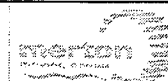


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## **MEMBERS OF THE PANEL**

**Councillor Vivien Guy**                      **Chair**  
**Councillor Allan Jones**                    **Vice Chair**  
**Councillor Michael Brunt**  
**Councillor Paul Harper**  
**Councillor Richard Harwood**  
**Councillors Russell Makin/Ian Munn**  
**Councillor Bridget Smith**

## **OFFICER SUPPORT**

**Keith Davis**                                      **Assistant Chief Executive**  
**Diane Bailey**                                   **Head of Scrutiny and Policy**  
**Rosemary Doyle**                              **Scrutiny Manager**  
**David Dunford**                                **Scrutiny Officer**

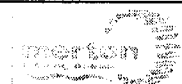
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**This is the first policy review scrutiny report of the year between May 2001 and April 2002. The report was presented to the Scrutiny Commission on 30 January 2001 and the recommendations agreed by the Executive Committee on 4 July 2001.**

**IF YOU REQUIRE ANY FURTHER INFORMATION ABOUT THE SCRUTINY PROCESS OR WISH TO DISCUSS ANY ASPECT OF THIS REPORT, PLEASE CONTACT:**

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## EXECUTIVE SUMMARY

The Local Government Act 2000 recommends that local authorities set up area committees (with decision-making powers) or area forums (consultative bodies only). This Policy Review Scrutiny Panel was set up to look at the Council's proposal in May 2000 to introduce area forums.

The panel heard from officers, Members, community representatives and other local authorities operating area forums. Panel members also visited area forum meetings in other boroughs. These activities highlighted issues such as the importance of a non-political environment; opportunities for the public to speak to officers and councillors; choice of venue and ensuring that systems are in place for administering, Chairing and managing the process.

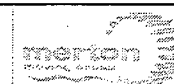
Limited feedback was received from community groups and consultative bodies in Merton. The main points raised by these groups were the difficulty in attracting people to attend and the importance of defining purposes and valuing input.

A number of conclusions were reached as a result of research undertaken and information received. Possible performance indicators to measure the success of this initiative were also discussed.

The introduction of area forums could provide a useful channel for community consultation, complementing existing mechanisms and encouraging public participation in the democratic process. 17 recommendations were made for the introduction of area forums, as follows.

- 4 area forums with defined catchment areas
- advisory, consultative bodies only
- meetings to be quarterly
- rotation of venues in each area, each for up to 100 people with suitable access and transport facilities
- open meetings
- public to have opportunity to propose agenda items
- chairs to be local ward councillors who are not Cabinet members
- chairs to share good practice and ensure co-ordination
- members and officers to ensure a two-way communication process
- public participation to be encouraged
- refreshment breaks
- system for reporting back to appropriate bodies and attendees
- annual evaluation of the impact of area forums
- consultation on proposed model linked to residents panel
- pilot year of operation
- terms of reference and protocols to be developed
- resource implications to be identified

The work of the panel continued after the submission of this report, looking at the position of consultative bodies in Merton and the relationship with area forums.



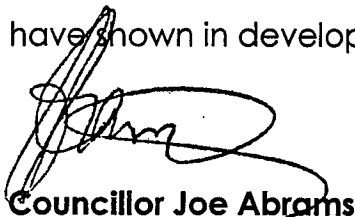
## **CHAIR'S FORWARD**

Scrutiny was introduced in Merton in June 2000, as part of the Government's modernising local government agenda. Part of the role of scrutiny is to undertake reviews of particular areas of the Council's work. This is done through a number of ad-hoc and standing scrutiny panels. More information on the scrutiny process is available from the Scrutiny Team, contact details on page 2.

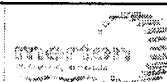
An ad-hoc Policy Review Scrutiny Panel was established in June 2000 to look at the implementation of area forums and the implications for other consultative bodies. It started its work in August 2000, and produced this interim report on area forums in January 2001. (The Panel continued meeting to consider consultative forums, to be reported on separately.) The recommendations of this report were accepted by the Executive Committee on 4 July 2001.

The importance of communicating and consulting with the community cannot be understated, particularly as we change the democratic structures of our Council. The Panel's work will have a significant impact on the development of area forums in Merton.

The Panel was supported by officers and others from organisations external to the Council, in attending meetings to answer questions, providing evidence and sharing experiences with us. I would like to offer my thanks to these individuals and Panel members for the hard work and commitment they have shown in developing this area of work.



**Councillor Joe Abrams**  
**Chair, Scrutiny Commission**



## 1. INTRODUCTION

At its meeting on 10 May 2000 Council proposed the introduction of Area Forums as a focus for community consultation and on 20 June 2000 the Scrutiny Commission agreed to set up a Policy Review Scrutiny Panel to consider the implementation of Area Forums and the implications for the Council's existing consultative bodies.

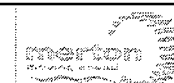
A recommendation that local authorities set up Area Committees or Area Forums is contained within the Local Government Act 2000. The guidance states that local authorities consider what is appropriate for their circumstances and that Area Committees or Forums could have the following functions:

- advise the executive or overview and scrutiny committees on matters of interest in their area;
- be a key part of a local authority's consultation process on proposed service changes, quality standards, new facilities and best value reviews;
- assist all Councillors in listening to and representing their community;
- help build partnerships between the local authority, other local public, private and voluntary sector organisations and the public; and
- help develop area community strategies as part of the wider community planning process.

Area Committees would have decision making powers whereas Area Forums are defined as (non-statutory) advisory and consultative bodies. Area Forums would allow wider, more flexible, public participation and consultation. The main aims of the Panel were to make recommendations about the number, geographical boundaries and implementation of Area Forums and to review the impact/benefit of each existing consultative forum and how it might fit into the proposed new Area Forum structure. The Terms of Reference for the Policy Review Scrutiny Panel are shown at Appendix 1.

The Panel met nine times between August 2000 and January 2001. Officers from the Chief Executive's and Environmental Services Departments attended meetings to advise the Panel. The Panel's work programme included discussion with Members, senior officers and community representatives from Merton and other authorities who were invited to give evidence on setting up Area Forums and the operation of existing consultative forums. The Panel also requested further written information from a number of local authorities across the country and community groups within Merton. In addition a self-assessment questionnaire was sent to the Chairs of all of Merton's existing Consultative Forums.

There has been a considerable amount of evidence for the Panel to assess and, in the time available, the Panel has concentrated on formulating a recommended model for Area Forums in Merton. The purpose of this report is to provide an Interim Report to the Scrutiny Commission on these recommendations and to propose that the Panel continues to meet to finalise its proposals for consultative bodies.



## 2. OPTIONS FOR AREA FORUMS

In order to inform their deliberations, the Panel identified key areas for consideration and contacted 14 authorities across the country (including 7 London boroughs) for details of their Area Forums or Committees. These authorities were selected because they had been highlighted as demonstrating good practice or because they were similar authorities to Merton. The responses to the survey from twelve of these authorities and a summary analysis are shown at Appendix 2.

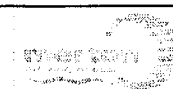
The Panel also invited representatives from three boroughs to attend a 'question-time' session. Councillors and Lead Officers from the London Boroughs of Barnet and Brent attended and contributed to a very informative session which allowed the Panel to explore a range of issues related to the administration of Area Forums and to hear first hand from the Chairs of Area Forums how they manage their meetings. The London Borough of Richmond were unable to attend this session but sent a detailed written response.

Brent and Barnet were chosen because they operate Area Forum meetings that are open to all and have no set membership, although representatives from Residents Associations and other community groups regularly attend some meetings. The main points resulting from this discussion which the Panel include in their recommendations of a model for Merton are:

- a non-political environment should be promoted
- public participation is encouraged, with input into decisions on agenda items
- Councillors are encouraged to attend Forum meetings and also visit the local community to encourage attendance at meetings and assistance with leaflet drops etc.
- outcome of Forum meetings is fed into formal scrutiny process
- police sometimes attend meetings to discuss crime issues (this also has the benefit of providing low-key security)
- meetings are conducted in a firm, but fair manner
- benefit of having good speakers to address meetings
- ensure any action agreed at Forum meetings is followed up
- location and facilities of venue is important (including access)
- an opportunity for people attending Forum meetings to talk to Councillors/Officers before meetings or during refreshment break is beneficial
- regular meetings of Chairs of all Forums can help promote a consistent approach

Visits to Area Forum meetings in Brent, Richmond and Sutton were undertaken by members of the Panel to see first-hand how meetings are managed. This was a useful experience which allowed the Panel to match the theory to the practice of operating Area Forum meetings especially in relation to layout and suitability of venues, administration and chairing of meetings and management of agendas. Reports of these meetings are shown at Appendix 3.

Councillor Andrew Judge was invited to attend a Panel meeting to discuss aspects of the introduction of Area Forums in Merton. The main points of this discussion were:



- it is important that we promote a community identity; if Area Forums are township based this may assist in promoting attendance
- it is essential that Area Forum meetings are accessible to all those wishing to attend
- Area Forums offer the opportunity to increase communication between the Council and the community and this should be fully utilised
- the need to have at least one officer assigned to each Forum in order to deal with enquiries and follow-up actions

A letter was sent to Community groups in Merton seeking their views on how they felt Area Forums could assist the Council in communicating and consulting with the Merton community. Although nearly 100 organisations were contacted only 5 responses were received. These were from: Longthornton and Tamworth Residents Association; Merton Governors Council; Wimbledon Civic Forum; Wimbledon Society and Wimbledon Union of Residents Associations. Although there was some support for the concept of Area Forums, in general these responses expressed concern that it would be difficult to attract and maintain sufficient people to attend meetings and that, if there was not enough action to follow up discussion, Area Forums would be deemed 'talking shops' with no real purpose; people need to feel that their input is valuable. The Panel recognised that these concerns need to be considered when strategies for setting up and running Area Forums are developed.

