



Haringey Council

Briefing note for St Ann's & Haringey Area Committee

21st June 2012

Monitoring Arrangements for Area Plans

Purpose of Briefing

To outline the purpose of Area Plans and the roles and responsibilities of Officers to ensure the effective monitoring and development of plans.

Using Area Plans

The Area Plans have been developed to ensure that Area Forum & Committees focus on local priorities determined by local residents. The Area Plans will support Area Chairs with:

- Forward planning / agenda planning;
- Communicating local service activity to residents;
- Communicating local priorities to services.

Monitoring and Management of Plans

Officer from Engagement & Enablement Team (Single Frontline Service within Place & Sustainability) performing coordinating role:

- Prompt to activity leads to update their parts of the plan quarterly;
- Document management, to include electronic filing and change control;
- Uploading updated plans to the Area Forum & Committee web pages;
- Supporting annual review of priorities;
- Forwarding updated plan to Committee Clerks for consideration at agenda setting meetings.

Area Chairs:

- Suggesting new activity content each Forum / Committee meeting (ensuring requests to services are formally noted and actioned by Committee clerks);
- Deciding when activity has been duly actioned and can be archived;
- Directing and overseeing annual review of Area Plan priorities;
- Holding services and partners to account.

Activity Leads:

- Providing quarterly updates on activity (or upon request);
- Considering requests from Area Chairs for new activity and submitting a formal responses within 10 days of request;
- Attend Area Forum and Committee meetings to present activity updates upon reasonable request.

Area Champions (CEMB Officers):

- Providing advice and guidance to Area Chair on change control and new requests for activity;
- Escalating any arising Area Plan issues through CEMB to ensure prompt resolution (feeding back through formal minutes of Area Committee)
- Supporting Area Chairs to direct and oversee annual review of Area Plan priorities.

Committee Clerks:

- Managing attendance sheets and signage at Area Forum and Committee meetings;
- Formally noting any Area Plan issues arising and new requests for activity as part of formal Area Committee minutes;
- Ensuring Area Plans are a standing item at agenda setting meetings and quarterly Chairs meetings to address any issues.

Area Plan Monitoring Process (Summary)

What	Who	When
Overall coordination of Area Plan updates	Officer from Engagement & Enablement Team	Ongoing
Updates on existing plan activity	Named activity leads	Quarterly and upon request from Area Chair
Change control suggestions (adding new activity and archiving old)	Area Chairs	Quarterly (after each Area Forum & Committee)
Escalating issues arising from Area Plans (non-response to update requests etc)	Area Champions (CEMB Officers)	As necessary
Formal noting of Area Plan issues and requests for new activity	Committee Clerks	Quarterly (as part of Area Committee minutes)
Annual review of priorities	Led by Chairs and Area Champions with support from Engagement & Enablement Team	Annually

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