

Neighbourhood Working Model

Ward priorities

Annex B



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



Jack the Council officer

Responsibility:

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



Adam the Politician

Responsibility:

- **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



Jack the Council officer

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

Responsibility:

- **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

Annex B

(optional)



Jack the Council officer

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

Responsibility:

- **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



Jack the Council officer

Responsibility:

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



Adam the Politician

Responsibility:

- **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



Jack the Council officer

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

Responsibility:

- **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**