Discussion of the analysis of responses from other authorities on models of Area Forums also helped the Panel in formulating their recommendations for a Merton model:

### ***Number of Forums/Boundaries***

The number of Area Forums in other authorities consulted varied, but generally ranged from 5 to 9 and are mostly based on Ward boundaries. The Panel considered several different options for number and catchment areas of Forums in Merton. They were concerned that Forums should be based around natural communities but concluded that, acknowledging current financial constraints and resource limitations, for the first year of operation there should be four Area Forums in Merton which are centred on the significant natural communities based around town centres (see Appendix 4 for map of boundaries). This number and the catchment areas may be reviewed after a year. Although the Panel recognised that people will attend whichever Forum meeting they feel they have most affinity for, they felt that boundaries for the Forums should be delineated – these are generally based on the new ward boundaries which will come into operation in 2002, but with some minor alterations to reflect the boundaries of 'natural communities'.

### ***Executive Responsibilities***

Having considered the evidence presented to them, the Panel concluded that Area Forums in Merton should be advisory/consultative only and not be constituted as Area Committees which would have delegated powers. The aim of this is to open up attendance to the whole Merton community and encourage public participation rather

than restrict membership to a small number of representatives of organisations who may not be able to fully reflect the views of the whole community. They will not, therefore, have any direct budget to administer although there will be running costs associated with each Forum.

### ***Frequency/Location of Meetings***

In other authorities meetings of Area Forums ranged from 3 weekly (Barnsley) to twice per year (Croydon) but in general Area Forums met 4 - 6 times per year and the Panel believe that quarterly meetings would be most appropriate for Merton at present. It was also felt that venues should be rotated within each Area in order to widen participation and interest. When the model for Merton is agreed a list of suitable venues for meetings within each area will be drawn up.

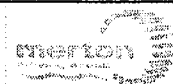
### ***Membership of the Forum***

Some authorities operate Area Forums with a set membership of ward Councillors and representatives of local voluntary and statutory organisations. However, the Panel were particularly interested in those models which operate open Area Forum meetings and can potentially include participation by the whole community. This would, of course, allow representatives from community groups to attend Area Forum meetings if they wished. The Panel felt that strategies for encouraging attendance representative of all Merton's communities and for maintaining interest and regular participation would need to be developed.

### ***Range of work/agendas***

In the majority of authorities the main business discussed is environmental, street management and community safety issues. However, the Panel also felt that there could be scope for discussing other topics such as some Education, Libraries and Social Services issues. Agendas in some authorities are agreed by a Steering group of officers, councillors and community representatives. The Panel felt that agendas should be as open as possible and that members of the public and attendees of Forum meetings should be given a chance to suggest agenda items. However, the Panel recognised that whatever system is put in place it must allow advance notice of agenda items to give officers an opportunity to prepare a full response and that the final selection of agenda items should be agreed between councillors and officers.

The Panel also felt that mechanisms should be put in place to facilitate public debate, for example through sufficient advance notice of agenda items, a 'soapbox' slot or a 20-30 minute 'question and answer' slot. Area Forums in Brent include a 'soapbox' slot on the agenda at each meeting which gives members of the public a chance to share their views and concerns on a particular topic. Up to four 3-minute slots are allocated at each meeting and people can apply for these in advance. Equal opportunities guidelines are applied to prevent any inappropriate topics or





comments. In order to manage meetings successfully there may need to be some protocols or 'ground rules' for any debates.

### ***Chair of the Forum***

In nearly all authorities, Area Forums are chaired by Ward Councillors. The Panel agreed that this would be appropriate for Merton, but felt that any Ward Councillor who chaired an Area Forum should not also be a Member of the Cabinet. As the suggested model of four Area Forums means each Forum will comprise a number of wards then chairing of meetings could be done on a rotating basis – but it is important to maintain some continuity and accountability between meetings. The Panel also felt that mechanisms to promote training, support and sharing of good practice between Chairs of Forums would enable continuity and co-ordination of issues between Forums.

### ***Reporting back***

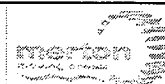
Notes of the outcomes of meetings should be reported, not only to the attendees of meetings and the wider community, but also into the decision making process. Mechanisms for this will need to be developed, but the Panel expects to see a quick report back on outcome of meetings and who is dealing with particular issues as well as regular information and updates at future meetings. The Internet, Merton Messenger and leaflets at existing Council service/information points could be used to facilitate this. The Panel suggest that notes of all Area Forum meetings are reported to Scrutiny Commission, with relevant points for action reported to Cabinet/Executive Committee as appropriate.

### ***Resource Implications and Officer Support***

The Panel were agreed that Area Forums cannot operate without sufficient officer support. Most authorities have at least one dedicated officer who spends part of their time working on Area Forum business. Support will be required for setting-up and publicising meetings, collating and issuing agendas, booking venues, arranging seating, organising refreshments, taking notes and operating PA system if necessary. Many authorities also have a lead officer (often at senior level) assigned to support the Chair and to respond to general issues at meetings.

Although the Panel do not recommend that Area Forums have budgets to administer, there will be a requirement for a budget for running costs to cover hire of venues, publicity and printing, refreshments and overtime payments to staff. Estimates of annual budgets from other authorities indicate the following:

Barnet	approx £18,000 for 6 Area Forums (30-36 meetings)
Brent	£300-400 per meeting
Croydon	approx £10,000 for 3 Area Forums (6 meetings)



### **3. ESTABLISHING AREA FORUMS**

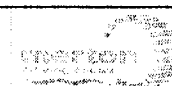
Section 2 shows how the Panel arrived at its conclusions and recommendations for a model for Area Forums in Merton with the number and catchment areas for these shown at Appendix 4. In recommending these four areas the Panel recognises that there are a number of different options but feel that this is the best model at present, also taking into account the level of resources available. It is suggested that, if this model is approved, it operates for a year and is then reviewed to see if the number/catchment areas are still appropriate.

The Panel recommends that widespread consultation on this model is undertaken in conjunction with the consultation on new democratic structures planned for early 2001/02. The Panel would wish to consult on the proposed catchment areas to see if these fit with community perceptions of the 'natural communities' and the nature of the meetings.

Once consultation has taken place and an agreed model is selected, there will be a lead-in time for setting up the Area Forum structure, briefing officers and Members etc. There should be a publicity campaign to inform the community and a launch scheduled for the first round of meetings.

It will also be necessary to agree how officer support can best be achieved; strategies for maintaining ongoing interest in attending Forum meetings and also developing mechanisms for evaluating the effectiveness of Area Forums. Some performance indicators discussed by the Panel are:

- Increase in compliments/decrease in complaints to Council
- Targets for attendance at Forum meetings
- Limits to recurring items/themes on agendas
- Number of agenda items suggested by community
- Production of notes/minutes within specified time
- Time limits for reporting back actions/outcomes
- Appropriate questions in annual Residents' Survey



#### 4. CONSULTATIVE FORA

Although the Panel has spent much of its time considering the development of Area Forums, it has also begun to examine the position regarding Consultative bodies. A list of existing bodies and related information is attached at Appendix 5.

All Members were invited to address the Panel, if they so wished, on the effectiveness or the existing consultative machinery and how it could fit into revised arrangements following the introduction of Area Forums. Councillors Dese Child, Philip Jones, Linda Kirby and Barbara Bampton took this opportunity to speak about the Forums they are most closely associated with:

Councillor Linda Kirby	Merton Environment and Safety Forum
Councillor Dese Child	Merton Park Residents' Association
	Merton Environment and Safety Forum
	Conservation Areas Advisory Committee
Councillor Barbara Bampton	Merton Library Service and the desirability of setting up a borough wide Library Forum or Cultural Forum
Councillor Philip Jones	discussed a range of general issues relating to proposals for new arrangements

The Panel also sent a 'Self-Assessment' questionnaire to the Chair of each existing Forum as a means of collecting a range of information in a consistent format (see Appendix 6). There was a very good response to this exercise with 24 (out of 28) Forums returning questionnaires.

It is proposed that the Panel continues to meet in the early part of 2001 to finalise its recommendations on consultative forums and present a further report to the Scrutiny Commission at its meeting on 27 March 2001.

## 5. CONCLUSIONS AND RECOMMENDATIONS

Having considered all the evidence presented at Panel meetings, responses from community groups and information supplied by other authorities, the Panel has concluded that Area Forum meetings could provide a useful channel of community consultation to complement existing mechanisms and to encourage public participation in the democratic process.

