

Appendix D

Role profile for Chairs of Area Assemblies

Area Assembly Chairs must operate within the framework of Council policy at all times. The Cabinet Member for Community Cohesion and Involvement has overall responsibility for Neighbourhood Management and the Area Assemblies.

Area Assembly chairs should act to:

- improve Council and other services and make them more sensitive to local needs;
- strengthen links locally between the various Council services and other agencies;
- involve local people and improve the Council's relationships with local communities;
- promote community cohesion;
- assist Ward Councillors in exercising their community leadership role
- help Ward Councillors to work together to represent their areas more effectively;
- ensure the Council's Cabinet is aware of issues of concern to local residents; and
- build good links with the Overview and Scrutiny Committee.

Specific duties

Area Assembly meetings: set the agenda and the format of the meeting, in consultation with neighbourhood management officers and the Cabinet member for Community Cohesion and Involvement; chair Assembly meetings, ensuring opportunities for local residents to engage with the Council and question Cabinet Members; ensure meetings start and finish on time and that there is an opportunity for all sections of the community to take part; ensure that meetings are conducted in a democratic manner.

Making the Difference programme: work with the neighbourhood manager to encourage a broad range of groups and individuals make applications; convene meetings of ward members to check applications against the agreed criteria; ensure appropriate consultation takes place; make recommendations to the Area Liaison Officer; monitor the delivery of the programme to time and to budget and raise any concerns to the neighbourhood manager, escalating to the Head of Service as required.

Area Assembly chairs' meetings: attend meetings to share information and experiences, to set dates and to consider criteria for the Making the Difference programme.

Community Leadership: as appropriate, and as the budget allows, assist ward councillors to engage with local residents, partners and services through setting up forums, strategy groups, theme groups etc. Ensure issues of concern are fed back to the appropriate Cabinet member.

Working with officers: attend briefing meetings with Neighbourhood Managers, work closely with the Area Liaison Officer.