

Summary and Explanation

Ward Committees

7.1 There are 22 Wards in the City of York which in some cases are merged to create 18 Ward Committees. These Ward Committees provide local citizens an opportunity to influence local service delivery and to have a say more widely in Council affairs. They are responsible for considering local matters and have a devolved budget to spend on supporting local community groups and initiatives. The Ward Committees are comprised of Councillors for each Ward(s) who must exercise their delegated authority in consultation with local residents at annual meetings that are held in public.

In addition to the annual meeting there are up to two themed ward committee meetings each year that provide an opportunity for residents to be involved in exploring specific issues and identifying solutions.

Every household is notified of details of the Ward Committee meetings and all local residents are encouraged to attend and have their say.

Responsibility for Functions

9.1 The function of a Ward Committee is to:

(a) Consider the needs of local communities and, taking account of the views of local residents, prepare a Community Contract for each Ward that is consistent with the Council Plan policies and priorities in so far as they relate to the Ward.

(b) Formulate, develop and approve an Action Plan for the Ward based on the priorities in the Community Contract and scrutinise the delivery of local services based on the Plan.

(c) Continuously monitor services and facilities within the ward to identify specific improvements which the Council or partners could introduce within available resources and make recommendations.

(d) Provide wide-ranging opportunities for residents to monitor service delivery, inform service redesign and for communities to deliver services where practicable and appropriate.

(e) Bring to the attention of the Council the views of local people on any matter of local concern and identify practical arrangements which might improve communications between the Council and the people it serves.

(f) Consider and provide advice to the appropriate Cabinet Member or Director on the provision of services within the ward by the Council and other bodies including any set up by the community.

(g) Promote the principles and standards of the Council's Open Government policy.

(h) Decide on the allocation of resources contained within the Ward Committee budget in accordance with the Council's Procedure Rules as set out in Part 4 in this Constitution except:

- i) Resources will only be used to award grants to community groups in the ward to support their contribution to the priorities set out in the Community Contract;
- ii) Services that require an "authorised officer" of the Council to exercise statutory functions.

(i) Comment on proposals of the Cabinet, Committees and Sub – Committees of Council which have an impact on their Ward.

PART 4C - ADDITIONAL STANDING ORDERS RELATING TO ANNUAL WARD COMMITTEES

1 Meetings of the Annual Ward Committee

1.1 The Annual Ward Committee meeting will be called by the Chair and meet once per year.

1.2 Any member of the Committee may place an item of business on the agenda.

2 Minutes

2.1 Copies of the draft minutes of the previous meeting will be circulated to Members on the day the agenda is circulated, no less than 10 clear days before the meeting is to be held.

2.2 The minutes will be agreed at the next meeting of the Ward Committee and signed by the Chair.

2.3 The minutes of the Ward Committee will be entered in a Minute Book and be available for public inspection no more than five working days after they have been approved.

3 Voting

3.1 Voting at a meeting will be by a show of hands. Any Member may require their vote to be recorded in the minutes.

3.2 In the event of any vote being equally divided the Chair will have a second or casting vote.

3.3 Where only two Members are present any delegated powers can only be exercised if both Members are in agreement.

4 Access

4.1 Ward Committees will be subject to current access to information provisions. In addition the following will apply:-

- (a) The Chair of the Ward Committee will introduce all agenda items then allow public debate.
- (b) The Chair of the Ward Committee will sum up at the end of the debate and together with other Members take a decision.
- (c) Meetings of the Ward Committee will be open to all residents of the ward to attend.
- (d) The agenda will be publicised no less than five clear working days before a meeting is held.
- (e) Agenda will include a residents' question time (Have Your Say).
- (f) A public notice board will be established for the ward on which all public information will be displayed. (The Press and social media will be recognised as a public notice board.)
- (g) Council officers will be able to attend and speak at meetings where the subject area is relevant to the ward or where a citywide issue might impact on residents in a ward.
- (h) Members may invite representatives of other agencies to attend and advise at meetings where relevant items are to be discussed.
- (i) The Council will communicate the findings on any issue raised with them by a resident to that person within ten clear days - unless the inquiry raises issues of law or practice, requiring a provisional response to be sent or where an issue requires further action and /or investigation the Council will communicate that this is the case providing a deadline for completion.