**The Panel recommends** the following model for Area Forums in Merton for wider consultation:

- 4 Areas based on catchment areas shown at Appendix 4
- Area Forums meetings to be advisory, consultative only. Forums will, therefore, not have any delegated powers or budget.
- Meetings to be scheduled on a quarterly basis
- Suitable venues to be identified in each area which will allow for rotation of venues within each area. Each venue must be sufficient for up to 100 people to attend, have good access for people with disabilities and good transport links
- Attendance at Forum meetings to be open to all people living, working or studying in the area or having an interest in the topic being discussed.
- Agenda to be agreed by councillors and officers, but ensuring that members of the public have an opportunity to suggest items for discussion
- Forum meetings to be chaired by ward Councillors (who are not a Cabinet member)
- Chairs of Area Forums to share good practice and ensure co-ordination of issues and procedures
- Members and officers should ensure that Area Forums are a two-way process for consultation/communication
- Public participation must be facilitated and encouraged; this could include soapbox slots and/or question and answer sessions
- Refreshment break to be built into the agenda to allow time for informal discussion
- Systems to be developed for reporting back to Scrutiny Commission and, as appropriate, to Executive/Council and for providing information and updates for community and Forum attendees
- Annual evaluation of the impact of Area Forums should be undertaken to ensure they are effectively maintaining participation and interest and contributing to community consultation
- Consultation on this proposed model could be linked to consultation on democratic structures and should involve the Residents Panel
- The model agreed after this consultation to be implemented for one year to allow for review and further development as required
- Terms of Reference and protocols for management and operation of Area Forum meetings should be developed.
- Resource implications for running costs and officer support must be identified and budgeted for

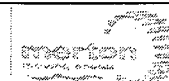


The Panel suggest that Scrutiny Commission forward these recommendations to the Executive Committee with a request that, if agreed, the proposals for Area Forums in Merton are developed and a consultation document prepared to provide information to Merton residents, businesses and Community groups and seeking their views on the suggested model.

**The Panel intend to finalise their recommendations regarding consultative forums by June 2001 and request that Scrutiny Commission agree to amend the Panel's terms of reference to reflect that an Interim report was presented in January 2001 and a final report will be presented in June 2001<sup>1</sup>.**

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<sup>1</sup> The Executive Committee considered this interim Report on 4 July 2001. The Panel's further work on consultative forums is due to be considered in October 2001.



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## **APPENDIX 1 - TERMS OF REFERENCE**

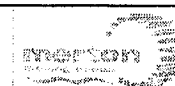
### **POLICY REVIEW SCRUTINY PANEL ON CONSULTATIVE FORA**

Review the value of and future need for each of the existing consultative fora bearing in mind the Council's plans for Area Forums and the Council's intent to modernise decision-making structures :-

1. To assess the impact/benefit of each current consultative forum in improving service delivery; and the continuing need for each.
2. Where the future need is agreed for consultation either with the particular group or on the particular issue, decide, whether the specific forum needs to continue and if so where it fits in the new decision-making process, or whether the function could be taken on by the Area Forums.
3. To consider current consultative arrangements and their success in promoting public involvement in advising the Council's decision-making process.
4. Recommend how each continuing forum should be serviced either by a service department, a central department or in some other way.
5. Group the consultative fora under the Council's strategic objectives, and specifically advise which should be involved in any consultation on budget.

To make recommendations about the number, geographical location, setting up and terms of reference of new local forums (which are intended to provide a focus for community consultation) taking account of:

- a) where appropriate, other local authorities with operational experience of similarly constituted fora;
  - b) outside organisations, agencies and stakeholders with a vested interest in the Council's activities; and
  - c) individuals and organisations represented on the Council's current consultative bodies.
7. Where appropriate, to request and receive reports and submissions from members, officers, and a dedicated team of officers including their attendance at Panel meetings.
  8. To make recommendations to the Scrutiny Commission on the Panel's findings by January 2001.



## APPENDIX 2 – Survey Of Other Local Authorities and Summary Analysis

### Question 1 - how many and on what criteria were their boundaries established?

Authority	Response
Barnet	6 area based forums. They are centred on and associated with particular parts of the borough, but do not have geographical boundaries.
Barnsley	9 Area Forums based on ward groupings of 2 or 3 wards designed to strengthen Councillors representative roles.
Brent	5 Area Forums with boundaries based on wards.
Croydon	3 different models of Pilot Neighbourhood Forums to begin meeting in October in 3 areas of Borough – based on ward boundaries.
Hounslow	5 Area Committees with an attempt to have Areas that had some cohesion.
Kingston	7 Neighbourhood Committees established on the basis of identifiable localities within the Borough, e.g. Surbiton, New Malden with boundaries of existing wards.
North Wiltshire	5 – based on community planning areas.
Rotherham	One forum for each area. The boundaries will be issues that concern the local community for that area.
South Somerset	The Council has 4 generic Area Committees – North, South, East and West – supported by decentralised budgets and area staff teams in area offices. The boundaries are geographic.
Sutton	3 Neighbourhood Forums now established – based upon ward boundaries.
Tameside	8 district assemblies on township basis but due to 2 towns only being represented by 3 Members (re 1 ward) they have been linked with other neighbouring wards to ensure minimum Councillor membership of 6.

Authority	Response
York	Have 23 Ward Committees (incorporates previous neighbourhood forums) comprised of the Ward Councillors. Single member wards are paired with others. There are 29 wards in York. Began meeting in July 2000.

**Question 2 - do they have Terms of Reference, and do they have any executive responsibilities?**

Authority	Response
Barnet	No delegated powers
Barnsley	Yes. No executive powers in order to distinguish between Executive and Representative roles. .
Brent	Yes they have terms of reference but not delegated powers.
Croydon	N/A. Draft constitution & Terms of Reference being prepared. No delegated powers.
Hounslow	Yes. Delegated powers to deal with some planning, traffic and transport issues.
Kingston	Yes. Neighbourhood Committees have Executive Responsibilities.
North Wiltshire	Decision making powers in relation to limited expenditure. Delegated powers to deal with licensing and grant applications for their area.
Rotherham	N/A
South Somerset	Yes and they can take any executive decisions within their area.
Sutton	N/A



Authority	Response
Tameside	Yes. Yes, they do have executive responsibilities as well as consultation and information giving functions.
York	Terms of Reference agreed. Advisory/ consultative role, but committees have delegated authority to decide on allocation of Ward Committee budget, except for: - Statutory functions and service

### Question 3 - frequency & location of meetings

Authority	Response
Barnet	Each forum will meet about 6 times a year at different places within their particular area. Meetings begin at 6.30 pm and, generally, finish at about 9 pm/ 9.30 pm
Barnsley	Approximately once every 3 weeks in various local venues e.g. schools, public halls and community centres.
Brent	Meetings held every 2/3 months at an accessible location within the ward.
Croydon	Twice yearly at 7 p.m. (should not exceed 2 hours) in "convenient local venues".
Hounslow	8 Planning Committees and 8 Monitoring Committees per annum meeting in local venues.
Kingston	6 meetings per annum. Meetings are held within the Neighbourhood area.
North Wiltshire	Bi-monthly from September 2000 (previously monthly from April 1999 – August 2000). Venues within each area.
Rotherham	Every 4-6 weeks within the local area.
South Somerset	Once a month in the local areas – moved around the area at different locations.
Sutton	Meet up to 6 times a year in specific local venues within specific areas.

Authority	Response
Tameside	In local townships on a 7 weekly cycle with provision to hold special meetings where required.
York	At least four times per year in each Ward.

### Question 4 - composition of Forum?

Authority	Response
Barnet	<p>Councillors who represent the wards covered by the corresponding area sub-committee are permanent members of the area forums. The chair and vice-chair of each forum are appointed at the special joint meeting of committees which is held in May each year.</p> <p>There is a standing invitation to local groups, such as residents' associations, and to local people to attend.</p> <p>A number of officers will also attend each forum meeting. Each director has a personal responsibility to participate in at least one forum.</p>
Barnsley	<ul style="list-style-type: none"> <li>• Membership comprises all members of the relevant wards</li> <li>• Provision for co-optees of up to one third of the total membership drawn from local organisations etc. and these without voting rights</li> <li>• Co-optees appointed by the Area Forum from an approved list of organisations drawn up by the Authority</li> <li>• Local Members who are also members of the Cabinet will be entitled to attend in their capacity as Ward representatives. They attend strictly in this capacity unless invited by the Forum to attend as a Cabinet member at the request of the Forum.</li> </ul>
Brent	<p>No details given of forum membership, but an interim consultative steering group has also been introduced to assist with the organisation, aims and objectives of the forum, whose membership consists of local businesses, community</p>

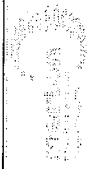
	representatives and Councillors.
Croydon	Representatives of organisations rather than individuals and ward members – including voluntary and statutory organisations: e.g. schools, residents associations, community groups, statutory agencies, local business organisations, utility providers and ward members.
Hounslow	All Ward Councillors in a particular area are members of the Area Committee. One Ward, only, is divided – 2 Councillors on one Area Committee and 1 on the other. 3 of the 5 have co-opted members (one more is in the process of appointing).
Kingston	Councillors who represent the Wards in the Neighbourhood area. (Approx 9 – 5 depending on Ward Members).
North Wiltshire	N/A
Rotherham	The Area Committee consists of elected members only, who may vote on delegated matters. The Area Assembly also includes community representatives and can vote as part of the consultation process but decisions rest with the Committee.
South Somerset	N/A
Sutton	Membership includes Councillors from the wards involved plus one Councillor from each political group on the Council not otherwise represented. Local groups represented include residents associations, business and community groups. The Councillor members and the Chair are normally appointed to an annual meeting in May. Any formally constituted community organisation that represents a significant number of local people can apply for membership. Forums try to maintain a balanced representation of community interests.
Tameside	District Assembly is an official Council Committee made up of local councillors. Some District Assemblies have 6 Councillors on them, others as many as 12. There is a local advisory group for each Assembly who attend and take part in the meetings. The group is made up of 2-3 representatives of voluntary or community groups, 2-3 from residents and tenants groups and 2-3 local businesses. The group also includes a Year 11 student (15/16 year old) from each secondary school within the District Assembly area.
York	23 Ward Committees comprised of the Ward Councillors and local residents and officers from Citizens Support Group.

