward either at youth clubs, outreach work or other projects.

Head Teacher / School Governor	Schools are key partners within communities, have finger on the pulse of what's happening with children and families. Able to communicate directly to children or parents through letters home, assemblies etc. and could provide facilities to help address ward priorities.
Family / Children's Centre Workers	Work closely with schools and childcare providers in a local area. Could be a key partner if your ward priorities include tackling child poverty, under achievement, lack of facilities, health issues etc.
Family Intervention Service	Work closely with vulnerable families in the community.
Library Services	Particularly at Explore type libraries, the venues can act as a community hub that can be used to help deliver aspects of addressing ward priorities.
Local community groups	Any group that provides a service in your ward could contribute to a priority if it is related and may be able to adjust services to target specific issues in the ward. Members could also commission local groups (including resident associations) to carry out specific work that contributes to addressing a priority.



Health	<p>Reduction of teenage pregnancy, risky behaviour and substance misuse.</p> <p>Other representatives for health will become clear once the Health & Wellbeing Board arrangements have been clarified.</p>
Sustainability	<p>A range of officers across the council work to reduce CO2 emissions through making home improvements to make homes more fuel efficient, improving recycling rates and influencing how York's residents and business community travel around the city.</p>
Community Facilitators	<p>Work for Adult Social Services. Facilitate improvements for client groups, eg. helps to improve the promotion of local services for older people.</p>
York Racial Equality Network	<p>Could become a ward team partner if there is a ward priority focussing on issues of community cohesion.</p>
Citizens' Advice Bureau	<p>The CAB are operating outreach services in a variety of locations in the city and can provide local information on the issues facing local residents.</p>
Future Prospects	<p>Offer support and training to residents to help them enter training, employment or volunteering. They run specific outreach projects in some areas of the city and can provide local information on the issues facing local residents.</p>

Advertising your ward meetings check list

How to get the message out there	Who	Check
Blog	Members	
Members Surgeries	Members	
Day to day communication with residents and community groups	Members and C&E Team	
Distribute flyers and posters in the community where ad-hoc opportunities arise to promote your meeting (supplied by C&E Team)	Members	
Encourage partners to spread the word as well, e.g. at parish council meetings, parish council newsletters, school newsletters, flyers home in school bags, the Fed, resident associations, other community group meetings, posters, newsletters, websites etc.	Members and C&E Team	
Extra large poster at the venue where the meeting will take place	C&E Team	
Community notice board posters (C&E Team have a distribution list)	C&E Team	
Posters in local community venues, e.g. libraries, community centres, school notice boards, GP / Dental / Vet surgeries, playgroups, nurseries etc. (C&E Team have a distribution list, members / partners suggestions can be added to the list)	C&E Team Members / partners	
Communities and Equalities Team website	C&E Team	
Ward Facebook pages	C&E Team	
Your Ward	C&E Team	

Your Ward Online		
Email all residents on the Communities & Equalities Team spreadsheet (this has proved to be an effective way of informing residents so encourage more and more residents to sign up to being on the spreadsheet wherever you can)	C&E Team Members / partners	
Press release	C&E Team	
Team shout on COLIN	C&E Team	
Article in Buzz	C&E Team	
Make use of social networks, there are a number of York based websites where you can advertise events, meetings etc as well as national websites that list events locally:	C&E Team	
<ul style="list-style-type: none"> • York Mix - http://www.yorkmix.com/ Email Chris Titley on chris@yorkmix.com with the details this can include photos / simple artwork if preferable • Talk York - http://talkyork.com/ click on Post Event and fill out the online form • Eventbrite http://www.eventbrite.com/ free events can be posted for free. Click on Create an Event. 		
Continue to make links with as many partners as possible in communities to increase the opportunities to get the message out there.	All	

Ward Engagement – a menu of ideas

Ward Committee meetings have traditionally been held in a fairly formal style with rows of residents facing a 'top table' of ward members and speakers. Whilst this format can still be used for the annual ward meetings that will take place, a restructure of services provides the opportunity for members to engage with their residents in different ways when hosting other ward meetings. The following examples of alternative styles of engagement provide members with some ideas of how they can target the groups of residents they need to speak with more effectively in order to champion the issues that residents feel are important in their wards. Other methods of engagement can be used and will be added to this menu.

