

## Notice of Meeting and Agenda Forum for Empowering Communities Group

Date	Time	Venue
Wednesday, 13 December 2017	14:00	Engage Renfrewshire, 1 Falcon Crescent, Paisley, PA3 1NS

KENNETH GRAHAM  
Head of Corporate Governance

### Membership

L O'Brien, Barnados; I McLean, Bridgewater Housing Association; A Clark, Create; A McNiven, Engage Renfrewshire; S Duncan, Leap; A Fraser, Linstone Housing Association; J Wilby, Paisley West & Central Community Council; S McLellan, RAMH; S Cruickshank, Renfrewshire Access Panel; K Taylor, Renfrewshire Citizens Advice Bureau; and K Graham, Renfrewshire Wide Credit Union.

### Present

### In Attendance

### Chair

Alan McNiven, Chief Executive, Engage Renfrewshire.

## Items of business

### Apologies

Apologies from members.

### Declarations of Interest

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

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|-------------|--|----------------|
| <b>1</b>    | <b>Minute of Previous Meeting</b>  | <b>3 - 8</b>   |
|             | Minute of previous meeting held on 20 September 2017.  |                |
| <b>2</b>    | <b>Rolling Action Log</b>  | <b>9 - 10</b>  |
|             | Report by Director of Finance & Resources.   |                |
| <b>3</b>    | <b>City of Culture 2021</b>  |                |
|             | Verbal feedback on announcement of result for City of Culture 2021.                                      |                |
| <b>4(a)</b> | <b>Our Renfrewshire and Our Renfrewshire: Locality Plan</b>  |                |
|             | Presentation by Partnership Manager, Chief Executive's Service.  |                |
| <b>4(b)</b> | <b>Communicating the Community Plan - Role of Forum Members</b>  |                |
|             | Twenty minute workshop and discussion.   |                |
| <b>5</b>    | <b>Local Area Committee Review</b>   |                |
|             | Presentation by Partnership Manager, Chief Executive's Service.  |                |
| <b>6</b>    | <b>Greener Communities</b>   | <b>11 - 12</b> |
|             | Report by Partnership Manager, Chief Executive's Service.  |                |
| <b>7</b>    | <b>Development of Asset Transfer Toolkit</b>   |                |
|             | Verbal Update by Partnership Manager, Chief Executive's Service.   |                |
| <b>8</b>    | <b>Date of Next Meeting</b>  |                |
|             | The next meeting of the Forum for Empowering Communities will be held at 2pm in Engage on 21 March 2018. |                |



## Minute of Meeting Forum for Empowering Communities Group

Date	Time	Venue
Wednesday, 20 September 2017	14:00	Engage Renfrewshire, 1 Falcon Crescent, Paisley, PA3 1NS

### **PRESENT**

L O'Brien, Barnados; I McLean, Bridgewater Housing Association; A Clark, Create; A McNiven, Engage Renfrewshire; S Duncan, Leap; J Wilby, Paisley West & Central Community Council; S McLellan, RAMH; S Cruickshank, Renfrewshire Access Panel; K Taylor, Renfrewshire Citizens Advice Bureau.

### **CHAIR**

A McNiven, Chief Executive, Engage Renfrewshire.

### **IN ATTENDANCE**

I Cunninghame, J Ferrie, H Kay, K Miller and S Miller (all Engage Renfrewshire), S Graham and C MacDonald (both Renfrewshire Council); and R Robertson, Renfrewshire Health & Social Care Partnership.

### **APOLOGY**

K Graham, Renfrewshire Wide Credit Union.

### **DECLARATIONS OF INTEREST**

There were no declarations of interest intimated prior to commencement of the meeting.

## 1 **MINUTE OF PREVIOUS MEETING**

There was submitted the Minute of the meeting of the Renfrewshire Forum for Empowering Communities Thematic Group held on 14 June 2017.

Under reference to item 2(a) – Remit of Renfrewshire Forum for Empowering Communities A McNiven intimated that the Forum practice of receiving updates from the other thematic boards had been held up as an exemplar in the Renfrewshire Council Best Value Assurance Report.

Under reference to item 2(b) Contributions and Asks it was agreed that a copy of the Communication pro-forma be sent to I MacLean. Discussion took place on the best way to ensure that Community Planning Partners were kept informed and updated in relation to Forum activities. A McNiven indicated that he would raise the matter with the Executive Group and asked that if anyone had any ideas to facilitate better communication then they should let him know.