**Question 5 - no. of people attending/ representative?**

<b>Authority</b>	<b>Response</b>
Barnet	N/A
Barnsley	Approximately 25 members of the public per meeting and in the main middle/older age group with an even gender split. Ethnic assessment not done (Barnsley has level of 0.4% ethnic minorities)
Brent	Numbers fluctuated at each forum from 6 to 200. Varying factors seemed to play a part in attendance such as publicity, topic and the weather. More people attended the forum meetings than the steering group meetings.
Croydon	Nominated representatives of local voluntary/ statutory organisations and Ward members. Public and Press can also attend.
Hounslow	Too varied to generalise except to say that the average age is close to 60, slightly more women than men. Not exclusively white but ethnic minorities under-represented. Best attended average 20 (more affluent areas) and lowest average 5.
Kingston	This varies between neighbourhoods (10 to 50) and depends on issues for discussion. Representatives of local residents associations often attend. (No record of gender, age and ethnicity).
North Wiltshire	Average of 10-15 people per meeting. No Analysis of age, gender, ethnicity etc.
Rotherham	No details of numbers but community groups are encouraged to become involved with particular emphasis placed on encouraging parts of the community that may not be represented.
South Somerset	About 40 per meeting mainly for the planning applications. Haven't done a profile of people who attend.
Sutton	N/A
Tameside	On average 45/50 per meeting of each district assembly. Total for recent cycle = 431 Mixed gender, some young but mainly middle aged, some disabled but only a small number of ethnic minority community.
York	25-50 per meeting. Approximately 50% are new each year. Gender split is around 50%. People over 60 are over represented, relative to their communities by approximately x 2.

**Question 6 – range of work?**

Authority	Response
Barnet	Various local issues raised by local people including: road repairs; public health issues; planning and environmental issues; petitions etc.
Barnsley	<ul style="list-style-type: none"> <li>• Contribute to the development of area community plans (leading the process)</li> <li>• Scrutinise the impact of the authorities policies and services and those of other organisations</li> <li>• Recommend amendments to the authority's policies and services</li> <li>• Request attendance by Cabinet members, officers and representatives of other organisations</li> <li>• Consider issues local concern</li> <li>• Comment on any issues referred to them by the Cabinet</li> <li>• Give views on wide range of issues e.g. highway matters</li> <li>• Have possible future role in relation to a small fund for local initiatives, or grants to community groups, linked to area community planning.</li> </ul>
Brent	Graffiti and abandoned cars have been the most popular items. Have also given presentations on controlled parking schemes and crime and community safety.
Croydon	Focus on environmental improvements, especially crime and safety issues. Any area based initiatives e.g. SRB Schemes (Not items subject to current planning or licensing applications)
Hounslow	Deal with various Planning, Traffic and Transport issues. Some of the Area Committees have Open Forums where discussion can be extremely wide even beyond 'Local Government' issues – public transport, trunk roads, health provision etc.
Kingston	Neighbourhood Committees have a range of powers, which, provided that they do not conflict with Council policy and can be contained within budgets, include specifications and monitoring of contracts, some planning applications, some housing management, minor environmental improvement schemes, litter, highways, parks and community halls.
North Wiltshire	Community Planning, litter prevention, public transport grants to voluntary bodies.
Rotherham	Environmental Hotspots



South Somerset	All Council functions considered at Area Committees.
Sutton	They consider any issue of concern in their community. Much of their work is concerned with environmental issues such as traffic, parking, planning, development control and safeguarding the environment.
Tameside	Highways maintenance, traffic management, grounds maintenance, street cleaning, grants to schools, community grants.
York	Local improvement schemes and a variety of other things.

### Question 7 - do they generate own business?

Authority	Response
Barnet	Yes – members of the public set the agenda of meetings.
Barnsley	Area Forums provide the opportunity for residents to raise questions on their own issues of local concern with each agenda having a “Public Question and Answer Session” (30 minutes duration).
Brent	The Area Consultative Steering group provides co-ordination and direction for the meetings and agendas and the public are encouraged to bring their own issues to the meeting.
Croydon	Yes. Matters for future meetings can be suggested and, if general consensus, accepted for future business.
Hounslow	Can request reports and presentations and increasingly do so.
Kingston	Yes, but issues concerning planning applications, grant applications, road/traffic management matters are officer lead.
North Wiltshire	Yes. Council does not usually refer matters to forums.
Rotherham	The forum decides on its own business and will reflect local interest.
South Somerset	The agendas are set by officers within the Terms of Reference for each committee.
Sutton	Yes as they can request further information and items for future agendas etc.
Tameside	Yes. Council may have some input in setting agenda though.

Authority	Response
York	Each forum generates its own business and the agenda is also set by the Council sometimes.

### Question 8 - do they have a budget ?

Authority	Response
Barnet	N/A
Barnsley	£3000 per ward to assist the work identified in the 'Local Area Community Plans'.
Brent	No specific details of a set budget given, but the cost of each forum was approximately £300 to £400 per meeting.
Croydon	Running costs budget of approx. £10 K per year - total for all 3 forums.
Hounslow	Yes. Average (actual sums are partly based on population): £24K publicity, additional meetings, special equipment, 'community' agenda distribution (some not charged) £100K Capital Grants £5K Small grants to voluntary organisations.
Kingston	Yes.
North Wiltshire	Limited budget only.
Rotherham	N/A
South Somerset	All the 4 Areas have their own budgets to meet the costs of all the Council's functions within their areas.
Sutton	No budget.
Tameside	£13 million in 2000/01 for following types of work Highways maintenance, traffic management, grounds maintenance,

	street cleaning, grants to schools, community grants.
York	All ward committees have a devolved budget of £6 per head based on ward population. The budget is for local improvement schemes.

### Question 9 - who Chairs the Forum meeting?

Authority	Response
Barnet	Chair (and Vice-Chair) of each forum are Ward Councillors and are appointed at the special meeting of committees which is held in May each year immediately following the annual meeting of the Council.
Barnsley	Chaired by the appropriate Ward Councillor for the ward in which the meeting is taking place.
Brent	A nominated local ward Councillor.
Croydon	Forum will decide (originally planned that Ward Councillor would Chair the meeting).
Hounslow	Chair (elected by Area Committee annually) who Chairs all Monitoring meeting. Vice-Chair chairs the Planning meetings.
Kingston	The Chair is put forward by the majority party of the neighbourhood and approved by Council.
North Wiltshire	N/A
Rotherham	The Chair will be a member from the Area Committee (elected Members only) and will be elected annually by Councillors representing the wards within the area.
South Somerset	N/A
Sutton	The Chair will be a Councillor from the wards involved – normally appointed at an annual meeting in May.



<b>Authority</b>	<b>Response</b>
Tameside	Chaired by the appropriate Ward Councillor for the ward in which the meeting is taking place.
York	N/A

**Question 10 - how do they report into decision making process?**

<b>Authority</b>	<b>Response</b>
Barnet	Views expressed at a forum which relate to an issue being reported to another council committee will be passed on. The area forums do not as a matter of course submit a report on each meeting to the appropriate area environment sub-committee.
Barnsley	Minutes of meetings are reported to the Cabinet and from there to the Council. Forums can refer particular issues to the Cabinet for response. Forums can request the attendance of Cabinet spokespersons.
Brent	Reports are sent back to the Cabinet.
Croydon	Advisory/ consultative role only.
Hounslow	Notes of meetings produced within 7 days and sent to all Forum members. Also available for public at same time. Executive may consult Area Committees on broad policy proposals. In practice this is very informal, with the exception of the one Area Committee which has a majority from the Minority Group.
Kingston	Kingston has modernised structure and decisions of neighbourhoods are recorded in Minutes. Neighbourhoods have Executive powers.
North Wiltshire	Report directly to Council.
Rotherham	Some decisions have been delegated to the Area Assembly Committee where elected members can vote on decisions. Issues of a strategic or policy nature are referred back to the Cabinet, Executive and Scrutiny.
South Somerset	The Area Committees are decision making bodies although their executive decisions are subject to 'call in' by the Scrutiny Committee.

Authority	Response
Sutton	The minutes and annual reports of neighbourhood forums are presented to their respective Area Committees for information. Recommendations are referred to appropriate Area Committees or to Strategic Directors.
Tameside	Minutes are reported direct to Council meeting.
York	They have delegated decision making powers. Reports can be made to the executive or the responsible executive member.