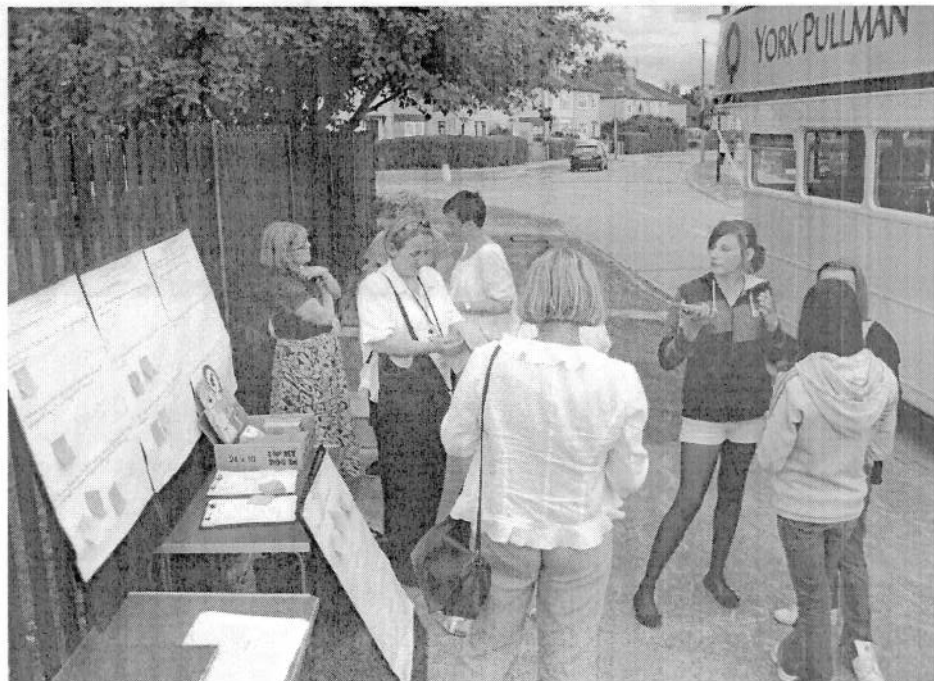


Mobile meetings

These are meetings where several stop off points around the ward have been pre-arranged and advertised. This means that topical issues can be discussed in situ and are more likely to attract those residents directly affected. Residents can choose which bits they wish to attend, either dropping by for a particular issue, or joining the meeting and continuing with it from stop to stop.

These meetings have been held successfully using a variety of methods such as: walking from stop to stop (this enables residents with mobility to walk with the meeting and discuss issues directly affecting the locations as they are walked through); cycling from stop to stop (this enables a quicker way of getting from stop to stop which could enable more stops being made); using a vehicle to transport a gazebo, table, signage etc. (the disadvantage of this style is travelling by car on potentially busy roads, finding a suitable place to park and longer more complex setting up and removal, the advantage is that the meeting is more visible and could therefore attract more residents, there is shelter if the weather is inclement and more resources could be used to capture information or channel the topics of discussion).

Tried and tested in: Acomb / Micklegate / Westfield / Heworth / Clifton



Drop in surgeries

Used as a meeting format that allows groups, organisations and council services to provide information to residents on the services they provide, how groups may have spent ward funding, allow these groups to consult residents on specific issues, allow members to gain insight into particular questions they may wish to find out from residents. This format also allows members to focus on a particular theme (themes tried have included promoting services for older people, services for younger people, sustainability issues, environmental issues). This is particularly useful for members to focus on their ward priority areas and offers the opportunity to encourage more volunteering in wards. Refreshments can be served at these events which provides further opportunities for residents to sit down at a table for a drink so that members and others attending can talk in an informal manner with residents. Themed surgeries work best in venues where the target group are likely to be, eg. services for older people theme could work well in a sheltered housing venue, services for children and young people could work well in schools or youth clubs, after school clubs etc.

Tried and tested in: Heworth, Micklegate, Guildhall and many others.



Planning for Real

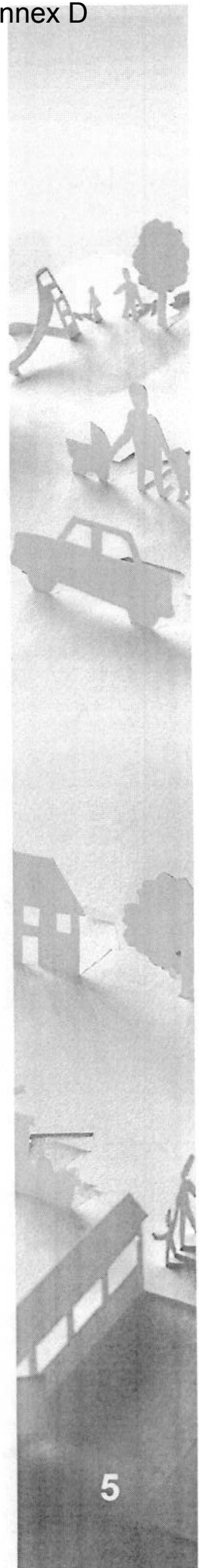
Planning for Real uses simple plans or 3-D models of sites, buildings or neighbourhoods as a focus for people to put forward suggestions for positive change, or to comment on other people's proposals.

Tried and tested in most wards across the city.



Targeting specific groups of residents

An example of this is wanting to gather the views of parents when developing the Childrens & Young People's Plan. Consultation took place in the playground of a local primary school. A barbeque was put on so that the parents and children could eat. Simple but enjoyable play activities were put on for the children so that members and officers could speak directly to parents to ascertain their views. This enabled members and officers to speak to a large volume of residents in one hour.



