

WCM Pilot Phase 1 Evaluation – July 2013

Name:	
Ward:	

1.	<p>The following arrangements were made in phase 1 to improve the format of meetings:</p> <ul style="list-style-type: none"> a) The agenda was edited to make it less bureaucratic and more informal (for example the removal of the ‘election of chair,’ as this could be agreed prior to the meeting and ‘declarations of interest’ as this is not legally required). b) A ‘cafeteria’ style layout (tables to accommodate four to five people) was tested. It was noted that this improved engagement between residents and councillors and produced a more informal environment. c) Action logs were trialled to replace minutes. This reduced the need for verbatim notes, enabled officers to be held account for delivery of actions and generally made the meeting feel more informal and flexible. No issues in data or accuracy of the action logs were identified in the subsequent meetings. d) Simple conduct guidance was drawn up to enable the meeting to run smoothly. e) The ‘information fair’ usually hosted at the beginning of ward meetings was discontinued in one of the pilot wards as it was felt that it provided limited public engagement opportunities. This allowed the meeting to proceed straight to the business items of the agenda. f) Agenda/planning meetings were held in three of the pilot wards to determine what items should be discussed and also consider whether any other officers needed to attend the ward community meeting. This enabled a tailored, partnership approach to crosscutting local issues and agenda setting, which enabled issues to be dealt with promptly and jointly by the relevant front line service officers.
	<p>If these arrangements were used in your ward, do you think they were effective and if so which ones and why?</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
	<p>If not, please tell us why not.</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
2.	<p>Other arrangements still being piloted include:</p> <ul style="list-style-type: none"> a) Improvements to make the budget process more efficient and effective. b) Consultation with Young Peoples Council to develop best means to engage with young people. c) A Guide for Councillors which has been produced and circulated to the four pilot wards. The guide provides information on potential methods that could be used to support and promote ward meetings; advice on ward budgets; conduct guidance; and clearly defined roles and responsibilities for councillors and officers.

WCM Pilot Phase 1 Evaluation – July 2013

	<p>Do you think these arrangements are useful and should be carried on in phase 2?</p>
<p>3.</p>	<p>Did you notice any impact on the meetings following improvements to communications/marketing i.e.</p> <ul style="list-style-type: none">a) Branded posters and flyersb) Redesigned resident feedback formsc) Corporate Twitter and Facebook accounts to promote WCMs
<p>4.</p>	<p>On a scale of 1 to 5 (with 1 being low and 5 being high), how would you score the support you received from the member support officer and democratic support officer? (click on a box below).</p> <p>low 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> high</p> <p>Any comments?</p>
<p>5.</p>	<p>On a scale of 1 to 5 (with 1 being low and 5 being high), how would you score the officers who have attended and presented information to your ward? (click on a box below).</p> <p>low 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> high</p> <p>Any comments?</p>

WCM Pilot Phase 1 Evaluation – July 2013

6.	We will be contacting you to tailor phase 2 options to suit the needs of your ward. Meanwhile, is there anything that you would like us to consider prior to us meeting with you?
7.	Any other comments

Please return this form to Grace.Williams@Leicester.gov.uk by Friday 9 August.

Please note this information may be shared with the Neighbourhood Services and Community Involvement Scrutiny.

Thank you.

Carine