**Question 11 - do they have any officer support?**

Authority	Response
Barnet	A number of officers attend each forum meeting. Each Director has a personal responsibility to participate in at least one forum.
Barnsley	Each Forum has one dedicated Area Forum Officer with limited admin support. Forum meetings are services by Committee Officers, principally to take formal minutes of the proceedings.
Brent	They have a consultation team that deals with the area forums and the Citizens panel. No staff numbers given.
Croydon	Democratic Services division provide support and business management.
Hounslow	Chief Officer and Committee Administrator and Area Planning Manager as regular support along with others as requested.
Kingston	Yes.
North Wiltshire	Area Co-ordinators for each of the five areas. Other officers report up as necessary.
Rotherham	Have: <b>Area Assembly Officers</b> to support the chairs and members. <b>Community Development workers</b> to support the assemblies and advise community groups and work with the community, taking an active role in the process.

Authority	Response
	<b>Support Workers</b> – to cover administration tasks,
South Somerset	All Areas have their own officer structures for each of the functions e.g. environmental health, planning etc. In terms of committee support there is an Area Committee administrator based in the Area office.
Sutton	Yes – forum secretary's co-ordinate any work involved with the meetings.
Tameside	5 town managers responsible for the district assemblies and supported in terms of meetings by democratic services officers.
York	Quora support from 10 officers in Citizens Support Group (part of Chief Executive's Department).

### Question 12 - has any evaluation of impact taken place?

Authority	Response
Barnet	N/A
Barnsley	Apparent that public awareness of Forums remains low. However, beginning to change service thinking but this is taking time with the need for more locally based information to fulfil the area scrutiny role.
Brent	No real information given as to whether the forums have made a difference, but shows they have been able to give the community relevant information about areas of concern.
Croydon	Monitoring and Evaluation process to be developed.
Hounslow	Formal review not until April 2002 but could be affected by the timetable of Government legislation.
Kingston	Have had Neighbourhood Committees since 1994. There is a 30 minute question time at the start of each meeting and local residents use this to express concerns, or ask questions on proposed schemes. (No formal evaluation made).
North Wiltshire	Not yet. Difficult to assess. System in place from April 1999 and recently amended.
Rotherham	No evaluation available but intend to monitor by looking at community activity, involvement in local issues, attitudes to

Authority	Response
	Council, attendance at forums, outcomes of meetings and community plans.
South Somerset	The Area Committees are an integral part of the Council's Area structure and are seen to have been a great success. They are popular with members and local people. They are seen to give a more powerful role for Councillors and stronger leadership for local communities.
Sutton	N/A
Tameside	<p>Significant difference as are very successful/ popular.</p> <p>Have critical success factors for each cycle of meetings based on:-</p> <ul style="list-style-type: none"> <li>No. of Advisory Group members in attendance,</li> <li>No. of student representatives in attendance</li> <li>No. of Open Forum questions (over 6000 asked in 1999/2000)</li> <li>No. of Member of public attendance.</li> </ul> <p>Has led to delegated budgets from centre and more local decision making/accountability.</p> <p>Individual members now have more specific responsibilities for their area (community safety, environment, young people and issues of local liaison.</p>
York	Levels of popular support are tracked via the residents opinion survey. The figures show a majority in support, but some lack of awareness.

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## **Analysis of Area Forum Models (from above survey)**

(Authorities: Barnet, Barnsley, Brent, Croydon, Hounslow, Kingston, North Wiltshire, Rotherham, South Somerset, Sutton, Tameside, York)

### **Q1 How many and on what criteria were their boundaries established?**

No real consensus on numbers, generally between 5 and 9 (although York has 23 ward committees). Generally, each forum is based on area or district but mostly based on ward boundaries

### **Q2 Do they have terms of reference and do they have Executive responsibilities?**

Most have terms of reference some are in draft at present – mostly advisory/consultative role although some decision making/delegated powers for some issues. South Somerset and Tameside can take executive decisions within their area forum

### **Q3 Frequency and location of meetings**

Range from twice per year (Croydon) to once every 3 weeks (Barnsley) but generally meetings held every 2/3 months. Meetings are held within the local area

### **Q4 Composition of forum**

Generally ward councillors and representatives of local voluntary and statutory organisations (rather than individuals). Sutton ensures that each forum has at least one councillor from each political group on the council. Tameside also includes year 11 student (15/16 year old) from each secondary school within the area

### **Q5 No of people attending/representative**

Approximately 60% gave details of numbers, which generally ranged from 10 to 50 per meeting. Brent was most varied from 6 to 200 depending on such things as topics and weather. Hounslow said their numbers were too varied to generalise. Those attending tend to be from an older age group with an even gender split. 2 authorities reported in ethnic community attendance, which showed this group was underrepresented.

### **Q6 Range of work**

Some deal with all council functions but most themes centre around environmental issues, community safety, traffic and transport and small grants issues. They also have some involvement in community planning and feedback on the authority's policies and services. Kingston also has involvement in monitoring contracts, planning applications and some housing management.



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**Q7 Do they generate their own business?**

In most cases the forums will generate their own business but in some cases the council may have input into setting the agenda. The agendas for South Somerset are set by officers, within the terms of reference

**Q8 Do they have a budget?**

Budgets vary considerably, some have limited or no allocated budgets, whilst Tameside has £13million in 2000/01 for specific types of work. Croydon has a budget for running costs of £10,000 per year for a total of 3 forums. One has £3000 per ward for community plans and two are based on the ward population once of which is Hounslow with a specific grant split into 3 areas

**Q9 Who chairs the forum meetings?**

In most cases a ward councillor will chair the meeting. In Croydon the forum will decide who is chair

**Q10 How do they report into the decision making process?**

In most cases, relevant issues that have been discussed at the forum are referred back to Council or Cabinet. 2 authorities have delegated decision making powers on some issues. Some forums can request the attendance of a Cabinet spokesperson. Those with executive powers can record their decisions within the minutes

**Q11 Do they have any officer support?**

Most authorities have at least 1 dedicated officer per forum and some with a team of staff who would also deal with issues such as the citizen's panel. Some support is also provided from Democratic Services (minute taking and admin). 2 authorities have community/support officers specifically to assist the forums. In 2 cases Directors and Town Managers have direct responsibility for the forums

**Q12 Has any evaluation of impact taken place?**

Minimal evaluation has taken place so far, but 2 authorities have indicated a slow awareness of the forums. Tameside has given a positive evaluation of successful meetings with delegated budgets, local decision making and individuals being given specific responsibilities. South Somerset feel it is an integral part of the Council's area structure, popular with local people and members and is a great success

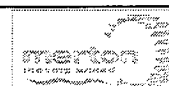


**APPENDIX 3 – Feedback from visits to area forum meetings**

ANALYSIS FORM

**London Borough of Richmond Upon Thames –  
Hampton Wick & Teddington Area Consultation  
Meeting – 31 October 2000**

ISSUES TO BE COVERED	COMMENTS AND OBSERVATIONS MADE
<b>VENUE</b>	
Location of venue	Bullen Hall, Hampton Wick
Were refreshments provided?	No
Was a public address system used?	No
Layout of room	Top table and rows with public standing around edges
Capacity of room	50 – 60 seated 30 – 40 standing
Security	Not apparent but police officer from Teddington was there
Was provision made for those persons with disabilities?	Ramp access to building
Accessibility (Close to public transport links)	In heart of residential area
Parking provision	20 car spaces
<b>ADMINISTRATION OF MEETING</b>	
Chairing of meeting	Local Councillor (Cllr Rae)
Officer support (both administrative and in support of agenda items)	Yes, admin support
Meeting commencement time	7.30 p.m.
Meeting completion time	?
<b>AGENDA ISSUES</b>	
Was an explanation given as to how the proceedings were to	Not present at beginning of meeting.



ISSUES TO BE COVERED	COMMENTS AND OBSERVATIONS MADE
be conducted?	
Was an update given on issues agreed/discussed at the previous meeting?	Not present at beginning of meeting.
What was the nature of the issues discussed, type/strategic/local?	Skate board park closure; drugs/ drug dealing; graffiti Very local issues for Hampton Wick
Was public participation promoted (question and answer time / participation in debate)?	Yes
Was an opportunity given to the public to request items to a future meeting?	?
How many people attended, what was the age range, what was the gender split and were ethnic minority groups represented?	Approx 100 Age range was from teenagers to pensioners. Small minority of members of audience appeared to be from ethnic minorities.
Were local groups represented?	Not obviously, but many teenagers who use the skate board park were there.
What was the level and type of debate?	Open – no-one was shouted down while I was there Willingness to listen to teenagers point of view
How formal were the proceedings?	Organised approach – respect for chair – fair proceedings
Time allocated to each item/debate	Skate board park issue over ran to 9 p.m.
Where do comments/recommendations go?	??
Overall impression of effectiveness of the meeting	Effective forum. However, when one Councillor spoke about £6.5 Million cuts/ shortfall the audience jeered. Mention was made of a council website to post comments for Councillors to look at.  Flavour of meeting had undertone of anti-non Richmond residents One Councillor attempted to make it political.  Teenagers had collected a petition but one Councillor criticised the names and the fact that non residents had signed.





