

Notice of Meeting and Agenda Forum for Empowering Communities

Date	Time	Venue
Wednesday, 14 June 2017	16:00	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; S Graham, Renfrewshire Council; and K Graham, Renfrewshire Wide Credit Union.

Chair

A McNiven, Chief Executive, Engage Renfrewshire.

Members of the Press and Public

Members of the press and public wishing to attend the meeting should report to the customer service centre where they will be met and directed to the meeting.

Further Information

This is a meeting which is open to members of the public.

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at www.renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx

For further information, please either email democratic-services@renfrewshire.gov.uk or telephone 0141 618 7112.

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.

- | | | |
|-------------|--|----------------|
| 1 | Minute of Meeting of Forum for Empowering Communities Thematic Board | 3 - 4 |
| | Minute of the Forum for Empowering Communities Thematic Board held on 15 March 2017. | |
| 2(a) | Remit of Renfrewshire Forum for Empowering Communities Group | 5 - 14 |
| | Report by Chief Executive, Engage Renfrewshire. | |
| 2(b) | Contribution and Asks | |
| | Verbal briefing by Chief Executive, Engage Renfrewshire. | |
| 3(a) | Membership of Renfrewshire Forum for Empowering Communities Group | |
| | Discussion led by Chief Executive, Engage Renfrewshire. | |
| 3(b) | New Members and Expanded Remit of Forum for Empowering Communities Group | |
| | Verbal briefing by Chief Executive, Engage Renfrewshire. | |
| 4 | Communication with the Third Sector in Renfrewshire | 15 - 18 |
| | Report by Chief Executive, Engage Renfrewshire. | |
| 5 | Update on Development of Community Plan 2017 | |
| | Presentation by Strategic Lead Officer (Tackling Poverty & Welfare Reform), Chief Executive's Service, Renfrewshire Council. | |
| 6 | Future Model of Third Sector Interfaces | |
| | Presentation by Chief Executive, Engage Renfrewshire. | |
| 7 | Timetable of Meetings for the Forum for Empowering Communities Group to June 2018 | 19 - 20 |
| | Report by Director of Finance & Resources, Renfrewshire Council. | |



Minute of Meeting Forum for Empowering Communities

Date	Time	Venue
Wednesday, 15 March 2017	16:00	Engage Renfrewshire, 1 Falcon Crescent, Paisley, PA3 1NS

PRESENT

LO'Brien, Barnardos; A McNiven, Engage Renfrewshire; J Wilby, Paisley West & Central Community Council; S Graham, Renfrewshire Council; and R Robertson, Renfrewshire Health & Social Care Partnership.

CHAIR

A McNiven, Chair, presided.

IN ATTENDANCE

J Divers, Scottish Fire and Rescue Service; I Cunningham, S Miller, J Ferrie, and K Miller (all Engage Renfrewshire); and S Tkacenko and C MacDonald (both Renfrewshire Council).

APOLOGIES

I McLean, Bridgewater Housing Association; S McLellan, RAMH; K Wallace, Renfrewshire Wide Credit Union; K Taylor, Renfrewshire Citizens Advice Bureau; and M Gallacher, Scottish Fire and Rescue Service.

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 Forum for Empowering Communities Thematic Board held on 16 November 2016.

DECIDED: That the Minute be agreed.

2 ROLLING ACTION LOG

The Rolling Action Log was submitted for approval.

DECIDED:

(a) That actions RF.01.09.13(8), RF.27.01.15(2) and RF.01.09.15(8) be removed from the action log as they were now complete; and

(b) That the action log be noted.

3 UPDATE FROM THEMATIC BOARDS

Feedback reports from the members who had been present at the various Thematic Boards were submitted for noting.

DECIDED: That the feedback provided within the reports be noted.

4 COMMUNITY PLANNING GOVERNANCE ARRANGEMENTS

Under reference to the Minute of the meeting of the Forum for Empowering Communities Thematic Board held on 1 February 2017, relative to the Community Planning governance arrangements a workshop was held to develop and ensure an effective transition to new working arrangements for the Forum for Empowering Communities Group.

