

To: Renfrewshire Forum For Empowering Communities

On: 14 June 2017

Report by:

Chief Executive, Engage Renfrewshire

TITLE:

Remit Of Renfrewshire Forum For Empowering Communities

1. Summary

- 1.1 Renfrewshire Forum For Empowering Communities has been given a continued and expanded role within the Renfrewshire Community Planning partnership structures commencing in 2017.
- 1.2 The role of the new community planning groups, including the Forum For Empowering Communities is:

Proposed Role

- (a) Links to be established (from Community Planning Executive Group) to the updated boards:- Forum for Empowering Communities and Improving Life Chances Board and to separately incorporated groups such as the Community Protection Chief Officers Group, Renfrewshire Economic Panel and Renfrewshire Health and Social Care Partnership Strategic Planning Group
- (b) Implement work activity as commissioned by the Community Planning Executive Group.
- (c) Develop a work programme and rolling action log, with outcomes and targets, and report progress on a regular basis to the Executive Group.

2. Recommendations

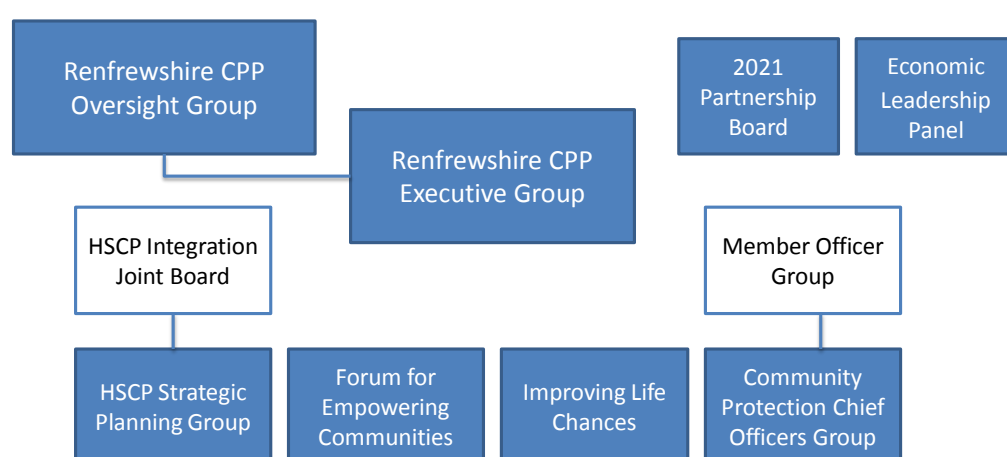
- 2.1 It is recommended that Renfrewshire Forum For Empowering Communities:
 - (a) Notes and agrees the role of the Forum set out at paragraph 1.2 and in Appendix 1.
 - (b) Agrees the method of operation of the Forum discussed at the workshop meeting in March 2017, set out in Appendix 2.

3. Background

- 3.1 Renfrewshire Community Planning Partnership Board approved at its meeting on 7 December 2016 new community planning arrangements to be put in place during 2017. An excerpt of these arrangements setting out the role of new community planning groups is attached at Appendix 1.
- 3.2 As a result of the new community planning arrangements, Renfrewshire Forum For Empowering Communities has been retained within the structure and will develop an enhanced role within the overall community planning partnership arrangements. This will include elements of the agenda previously delivered through the Greener Renfrewshire Board and the development of responses to the Community Empowerment Act 2015.
- 3.3 The last meeting of the Forum under the previous community planning structure considered transition to the new role for the Forum and the operation of the Forum within new arrangements. The output of this exercise is attached for reference at Appendix 2.