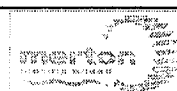
## ANALYSIS FORM

**London Borough of Brent – Neasden and  
Cricklewood Area Consultative Forum – 22 November  
2001**

ISSUES TO BE COVERED	COMMENTS AND OBSERVATIONS MADE
<b>VENUE</b>	
Location of venue	College of North West London, NW10
Were refreshments provided?	Yes – teas, coffees, water and biscuits
Was a public address system used?	Yes
Layout of room	Tiered lecture room
Capacity of room	200
Security	Security staff on duty at college
Was provision made for those persons with disabilities?	Hall was up two flights of stairs – but lift available
Accessibility (Close to public transport links)	Close to tube station and bus route
Parking provision	Yes
<b>ADMINISTRATION OF MEETING</b>	
Chairing of meeting	Councillor Ralph Fox – Ward Councillor
Officer support (both administrative and in support of agenda items)	Michael Read – Lead Officer for forum 1 x consultation team 1 x PA system technician Officers to speak on items on agenda
Meeting commencement time	7pm
Meeting completion time	Aim for 9 – 9.30
<b>AGENDA ISSUES</b>	
Was an explanation given as to how the proceedings were to be conducted?	Yes
Was an update given on issues agreed/discussed at the previous meeting?	Yes



ISSUES TO BE COVERED	COMMENTS AND OBSERVATIONS MADE
What was the nature of the issues discussed, type/strategic/local?	Agenda included: new political structures; permanent repair; new health centre proposals; transport and parking in Neasden
Was public participation promoted (question and answer time / participation in debate)?	Soapbox slot x 2 – no hecking / no questions – but officers to note
Was an opportunity given to the public to request items to a future meeting?	Public can request opportunity to speak at meeting. Agenda drawn up by steering group which includes representation from community groups
How many people attended, what was the age range, what was the gender split and were ethnic minority groups represented?	36 people attended. Two-thirds male and approx 15% from ethnic minorities. Age range 40+
Were local groups represented?	Yes – representatives from tenants association were present
What was the level and type of debate?	Good – fair questioning and discussion
How formal were the proceedings?	Formal structure but informally managed
Time allocated to each item/debate	Between 5 – 20 minutes.
Where do comments/recommendations go?	Report of meeting made available at next meeting with an update on action taken. Officers take comments back for action. Report of meeting sent to Cabinet.
Overall impression of effectiveness of the meeting	Good – informal, but professional atmosphere. Although, impression that most questions were from regular attendees of forum meetings. One officer did not adequately respond to follow on questions





## ANALYSIS FORM

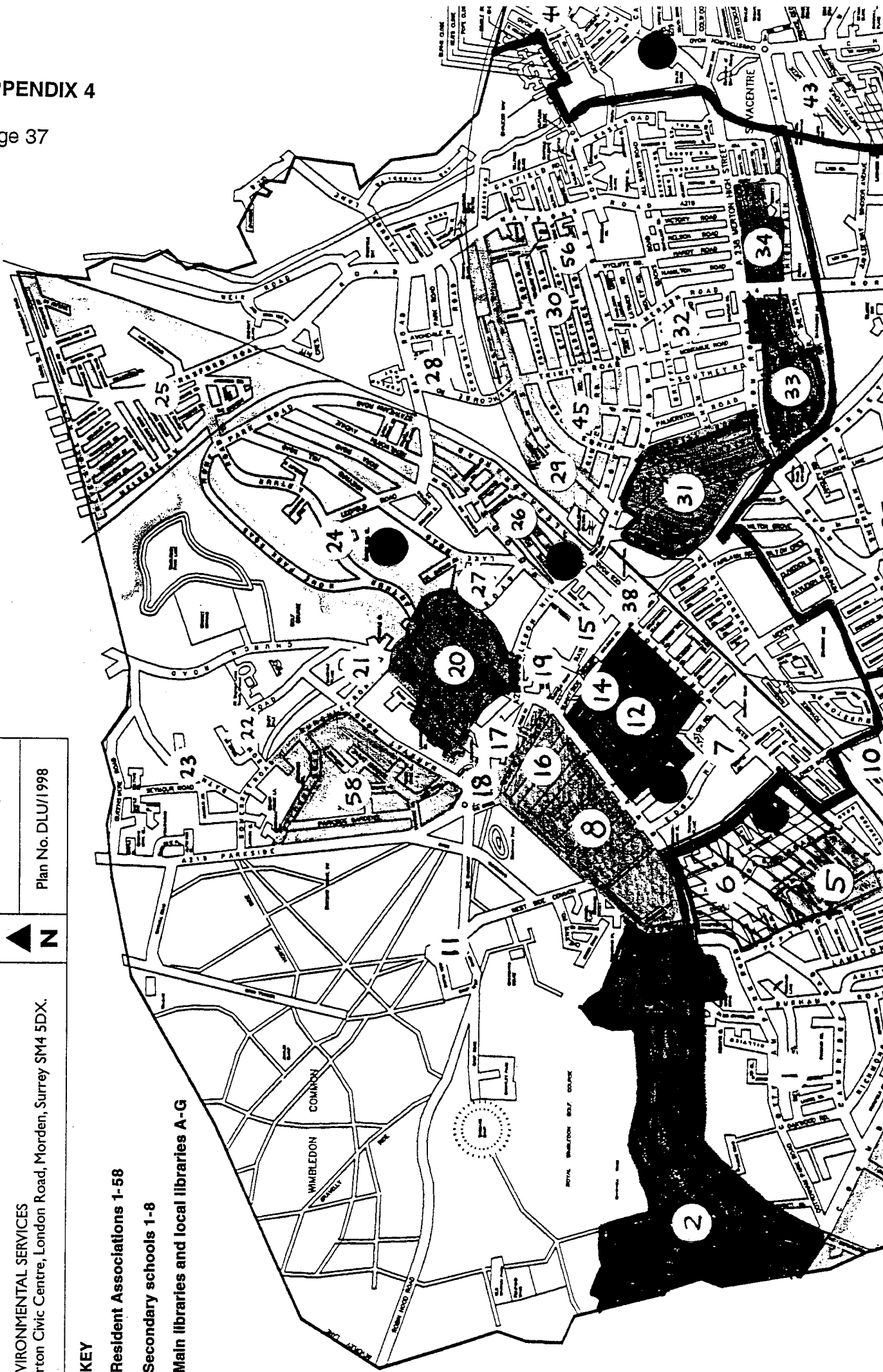
London Borough of Sutton – 20 December 2000

ISSUES TO BE COVERED	COMMENTS AND OBSERVATIONS MADE
<b>VENUE</b>	
Location of venue	Wallington Public Hall. Stafford Road, Sutton
Were refreshments provided?	No
Was a public address system used?	No
Layout of room	5 tables set up in the middle of the room with chairs placed around them
Capacity of room	Could probably hold about 60 people. Only 35 chairs immediately available in the room but chairs were probably available from other rooms
Security	No
Was provision made for those persons with disabilities?	Yes
Accessibility (Close to public transport links)	Yes. Hall situated on junction of 2 main roads with frequent bus services to Sutton. 5 minutes walk from Wallington BR station
Parking provision	Yes, loads
<b>ADMINISTRATION OF MEETING</b>	
Chairing of meeting	Councillor Colin Hall, a local Ward Councillor
Officer support (both administrative and in support of agenda items)	4 officers plus a minute taker
Meeting commencement time	Supposed to be 7.30 but could not get access to the Hall (no key) until 7.45
Meeting completion time	10.30
<b>AGENDA ISSUES</b>	
Was an explanation given as to how the proceedings were to be conducted?	No explanation given
Was an update given on issues agreed/discussed at the	Yes

ISSUES TO BE COVERED	COMMENTS AND OBSERVATIONS MADE
previous meeting?	
What was the nature of the issues discussed, type/strategic/local?	Planning applications, environmental issues, hydrotherapy pool at Westcroft
Was public participation promoted (question and answer time / participation in debate)?	Yes
Was an opportunity given to the public to request items to a future meeting?	No evidence
How many people attended, what was the age range, what was the gender split and were ethnic minority groups represented?	22 people including at least 5 officers, 5 councillors and me. 3 women including the minute-taker. No ethnic minorities represented
Were local groups represented?	Yes
What was the level and type of debate?	??
How formal were the proceedings?	??
Time allocated to each item/debate	20 minutes was allowed for each item, however the minutes of the last meeting took 45 minutes
Where do comments/recommendations go?	I presume the officers take notice of what is said and act accordingly
Overall impression of effectiveness of the meeting	The meeting was chaired quite competently but as an outsider I did not know who any of the people speaking were or who they represented
OTHER ISSUES	There was no agenda available. It seemed to have been posted to selected individuals, therefore no advertising of the meeting that I was aware of. People who received agendas also seemed to receive background papers covering the issues that were to be raised. There did not seem to be a procedure for people to bring items to the agenda. The residents in attendance seemed to be representatives of local community groups, there did not seem to be any ordinary members of the public there. I stayed for an hour and a half and during that time there was no break from the business of the day



	Plan No. DLU/1998
	
<b>LONDON BOROUGH OF MERTON Environmental Services Department</b> <b>Proposed Area Forums for London Borough of</b> <b>Merton - FORUM AREA ONE</b>	
<b>ENVIRONMENTAL SERVICES</b> Merton Civic Centre, London Road, Morden, Surrey SM4 5DX.	