### **DECIDED:**

- (a) That the updates be noted; and
- (b) That the Minute be approved.

## 2 **ROLLING ACTION LOG**

The Rolling Action Log was submitted for approval.

### **RFG140617(3B) - NEW MEMBERS AND EXPANDED REMIT**

Discussion took place in relation to membership criteria. It was agreed that only 3rd Sector organisations would become Forum members while Public and Private Sector organisations would be welcome to contribute to the Forum as appropriate.

### **DECIDED:**

- (a) That it be agreed that only 3rd Sector organisations would become Forum members while Public and Private Sector organisations would be welcome to contribute to the Forum as appropriate;
- (b) That the updates be noted; and
- (c) That the Rolling Action Log be approved.

## 3 **CULTURE AND THE COMMUNITY PLAN**

The Project Manager, Create, gave a verbal presentation relating to the Paisley City of Culture bid and the relationship with the Community Plan.

It was noted that Dundee City Council had filtered culture throughout all their community planning themes. Discussion took place in relation to culture, Renfrewshire Community Planning and Renfrewshire Creative Network. A McNiven advised that he would raise the issue of culture throughout the community planning themes at a future meeting of the Executive Group. It was also agreed that an update be given at the next meeting of the Forum for Empowering Communities Group in relation to how local business, the Forum and Renfrewshire Creative Network could work together to enhance cultural activity.

**DECIDED:**

- (a) That it be agreed that A McNiven raise the issue of culture throughout the community planning themes at a future meeting of the Executive Group;
- (b) That it be agreed that an update be given at a future meeting of the Forum for Empowering Communities Group in relation to how local business, the Forum and Renfrewshire Creative Network could work together to enhance cultural activity; and
- (c) That the verbal presentation be noted.

**4(a) COMMUNITY EMPOWERMENT & ASSETS**

The Chief Executive, Engage Renfrewshire gave a verbal update on the Community Empowerment (Scotland) Act 2015.

Discussion took place on the development of the Community Empowerment Toolkit and the need for a streamlined and methodological approach. It was agreed that the Asset Team, Property Services, Renfrewshire Council be contacted to obtain case studies to assist with the development of the Community Empowerment and Assets toolkit.

S Miller advised that discussions were on-going in relation to a Funding Officer from Big Lottery being based within the Engage Office once a week. It was agreed that S Miller would email Forum Members with the blog/link relating to the Big Lottery and lease and ownership of assets.

**DECIDED:**

- (a) That it be noted that S Graham was continuing to develop the toolkit;
- (b) That it be agreed that the Asset Team, Property Services, Renfrewshire Council be contacted to obtain case studies to assist with the development of the Community Empowerment and Assets Toolkit;
- (c) That the information in relation to the Funding Officer from Big Lottery be noted;
- (d) that it be agreed that a copy of the blog/link in relation to Big Lottery - Lease and ownership of assets be email to members; and
- (e) That the verbal update be noted.

#### 4(b) **COMMUNITY PLAN DEVELOPMENT**

The Partnership Manager gave a verbal update on the development of the new Community Plan.

He intimated that the Community Empowerment (Scotland) Act 2015 introduced a statutory requirement for community planning partners to publish a new ten year Local Outcomes Improvement Plan by 1 October 2017, referred to as the "Community Plan". A key requirement of the new plan was that it had to develop at least one locality plan which would address inequality across an agreed geographical area or community of interest. Work had been undertaken by community planning partners to commence the development of the Community Plan and to identify potential options for the locality plans. It was noted that this had specifically been aligned to early work on the preparation of a new Council Plan covering the period 2017/2022.

A summary of the development work undertaken for the new Community Plan was highlighted which included engagement with communities and partners to consider the findings. The Partnership Manager advised that the information gathered through the process was used to shape common themes and areas of priority. It was intended that further work would be undertaken by officers to finalise the content of the Community Plan for submission to full Council for approval on 28 September 2017.

Post-publication implementation and governance would consider development of detailed targets and performance management arrangements; implementation of new local governance arrangements and development of district local action plans with local communities; and establishing arrangements for progress reporting to communities and Scottish Government. It was noted that there would be a need to update the Community Planning toolkit to take cognisance of the Community Empowerment (Scotland) Act 2015.