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Proposed Community Planning and Partnership arrangements



Under the new structure, the “thematic group” structure will be amended to incorporate existing and emerging partnership arrangements where appropriate and to provide greater strategic focus and reduce duplication, recognising that some groups will maintain their own independent status outwith the formal community planning structure. The three groups shown below fall into the latter category and take forward the remits of the existing Safer and Stronger, Jobs and the Economy and Community Care, Health and Wellbeing thematic boards. Appropriate links will be developed between these and the Executive Group within the new structure:

- Economic Leadership Panel
- Renfrewshire Strategic Planning Partnership (Integration Joint Board)
- Community Protection Chief Officers Group

Further proposed changes include:

- The Forum for Empowering Communities will continue, but be given an enhanced role in order to maximise opportunities for engaging with communities emerging from the Community Empowerment Act 2015.
- An Improving Life Chances group will be established to take forward the remit of Children and Young People and Tackling Poverty Steering Group.
- The work programme of the Greener Thematic Board will be mainstreamed across the work of the other groups, ensuring that the positive contribution of the board and its sub group is recognised and continued where appropriate.

It is proposed that the Forum for Empowering Communities and Improving Life Chances groups are chaired by senior officers within partner organisations, significantly extending and sharing the leadership role for community planning to other community planning partners, as is intended within the 2015 Act. If appropriate, the membership of the other linked groups referred to in para 4.4 will be considered in light of the changes being proposed and adjusted in accordance with their existing decision making processes. Further information regarding the proposed role and membership of each of the boards and groups is detailed in Appendix 1.

Thematic Board Structure

As part of the new governance arrangements, work would be undertaken by the Executive Group to update existing thematic boards and to establish links to separately incorporated boards such as the Community Protection Chief Officers Group, Renfrewshire Economic Panel and Renfrewshire Health and Social Care Partnership Strategic Planning Group. Proposed changes to the thematic Board structure are as follows:

Proposed Board / Link Board	Purpose of Change
Renfrewshire Economic Panel	The Executive Group to establish links to the Renfrewshire Economic Panel. The Panel is scheduled to be established from March 2017 and will provide a greater focus on the role and contribution of the private sector in driving investment and the creation of job opportunities.
Community Protection Chief Officers Group	The Executive Group to establish links to the Public Protection Chief Officers Group currently in existence, with linkages to those partnership groups which also report to Safer and Stronger Thematic Board.

Proposed Board / Link Board	Purpose of Change
Renfrewshire Forum For Empowering Communities	Continued and enhanced role for the Forum to ensure that the third sector and communities have a voice and influence in shaping partnership decisions and activity.
Improving Life Chances	The Improving Life Chances Board would bring together the work of the Children and Young People Board and the Tackling Poverty Steering Group. An additional focus would be the contribution of partner organisations to health improvement, reducing inequalities and addressing the attainment gap.
Renfrewshire Health and Social Care Partnership Strategic Planning Group	Removing the Community Care, Health and Wellbeing Board would reduce a layer of duplication, subject to ensuring that all the business of the Community Care, Health & Wellbeing Board is fully covered by the Health and Social Care Partnership Strategic Planning Group. The Integration Joint Board, which is a statutory group, will be represented within the Oversight Group.

Proposed Role

- (d) Links to be established to the updated boards:- Forum for Empowering Communities and Improving Life Chances Board and to separately incorporated groups such as the Community Protection Chief Officers Group, Renfrewshire Economic Panel and Renfrewshire Health and Social Care Partnership Strategic Planning Group
- (e) Implement work activity as commissioned by the Community Planning Executive Group.
- (f) Develop a work programme and rolling action log, with outcomes and targets, and report progress on a regular basis to the Executive Group.

Forum for Empowering Communities Icebreaker session

Wednesday 15th March 2017

Meeting “A” (worst meeting)

Values & behaviour	<ul style="list-style-type: none"> • People do not take part/ say nothing/ are only negative • No terms of reference/ No agenda, structure • Not keeping to time
Content & outcome	<ul style="list-style-type: none"> • Not linked to any core or strategic activity • Not structure and no obvious purpose to meeting • Minutes aren't sent out in a timely manner (only a day before the meeting) • “Rubber stamping” not discussions • Not informing on what's being achieved
Meeting style	<ul style="list-style-type: none"> • Being talked at with no opportunity for discussion • Over long • Bad “chemistry” • Over formal • Too big agenda • No focus/ Talked down/ lectured • Too informal