Involvement of Young People

There are many examples of work having taken place in schools in order to find out what children and young people feel are the key issues in their neighbourhoods or schools. Recently, young people have been trained up as Change Champion facilitators in schools so that they could facilitate discussion with council officers, and ward councillors around pre-agreed topics which their peers had raised as issues in the local area. This was followed by small issue based discussions in smaller groups and the ideas from these were brought back to the large group where an action plan was created. There is a link to some case studies on the YOR-ok website which details what issues were identified and what action was taken to address them.

<http://www.yorok.org.uk/Workforce/Involving%20and%20engaging%20children%20and%20young%20people/yorcommunity-case-studies.htm>

Tried and tested in: Acomb / Holgate / Clifton / Westfield / Micklegate / Rural West



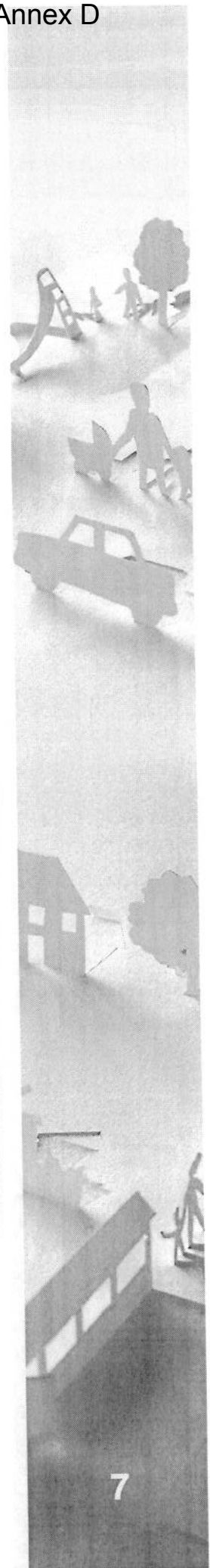
Local quiz

Some wards have organised a local quiz designed to encourage thinking about the ward's key features, facilities and characteristics. The quiz can serve as a prelude to a discussion about how the ward could be improved and developed. Feedback has shown that residents liked the opportunity to talk about local issues with other residents in an informal and relaxed way. A quiz can play an important role in breaking down barriers and can serve to encourage an atmosphere of good will and co-operation. Questions can be about local landmarks, local history and community contracts. Some wards have used photo quizzes called 'What's behind me' where photos have been taken with key landmarks behind the photo taker. This has proved to be a popular way of having a quiz.

Tried and tested in: Micklegate / Clifton / Guildhall / Rural West

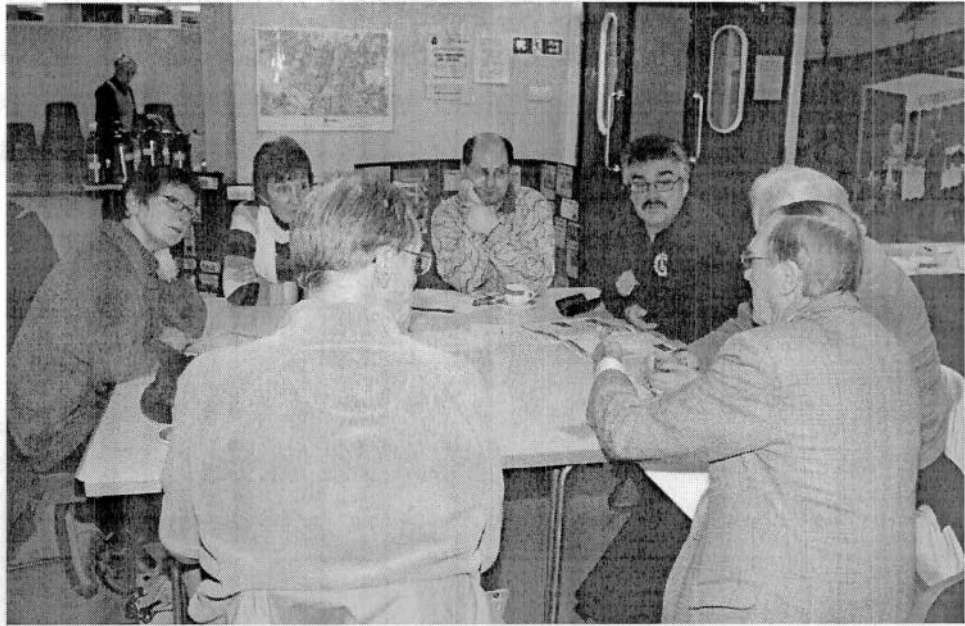


What's behind me?



Single issue workshops

Single issue workshops are facilitated meetings that involve the attendees participating in interactive sessions that draws out what residents think and enables in-depth discussion and information exchange on a particular issue. This is an opportunity to bring together all interested parties and allows everyone to participate fully.



Specific consultation in situ

These can be used to ascertain residents' views about a specific issue that affects a particular geographical area, eg. a park or open space, or local project that is taking place in the community.