- KEY**
- Resident Associations 1-58
  - Secondary schools 1-8
  - Main libraries and local libraries A-G



**KEY**

**Resident Associations 1-58**

- **Secondary schools 1-8**
- **Main libraries and local libraries A-G**

LONDON BOROUGH OF MERTON Environmental Services Department  
**Proposed Area Forums for London Borough of Merton - FORUM AREA TWO**

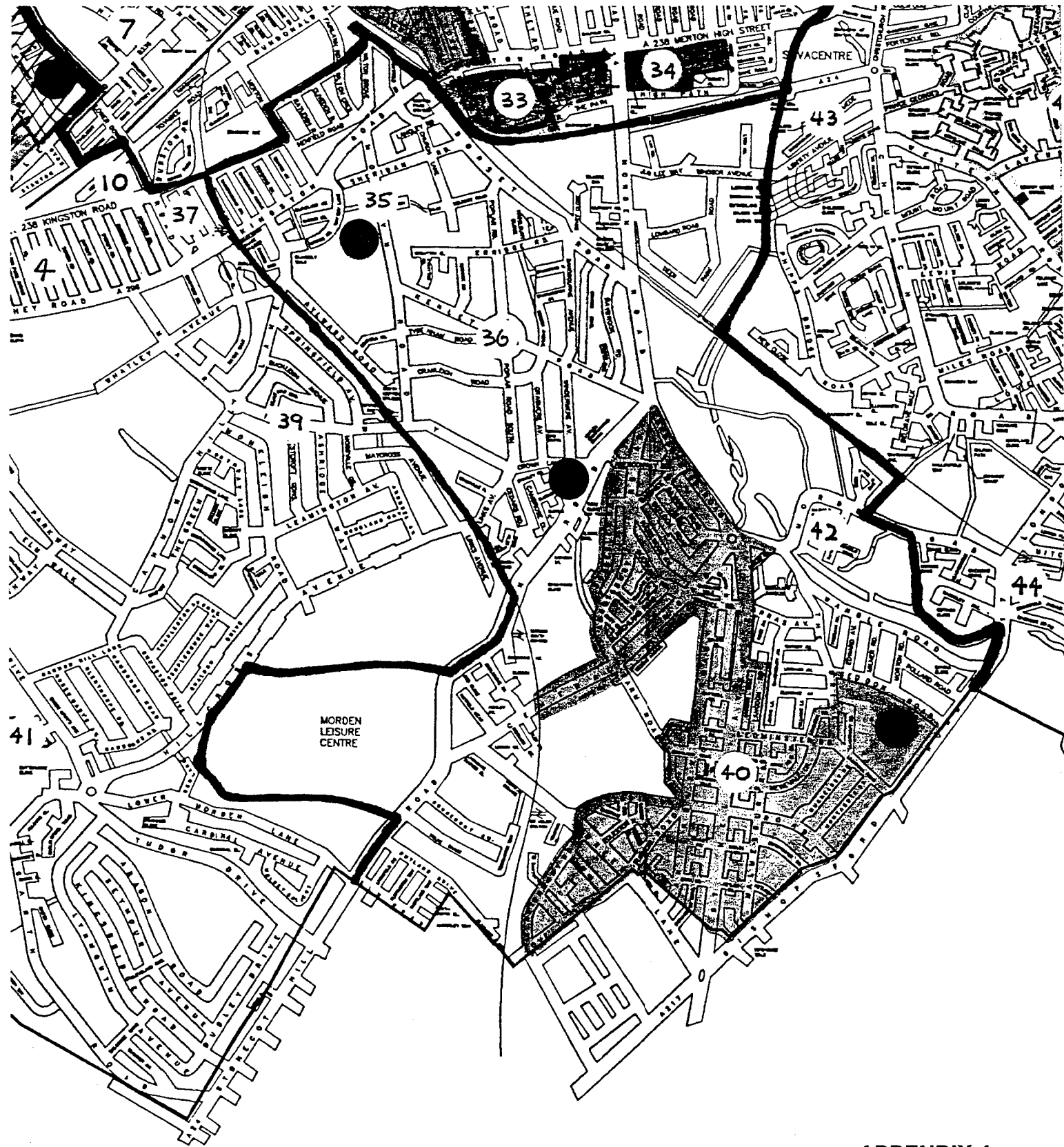
ENVIRONMENTAL SERVICES  
 Merton Civic Centre, London Road, Morden, Surrey SM4 5DX.



Plan No. DLU/1999

**APPENDIX 4**

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**APPENDIX 4**

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LONDON BOROUGH OF MERTON Environmental Services Department  
**Proposed Area Forums for London Borough of Merton - FORUM AREA THREE**

ENVIRONMENTAL SERVICES  
 Merton Civic Centre, London Road, Morden, Surrey SM4 5DX.

Plan No. DLU/2000

- KEY**
- Resident Associations 1-58
  - Secondary schools 1-8
  - Main libraries and local libraries A-G





Plan No. DLU/2001

LONDON BOROUGH OF MERTON Environmental Services Department  
Proposed Area Forums for London Borough of  
Merton - **FORUM AREA FOUR**

ENVIRONMENTAL SERVICES

Merton Civic Centre, London Road, Morden, Surrey SM4 5DX.

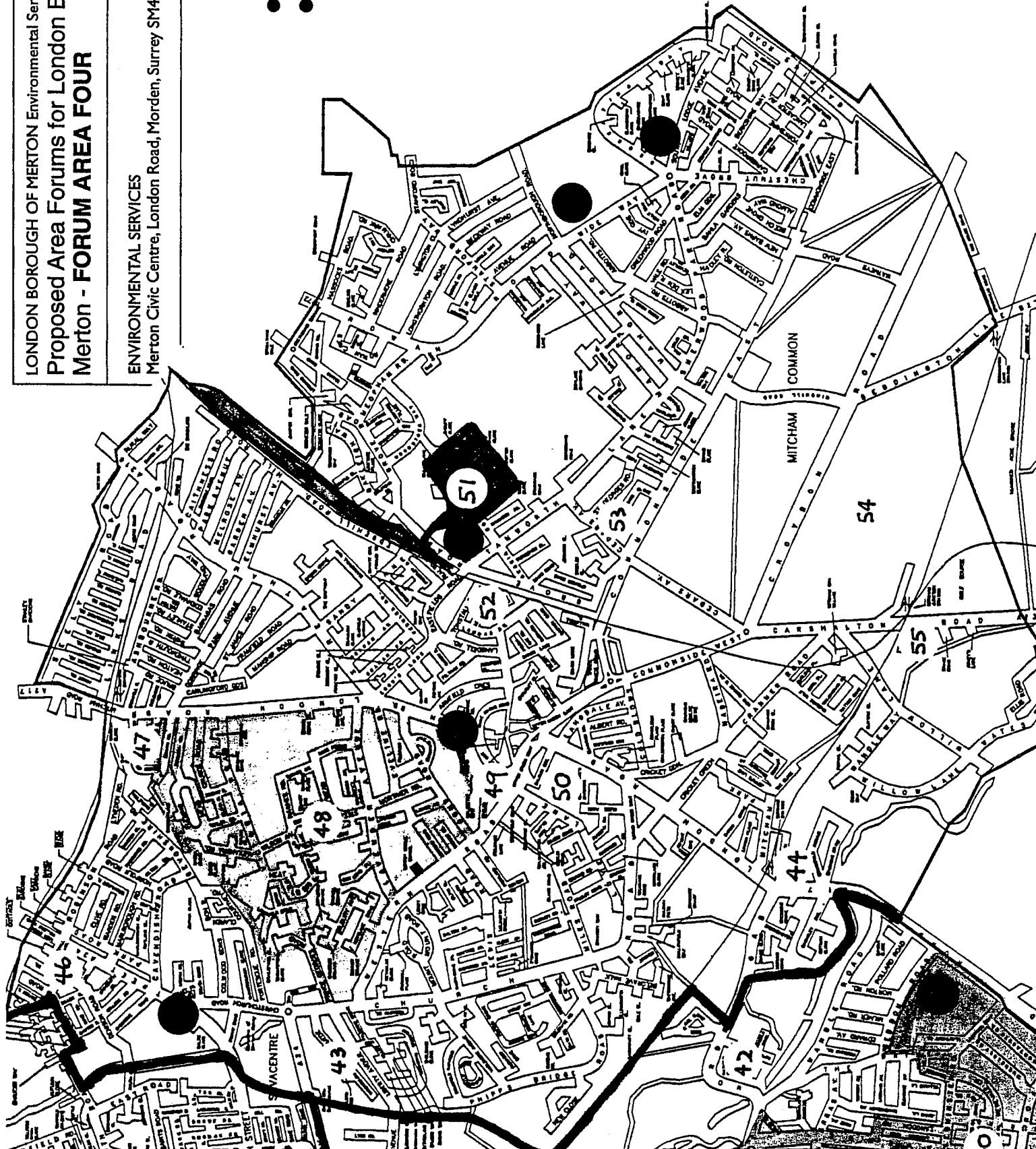


**KEY**

● Resident Associations 1-58

● Secondary schools 1-8

● Main libraries and local libraries A-G





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**RESIDENT ASSOCIATIONS (key to maps)**

1. Residents Association of West Wimbledon.
2. North West Wimbledon Residents Association.
3. Raynes Park & West Barnes Residents Association.
4. Apostles Residents Association
5. Langham Road (West Wimbledon) Residents Association
6. South Ridgway Residents Association.
7. Lower Edge Hill & Darlaston Road Residents Association.
8. South Common Residents Association.
9. Langham Court Residents Association.
10. Abbot Ave & Lower Downs & Kingston Rd Residents Association.
11. Wimbledon Common West Residents Association.
12. St. John's Area Residents Association
13. Durham Close Residents Association.
14. Ridgway Place Residents Association
15. Raymond & Mansel Road Residents Association.
16. The Grange Preservation Association.
17. Haygarth Place Residents Association.
18. Ashford House Residents Association.
19. Walham Rise Residents Association.
20. Belvedere Estate Residents Associations
21. Welford Place Residents Association.
22. Somerset Road Residents Association.
23. Bathgate Road Residents Association.
24. Wimbledon House Residents Association.