#### **DECIDED:**

(a) That it be agreed that Forum Members be sent the link to the Community Plan once the Council agenda had been published; and

(b) That the verbal update be noted.

#### 5 **CONSULTATION & ENGAGEMENT**

The Partnership Manager gave a verbal update on the feedback received from the consultation and engagement sessions which had been organised during June and July 2017 across different locations in Renfrewshire and with interest groups. The sessions were set up to test the findings of the strategic needs assessment with the public by using the Place Standard tool to gather feedback on how people felt about where they lived.

It was noted that the Partnership Manager would disseminate the breakdown of the assessment once it became available.

**DECIDED:**

- (a) That it be agreed that the Partnership Manager would disseminate the breakdown of the assessment once it became available; and
- (b) That the verbal update be noted.

**6 LOCAL AREA COMMITTEE UPDATE**

The Partnership Manager gave a verbal update on the progress of the Local Area Committee review.

**DECIDED:** That the verbal update be noted.

**7 COMMUNITY CHOICES FUND 2017**

There was submitted a report by the Chief Executive, Engage Renfrewshire relative to an update on the Community Choices Fund 2017.

The report advised that Renfrewshire Council had been notified that it was to be awarded £10,000 in Scottish Government Community Choices funding toward developing participatory budgeting approaches in Renfrewshire which was allocated for use by March 20187.

**DECIDED:**

- (a) That the award to Renfrewshire Council of £10,000 from the Community Choices fund be noted; and
- (b) That the involvement of the Forum for Empowering Communities Group in activity to develop participatory budgeting in Renfrewshire be agreed.





# RENFREWSHIRE COUNCIL RENFREWSHIRE FORUM FOR EMPOWERING COMMUNITIES GROUP ROLLING ACTION LOG

<div> <div> <div></div> <div></div> <div></div> </div> <div> <div>Action is on track</div> <div>Areas for concern that will impact on completion date if not fixed. Action required to bring up to satisfactory level</div> <div>Past deadline date and action required.</div> </div> <div>KEY</div> </div>					
Action No.	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure
<u>RF.27.01.15(5)</u>	<u>Streets for All</u> Contact to be made with Renfrewshire Council, the Safer and Stronger Renfrewshire Thematic Board, the Jobs and Economy Thematic Board and the Greener Renfrewshire Thematic Board to discuss the possibility of introducing safer pavements as an equality outcome for Renfrewshire Council and the Community Planning Partnership		Carried over from Thematic Board	Future meeting	<u>RF.30.03.16(7)</u> (a) The Living Streets report to be submitted to the relevant Community Planning boards for consideration; and (b) Renfrewshire Access Panel to undertake further Living Streets reports of appropriate locations in Renfrewshire.  The Living Streets report has been submitted to the Greener Board and will be submitted to the remaining Community Planning Boards in the November 2016 Board cycle.  <u>September 2016</u> Agreed that a set of action be agreed and included in report prior to submission to Thematic Boards.  <u>RF.16.11.16(2)</u> Item deferred to next meeting.  <u>RF.01.02.17(2)</u> This action to be carried over into the new governance arrangements.
<u>RF.09.02.16(4)</u>	<u>Community Learning &amp; Development Regulations and Strategic Plan</u> The Senior Officer responsible for the CLD Regulations and Strategic Plan to report key successes and milestones through the Forum for Empowering Communities.	A Conboy	Carried over from Thematic Board	Future meeting	<u>August 2016</u> Development of the Stakeholder Engagement Framework continuing and an update to be reported at the meeting of the forum in November 2016 <u>RF.16.11.16(2)</u> Verbal update noted.  <u>RF.01.02.17(2)</u> This action will be carried over into the new governance arrangements.
<u>RFG.140617(3b)</u>	<u>New Members &amp; Expanded Remit</u> Invitation to join Forum to be sent to Renfrewshire Community Council Forum	AMcN		Future meeting	<u>RFG.200917(2)</u> Agreed that only 3 <sup>rd</sup> Sector organisations would become Forum members while Private/Public Sector organisations would be welcome to contribute to the Forum as appropriate.
<u>RFG140617</u>	<u>Timetable of Meetings</u> Doodle Poll to be sent out re time of meetings. Next meeting to be held at RWCU	Clerk		Next Meeting	<u>RFG.0717</u> Doodle Poll sent out. Members confirmed 2pm start agreeable.
<u>RFG.200917(3)</u>	<u>Culture &amp; the Community Plan</u> • Culture through Community Plan themes to be raised with Exec Group • Presentation on Local business /Forum/Renfrewshire Creative Network – enhancing cultural activity to be submitted to next meeting of Forum.	AMCN AMCN/AC		Future meeting Future meeting	

