



Factsheet 2 - Ward Teams

Ward Teams are led by ward councillors and bring together council officers, other partners, community groups and residents that operate within wards. Collectively, they set ward priorities and work in partnership to address them.

Ward councillors may choose to work alongside neighbouring ward teams to work on common issues or priorities that are relevant to that locality.

The purpose of a ward team

- Set and address local ward priorities through collaborative project working.
- Develop projects and initiatives to address the ward priorities
- Make recommendations on how to allocate: a ward budget to encourage, or commission, community groups or specialist organisations to deliver projects that address ward priorities, and; a devolved environmental budget to allow residents to improve and maintain their neighbourhoods.
- Organise the selection of Planning Panels
- Plan ward committee meetings and other engagement events.

To do this the ward team will be supported with training information and guidance but it must decide for itself how it chooses to carry out these actions.

Involving residents

It is expected that residents are given the opportunity to be involved and influence the work of the ward teams and ward councillors will set out how they will involve residents in their ward.

Recording of recommendations

Any decision made about an allocation of ward or devolved budgets must be recorded and made available to the public. e.g. at a ward committee, via a ward web page or newsletter.

Membership

- Ward councillors
- Representatives from other organisations eg. North Yorkshire Police
- Stakeholders based in the ward (this may include voluntary and statutory sector, police, businesses, residents' group representatives).



Factsheet 2 - Ward Teams

People are invited on to the group due to their local knowledge, connection to a local community asset or activity and/or expertise in a particular field.

Roles within the Ward Team

- i) **Ward councillors** will lead and chair the team. This is the main mechanism for elected members to engage with stakeholders, partners and service providers at a ward level. It enables them to recommend the allocation of funding in their ward and engage with partners. It allows them to set priorities and work with their ward team to develop projects and initiative.
- ii) **Partners and stakeholders'** is to bring expertise, capacity and local knowledge to problem solve, build relationships and contribute towards progressing actions that address local priorities.
- iii) **Ward Coordinator** - a council officer that supports the ward councillors to coordinate and facilitate their ward teams. Communities and Equalities officers will cover this role, or, in some instances, will support officers from others teams to do this where there is a priority area that would benefit from their expertise in that ward.

The support and help that the ward coordinator provides will be to:

- prepare and circulate the agenda in advance of meetings;
- identify realistic priorities for the team and help to set timescales for achievements;
- ensure the right partners are at the ward team;
- capture and progress on projects and initiatives that address ward priorities;
- update the ward webpage, ward twitter/facebook following the ward team.

Format

Recurring items on an agenda would include ward budget allocation, planning ward committees and other engagement events and progressing projects and initiatives that address ward priorities.

At times there could be issues of confidentiality so subgroups may need to be set up to develop a project and report back the headlines to the main meeting.



Factsheet 2 - Ward Teams

Accessibility

Under the Equality Duty a ward team meeting must be held in an accessible venue and ward team members supported to attend if they have any special requirements.

Location

The ward team should agree when and where to meet that is agreeable to all and at a reasonable cost. In a large ward it may be decided to rotate venues. The cost would be met by the Communities and Equalities team support budget.

EXAMPLE Terms of Reference

‘Westmanthorpe’ Ward Team Terms of Reference (as agreed 1 April 2015)

Our Purpose:

- We will:
 - Set ward priorities to address the key issues in XXXXX Ward
 - work to address local issues as identified through ward priorities
 - disseminate locally devolved budgets according to the criteria
 - plan up to four public meetings or events per annum

Our ward team is made up of:

Cllr XXXX

Cllr XXXX

Member 1 Residents Association

Member 2 Parish council

Member 3 Headteacher

Member 4 Police

Member 5 Estate Manager

Member 6 Faith leader

(This list is not exhaustive and people will be invited to attend as and when appropriate)



Factsheet 2 - Ward Teams

Our responsibilities:

The ward team is responsible for setting local priorities and identifying projects to address local issues through partnership working.

The ward team will allocate ward budgets and funding decisions will be made public.

How we will work:

We will meet every XXX weeks [in a community venue in the ward OR XXX]. The meetings will be chaired by the ward councillors on a rotational basis. The meeting will be supported by a council officer.

Agenda

The agenda will be generated by the ward team members and coordinated by the ward coordinator. It will be circulated to the ward team in good time. We will use the ward priorities as a framework for discussion and the ward coordinator will record actions and update the ward webpage following each meeting. Smaller subgroups may be set up when and where appropriate.

Sharing Information

We will keep residents informed in a variety of ways through public meetings / events, the ward website, posters, Our City newsletter and social media.

Review:

We will regularly review the team to ensure we have the right people attending.