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25. **Wimbledon Park Residents Association.**
  26. **Wimbledon East Hillside Residents Association.**
  27. **Pine Grove Residents Association.**
  28. **Moffat Court Residents Association.**
  29. **Queens Road Group Residents Association.**
  30. **South Park Estate Residents Association.**
  31. **Hartfield Road Residents Association.**
  32. **Pelham Road Residents Association.**
  33. **Merton Park East Residents Association.**
  34. **High Path Residents Association.**
  35. **The John Innes Society.**
  36. **Merton Park Ward Residents Association.**
  37. **Chase Side Avenue Residents Association.**
  38. **St. George's Road & Tabor Grove Residents Association.**
  39. **Martin Way & District Residents Association.**
  40. **St. Helier Tenants/Residents Association.**
  41. **Four Acres & Edinburgh Court Residents Association.**
  42. **Ravensbury Tenants and Residents Association.**
  43. **Runnymede & Area Residents Association.**
  44. **Beeches Tenants Association.**
  45. **Princes, Dudley and Kings Roads Association.**
  46. **Waterfall Cottages/Road Residents Association.**
  47. **Abbey Orchard Residents Association.**
  48. **Lavender Residents/Tenants Association.**
  49. **Sadlers Close Residents Association.**
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50. **Glebe Court Residents Association.**
  51. **Longthornton & Tamworth Residents Association.**
  52. **Laburnam Road Residents Association**
  53. **Imperial Gardens Residents Association.**
  54. **Mitcham Common Preservation Society.**
  55. **Carshalton Rd, Aspen Gardens & Goat Rd Residents Association.**
  56. **Florence Road Residents Association.**
  57. **Bushey Court Residents Association.**
  58. **Parkside Residents Association.**

**SECONDARY SCHOOLS**

1. **Raynes Park.**
2. **Rutlish**
3. **Richards Lodge**
4. **Bishopsford**
5. **Eastfields**
6. **Tamworth Manor**
7. **Wimbledon College**
8. **Ursuline**

**MAIN LIBRARIES**

- A. **Wimbledon**
- B. **Morden**
- C. **Mitcham**

**LOCAL LIBRARIES**

- D. **Pollards Hill**
- E. **West Barnes**
- F. **Raynes Park**
- G. **Donald Hope**



**APPENDIX 5 - List of existing consultative fora**

Name of body	Are Council officers required to be representatives?	Does the Council own the forum or merely send representatives?	How many people regularly attend?	Does the forum meet statutory obligations?	Is the forum geographically located?	Does the forum have a budget?	How many residents are reached/impacted upon by the forum?	Which age groups are affected by the forum?
Allotments and Leisure Gardens Consultative Forum	Yes	Owns	6	Yes	No	Yes	All 1300 allotment holders	All adults
Arts Consultative Forum	Yes	Owns	10	No	No	No	Potentially all	All
Conservation Areas Advisory Committee	Yes	Owns	20	No	Yes	No	All residents in Conservation Area and those passing through	All
District Housing Panels	Yes	Owns	20 per district	Yes	Yes	Yes	Tenants/leaseholders/freeholders on housing estates, approx. 3000 per district	All
Housing Consultative Forum	Yes	Owns	40	Yes	No	Yes	All tenants/leaseholders/freeholders managed by the authority	All
JCC with Ethnic Minorities	Yes	Owns	Average for last 2 yrs is 10	No but contributes to LBM efforts for whole community consultation	No	No	Very few reached; 18% residents ethnic minority, only 10% of these belong to a community group	All – attendees usually 50 – 65+

Name of body	Are Councilors required to be representatives?	Does the Council own the forum or merely send representatives?	How many people regularly attend?	Does the forum meet statutory obligations?	Is the forum geographically located?	Does the forum have a budget?	How many residents are reached/impacted upon by the forum?	Which age groups are affected by the forum?
<b>Multi Agency Group on Racial Attacks and Harassment</b>	Yes	Owens	3 plus 70 at annual conference	No, part of LBM's approach to tackling racial harassment	No	£540	Approx. 400 victims of racial harassment. 18% residents ethnic minority	All
Play Forum	Yes	Owens	12	No	No	No	Potentially all	All
Sports Forum	Yes	Owens	12	No	No	no	Potentially all	All
Town Centre Working Parties	Yes	Owens	8-20	No, part of LBM's partnership approach to TC development				
Youth Committee	Yes	Owens	8	Yes	No	No	Young people	9-18
Merton Environmental and Safety Forum	Yes	Owens	25	Indirect as used as vehicle for consultation on statutory plans	No	No	Potentially all	All
Racial Incidents Panel	No	No	10	No, part of LBM's approach to tackling racial harassment	Yes	No	Approx. 400 victims of racial harassment. 18% residents ethnic minority	All
Police Consultative Committee	Yes	No	15	Yes under PACE Act 1984	Yes	Yes	Potentially all	All
Education Forum	Yes	Owens	Only 1 meeting so far – hard to tell	No	No	No	Parents of 23,000 children and all adult learners	All
Lifelong Learning Partnership	No	Partnership	20+	Yes	No	Yes – Standards Fund	All adult learners	16+

Name of body	Are Councilors required to be representatives?	Does the Council own the forum or merely send representatives?	How many people regularly attend?	Does the forum meet statutory obligations?	Is the forum geographically located?	Does the forum have a budget?	How many residents are reached/impacted upon by the forum?	Which age groups are affected by the forum?
Early Years Development and Childcare Partnership	Yes	Semi-independent. Responsibility to enact the Partnership & Plan rests with the LEA	20	Yes, 1998 Education Act	No	Yes, childcare grant from DfEE (£190K in 2000-01)	All consumers of early years/childcare provision	0-14
Early Years and Childcare Forum	No	The EYDCP owns the forum – open to all	30 – 50	No	No	No	300 on mailing list who are interested in issues	0-14
Merton Governors Council	No	No, self-supporting group	20/30	No	No	No	N/A	5-14
Special Interest Groups	No	Owns	15-20	No	No	No	Minimal	People with health problems, older people, people with learning difficulties and carers (children's group merged with EY&C Forum)

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## APPENDIX 6 - Self-assessment questionnaire for Consultative Fora

### Policy Review Scrutiny Panel

#### MERTON'S CONSULTATIVE FORA SELF-ASSESSMENT QUESTIONNAIRE

Name of Consultative Forum .....

1. What is the purpose of the Forum?
2. What is the geographical area covered by the Forum?
3. How frequently does the Forum meet?
4. Where does the Forum meet? How suitable is this venue for your purpose?
5. How is the Chair of the Forum selected? Who is the current Chair?
6. Does your Forum have a set membership? If so, how is it agreed?
7. What is the average attendance at meetings?
8. Is attendance at your Forum representative of all Merton's communities? What have you done to encourage members of minority groups to attend?
9. Has the attendance increased/decreased/stayed the same over time?
10. Please give an indication of the range of topics covered at meetings?
11. How is the agenda agreed?
12. How is Forum publicised? What strategies have been most successful in attracting people to attend?
13. Does the Forum receive any administrative or other support from the Council?
14. Does the Forum have a budget? If so, does it operate within its budget?



15. How does the Forum feed into the Council's current decision-making processes?

16. What decisions or recommendations has the Forum made in the past 12 months? What has been the outcome of these in particular in improving service delivery?

17. Please indicate your perception of the Forum's effectiveness in terms of consultation and Councillor/public involvement in the Council's decision making processes?

18. Has any evaluation as to the effectiveness of the Forum been undertaken?

- Eg
- number of changes for benefit of community that have been delivered
  - views of people who attend as to its value
  - views of Members/officers as to its value

19. Is there any potential for the Forum to amalgamate with any other of the Council's constituted bodies? If so, which one(s)?

20. If you could make one change to the operation of the Forum, what would you recommend and why?

21. Any other comments? *(Please use additional paper if necessary or reverse of this sheet)*

Name.....

Date.....

Please return by 5 December 2000 to:  
Rosemary Doyle, Scrutiny Manager, Chief Executive's Department,  
**Merton Civic Centre, London Road, Morden, SM4 5DX**





## **APPENDIX 7 – People and organisations who have provided evidence to the Panel**

The Panel would like to thank the following who provided evidence to assist this inquiry:

*Councillor Andrew Judge*

*Councillors and lead officers from Barnet and Brent*

*London Borough of Richmond*

*London Borough of Sutton*

*Longthornton and Tamworth Residents Association*

*Merton Governors Council*

*Mr Hamish Duncan, Merton and Morden Guild*

*Mr Peter Davis, Wimbledon Civic Forum*

*Mr Tom Pollack, representative on the Sports Forum*

*Mr Tony Kane, Time and Leisure News Limited*

*Ms Suzanne Creasy, Wimbledon Kitchen Studios*

*Reverend Andrew Wakefield*

*Wimbledon Society*

*Wimbledon Union of Residents Associations*

*And LBM officers serving individual forums*



