

Phase One

Current action undertaken by officers from the NMU in order to ensure compliance with the element of the Council Motion which requires officers to:

“...encourage parish councils, ward committees and other community organisations in York to hold meetings within the next seven months at which ‘citizen panels’ can put forward appropriate proposals, as envisaged under the Act.”

<u>Date</u>	<u>Event</u>	<u>Actions</u>	<u>Lead</u>	<u>Status</u>
18 th February –to first week in April	Ward Team meetings	To encourage members to include the Sustainable Community Act (SCA) on their ward committee agenda. To plan the agenda, format and Your Ward newsletter content. To support members through the April Ward Committee Meetings and collate responses relating to the SCA.	NMU officers	Partially complete ongoing rolling programme.
2 nd March	E – briefing for ward members	Issue email including copy of the Council Motion, briefing note on the provisions of the Act, and outline of proposed approach.	NMU officers	Completed
5th March	Meeting of the three members who sponsored the Council Motion and the Executive members of Neighbourhoods	To explain actions for Phase One and proposed actions Phase Two	Andy Hudson / Zoë Burns	Completed
5th March	York Residents Federation organising group	Introduce SCA and secure an agenda item for the Federation meeting on the 19th March	Moira Scaife	Completed
11 th March	CMT	Briefing Paper to seek approval for phase one, and to agree actions for Phase two	Andy Hudson / Zoë Burns	Completed
11 th March	York Local Councils	Agenda Item to include SCA	Moira Scaife	Completed

Annex Two

<u>Date</u>	<u>Event</u>	<u>Actions</u>	<u>Lead</u>	<u>Status</u>
	Association Liaison Group			
14 th March	Support for ward committees	E-mail to all members to offer Senior Officer Support to the Ward Committee and surgery process	Zoe Burns	Completed
19 th March	York Residents Federation	Agenda item on the SCA.	Mora Scaife (NMU)	Completed
Rolling programme	Invitation letters to ward committee meetings	Write to community Organisations and Parish Councils to make them aware of the items on individual ward committee agendas to encourage their participation in the meetings. This will be a rolling programme to ensure that the invitations are timely to the dates of the ward committee meetings.	NMU	Currently being produced
1 st April	Web site Page	Produce information for the web site on the SCA and have a method available for responses to come from the public, individuals and groups via this route.	Web Team Sarah Fitsel with information supplied by NMU.	To be launched on 1 st April 09
31 st March	Press release on SCA	Press release to draw attention to the ward committees and the web based suggestion method.	Zoe Burns	Completed 31 st March
9th April - 7th May 09	Ward Committee Meetings	Meetings to include a pre – meeting display on SCA. Agenda to include an item on the SCA (subject to members agreement). Ward Meetings to be supported at the meetings by members of the project group.	NMU officers with support from Adam Wilkinson, Andy Hudson, Zoe Burns and	Rolling programme

Annex Two

<u>Date</u>	<u>Event</u>	<u>Actions</u>	<u>Lead</u>	<u>Status</u>
			Mora Scaife who will lead discussions with the public.	
21 st April	Press release	Follow up press release to remind the public about the ward committee meetings and web based suggestion method.	ZB	