In order to meet the objectives of the workshop the Board focused on key questions around agenda, learning, governance and membership. It was noted that the results from the workshop would be circulated to members who were not present at the meeting to afford them an opportunity to comment and to ensure that members who participated were satisfied with the feedback recorded.

DECIDED:

(a) That it be agreed that the results from the workshop be circulated to members who were not present at the meeting to afford them an opportunity to comment and to ensure that members who participated were satisfied with the feedback recorded; and

(b) That the workshop be noted.



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

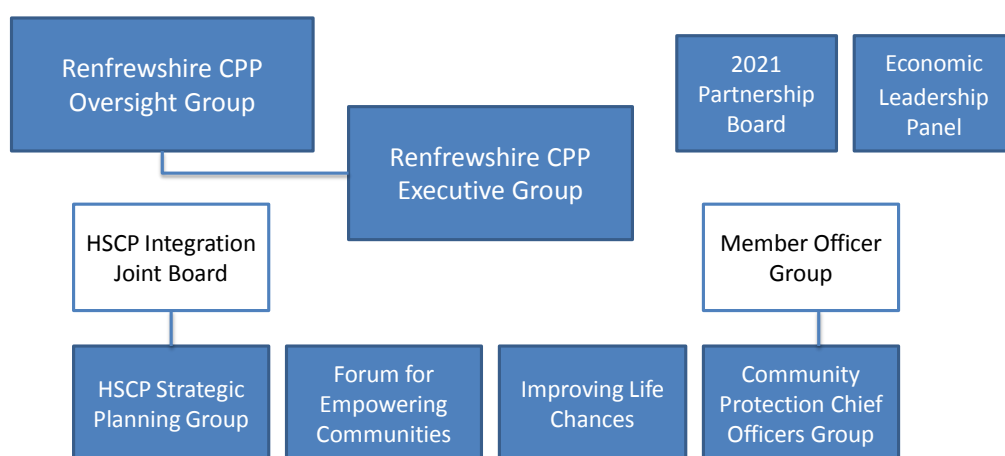
- 2.1 It is recommended that Renfrewshire Forum For Empowering Communities:
 - (a) Notes and agrees the role of the Forum set out at paragraph 1.2 and in Appendix 1.
 - (b) Agrees the method of operation of the Forum discussed at the workshop meeting in March 2017, set out in Appendix 2.

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.

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

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



To: Renfrewshire Forum For Empowering Communities

On: 14 June 2017

Report by:

Chief Executive, Engage Renfrewshire

TITLE:

Communication With The Third Sector In Renfrewshire

1. Summary

- 1.1 Renfrewshire Forum For Empowering Communities provides a link between the work of Renfrewshire Community Planning Partnership and the wider third sector in Renfrewshire. Key opportunities for the Forum to communicate with the wider third sector are:

Promoting the Forum, encouraging others to work with the Forum and sharing of Information

It is important that the Forum's purpose continued to be developed by the members. The Forum should operate in a way that helps all members to work together to share information, build knowledge, develop expertise and solve problems. Agendas will often focus on a particular area of practice but members are encouraged to work across disciplinary boundaries and out with formal reporting lines. Members are very much encouraged to bring emerging issues for development to the Forum.

Forum members – Making more of our networks

The Forum members' commitment to using their own networks to share information is extremely useful in supporting the principal purpose of sharing knowledge. All Community Planning partners are charged with cascading information to as wide a range of interested parties as possible. If a member has a weekly bulletin it would be useful if key issues were promoted there. Where members have active social media outlets, seeking the other Forum members to connect would provide a better online profile for all. Wherever and whenever possible, members are encouraged to share all key information that emerges from the Forum.

Renfrewshire Community Planning Conferences 2017

Renfrewshire's Community Planning Partnership annual community planning conference events provide fantastic opportunities for the Forum to engage with a wider range of third sector organisations and community members. The conferences looked at how Renfrewshire's communities can benefit from the important projects and developments under way in Renfrewshire. Members of the Forum are encouraged to promote and attend these events.