Meeting “B” (best meeting)

Values & behaviour	<ul style="list-style-type: none"> • Shared purpose • Right people participating in meetings • Good/ active participation • Careful agendas to reflect members • Inclusive • Items of reference need to be clear • Dynamic and sensitive chairpersonship • Openness & sharing • Respectful • Stick to times i.e. agenda items • People give up when meetings are too long
Content & outcome	<ul style="list-style-type: none"> • Clear targets that are understood and achievable • Well chaired and directed

	<ul style="list-style-type: none"> • Varied • Directly appropriate to the purpose of the group / outcomes • Have meetings in different locations, shared – purpose • Relevant agenda • Minutes clear/ discussions • Actions
Meeting style	<ul style="list-style-type: none"> • Should reflect participant agendas i.e. Be flexible • A good chair to control flow of meeting and limit waffle • Open and friendly • Formal but not staid • Seminars/ Workshops • Flexible : business and workshop • One organisations should not own agenda – everyone should

Forum for Empowering Communities Workshop

Wednesday 15th March 2017

1. What should the areas of focus be around the Empowering Communities agenda for the new Local Outcome Improvement Plan and community planning groups?

Priorities

- Equalities (e.g. BME) agenda integration
- Participatory Budgeting
- Digital and social media
- Unblocking issues/ barriers facing communities (e.g. asset transfer)
- Commitment to short-life working groups/ topics e.g. greener agenda
- Influence partners/ government etc.

Other comments

- Use expertise
- Mental Health (what sort of information/ issues should be on Forums agenda to avoid duplication)
- Community Empowerment Act – focus of forum
- Community Security
- Not diluting current strengths, but build upon these
- Celebrate success
- Participation strategy

2. How can the new governance arrangements maintain effective representation of organisations contributing to the Empowering Communities opportunities?

Priorities:

- Have a clear strategy – New terms of reference
 - Ensuring that each partner properly represent such a large agenda
- Right representatives – topic/ agenda focus
- Accurate and up-to-date database of information e.g. WIRE (Well In Renfrewshire)
- Target certain groups/ areas of experience
- Short term working groups
- Themed Meetings
- Community Empowerment – should not become too large

Other comments

- We know that some thematic have lots of sub groups
- Keep the summaries of other groups' meetings
- Put minutes etc. in accessible place
- Ensure representatives are encouraged to participate and offer their contribution
- Regulatory of meetings

3. Is there other learning from the Empowering Communities that should be considered in the transition to the new governance arrangements?

Priorities:

- We must be able to have genuine input to help make change.. We need recognition that our input is important
- Importance of feedback (image driven feedback/ report) and regular review – actions/ outcomes
- Clear information / instruction regarding roles and responsibilities and passing on information (include in terms of reference)

Other comments

- Sharing of agenda's and ideas has been positive. However, whilst these agendas create a greater strategic awareness ... just make sure right people from different groups can contribute ...
- People feeling their contribution is valuable
- Vary venue of meetings – ensure greater input from attendees- Roving chair/ host chair
- Use digital formats for feedback
- Do a synopsis of issues and ask for comments via surveymonkey

4. What membership does the Forum require and what skill set do members need to take forward the enhanced empowering communities agenda

Priorities

- People who can make decisions on behalf of their constituent members
- Membership to be reps from other “umbrella” groups e.g. FLAIR
- Building the capacity of existing representative groups (community groups/ development trusts)

Other comments

- This is developing – need to assess what is from Forum being charged with.
- Core and other groups who represent areas of specialism
- Facilitate and take away issues
 - Renfrewshire Council department heads
 - Guidance
- Membership will depend upon agendas and knowledge
- Be able to speak/ contribute/ articulate views/ opinions of contributors (some communities find it hard to speak and get their opinion across)
- Relationships to LACS and community councils
- Speed of response to/ from partners/ council