Action No.	Action	Action Owner	Status	Expected Date of Completion	Actual Date of Closure	Update & Comments
<u>RFG.200917(4a)</u>	<u>Community Empowerment &amp; Assets</u> <ul style="list-style-type: none"> <li>Asset Team, Property Services, Renfrewshire Council be contacted to obtain case studies to assist with the development of the Community Empowerment &amp; Assets toolkit.</li> <li>Blog/link in relation to Big Lottery - Lease and ownership of assets to be emailed to members</li> </ul>	AMCN/SG  SM		Next Meeting  Next Meeting		
<u>RFG.200917(4b)</u>	<u>Community Plan Development</u> Forum Members to be sent the link to the Community Plan once the Council agenda has been published.	Clerk		Next Meeting	28/9/17	



**To:** Renfrewshire Forum For Empowering Communities

**On:** 13 December 2017

**Report by:**

Chief Executive, Engage Renfrewshire

**TITLE:**

**Greener Communities**

**1. Summary**

- 1.1 Following the restructure of Renfrewshire Community Planning Partnership, Renfrewshire Forum For Empowering Communities has been asked to take on additional responsibility in terms of the agenda formerly progressed by Greener Renfrewshire.
- 1.2 To respond to this, an informal grouping of third sector organisations is proposed to respond to issues that would previously have been routed through the Greener Communities sub group of the Greener Renfrewshire thematic group.

**2. Recommendations**

- 2.1 It is recommended that Renfrewshire Forum For Empowering Communities:
  - (a) Agrees that an informal grouping be convened of third sector organisations with expertise/interest in environmental issues, as a sounding board for responding to greener issues.

**3. Background**

- 3.1 The Greener Renfrewshire Community Planning Thematic Board was discontinued following the 2016 restructure of the community planning partnership, with the intention of mainstreaming work to promote the environmental agenda across the community planning partnership.
- 3.2 In particular, Renfrewshire Forum For Empowering Communities was asked to take on oversight of community and third sector involvement in progressing

greener/environmental activity, which was formerly the remit of the Greener Communities sub group.

- 3.3 A number of developments are scheduled to take place during 2018 that would benefit from input from third sector and voluntary organisations with a green remit or focus. These include:
- Expected guidance from the Scottish Government on Part 9 of the Community Empowerment (Scotland) Act 2015, which refers to allotment provision and the development of a food growing strategy.
  - Community engagement in any planned changes to public green spaces and input into green aspects of asset transfers.
  - Community engagement in measures to mitigate Climate Change.
  - Environmental aspects of the development of asset transfer proposals.
- 3.4 Organisations represented on Renfrewshire Forum For Empowering Communities and the wider voluntary and community sectors in Renfrewshire have a range of expertise and interest in the environmental agenda. This includes responsibility for managing building and land assets, providing community services that reduce carbon emissions and conserve energy to benefit individual households, community growing/planting, community clean-ups and the promotion of environmental awareness within communities.

#### Proposal

- 3.5 It is proposed that Renfrewshire Forum For Empowering Communities establishes an informal grouping of third sector organisations with an environmental focus. This grouping will act as a sounding board to respond to any environmental issues that require a community response and a source of issues to be raised with community planning partners through Renfrewshire Forum For Empowering Communities.
- 3.6 The new environmental grouping will not be constituted as a formal sub-committee of Renfrewshire Forum of Empowering Communities, but will be convened three or four times per year, as necessary, to respond to specific issues and discuss issues that could be raised for discussion within Renfrewshire Community Planning Partnership. Meeting format will be flexible and may vary according to the subject being discussed or the number of organisations wishing to attend.
- 3.7 In addition to meetings or events, social media will be used to keep members informed of developing issues that require a response or present opportunities to be proactive on the Greener agenda.
- 3.8 Invitations will be sent to third sector organisations in Renfrewshire seeking expressions of interest in being part of the third sector environmental grouping.

**Author :** For more information about the report, please contact Stuart Graham, Partnerships Planning and Development Manager, Renfrewshire Council, 0141 618 7408