Community Councils

Renfrewshire's Community Councils are voluntary organisations set up by statute by the Local Authority. Although supported by the Local authority they are operated by local residents to act on behalf of their area. Community Councils act to represent the community to the Local Authority and other public services and may be involved in a wide range of activities. Work is now underway to engage the local Community Councils regards the potential of links to the Forum.

Forum – Papers & Plans

It is important the Information on the Forum is made available to any interested individual or groups. Engage Renfrewshire's weekly bulletin contains a link to the Forum's meeting information. All papers, minutes of meetings and agendas can be found on the 'Renfrewshire 2023' website:

<http://www.renfrewshire2023.com/community-planning/empowering-communities/meetings-and-agendas/> .

- 1.2 The following framework is proposed for communication between the Forum and the wider third sector in Renfrewshire. All members of the Forum are asked to support Forum communication wherever possible through the channels of their own organisation:

Communication Method	Purpose
Polls	<p>The wider third sector in Renfrewshire will be invited to participate regularly in social media polls. This will enable the Forum to gather views quickly and ensure that it is informed of the opinions and concerns of local third sector organisations.</p> <p>Polls will be issued on behalf of the Forum. Members will be asked to publicise the polls so that as many organisations and individuals as possible are encouraged to participate.</p>

Social Media	<p>Social media will be the primary communication channel of the Forum. The Forum will use Twitter, Facebook and other channels to communicate items of business and issues being addressed by the Forum and to enable the wider third sector and others to comment on this.</p> <p>Communication will be issued on behalf of the Forum. Members are asked to both retweet/like Forum communications and issue their own posts to their twitter followers/facebook friends etc.</p>
Website	<p>The existing Renfrewshire Community Planning Partnership 2023 website will be used to host meeting agendas and papers and other relevant information.</p> <p>Forum members are asked to signpost people to the Community Planning Partnership website from their own websites and to raise awareness of Forum issues on their own websites as appropriate.</p>
Publications	<p>A link to papers from the Forum For Empowering Communities is issued through the Engage Renfrewshire e-bulletin.</p> <p>Forum members are asked to raise awareness amongst their audiences</p>
Events	<p>Renfrewshire Community Planning Partnership and the Forum will organise community conference and other engagement events.</p> <p>Forum members are asked to encourage Renfrewshire residents that they are in contact with to attend events and also to raise awareness of the work of the Forum at their own events.</p>

2. Recommendations

2.1 It is recommended that the Forum:

- (a) Agrees the principles for communication with the wider third sector in Renfrewshire outlined in paragraph 1.1
- (b) Agrees the framework for communication outlined in paragraph 1.2

3. Background

3.1 Renfrewshire Forum For Empowering Communities is a key component of the revised structures for Renfrewshire Community Planning Partnership, which were agreed in December 2016.

3.2 The membership of the Forum For Empowering Communities has been reviewed to ensure contribution from key third sector organisations across Renfrewshire. It is also recognised, however, that the Forum requires to communicate with the wider third sector in Renfrewshire in order to ensure a flow of information and ideas relevant to empowering communities in Renfrewshire.

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



To: **Forum for Empowering Communities Group**

On: **14 June 2017**

Report by:
Director of Finance & Resources

**TIMETABLE OF MEETINGS FOR THE
FORUM FOR EMPOWERING COMMUNITIES GROUP TO JUNE 2018**

1. Summary

- 1.1 The purpose of the report is to submit for consideration the proposed calendar of meeting dates for the Forum for Empowering Communities Group for the period to June 2018.

2. Recommendations

- (a) That it be agreed that the meeting on Wednesday 20 September 2017 commence at 2pm instead of 4pm, with a review of this arrangement to be undertaken for future meetings; and
- (b) That the timetable of meetings to June 2018 as indicated within the report be agreed.

3. Background

- 3.1 At the Council meeting held on 15 December 2016, Renfrewshire Community Planning Partnership revised its governance arrangements in order to reflect the requirements of the Community Empowerment Act (Scotland) 2015 and changes that had emerged over the last three years to partnership working structures in Renfrewshire.



- 3.2 Under the new arrangements, the new community planning groups were amended to incorporate existing and emerging partnership arrangements where appropriate, thereby providing greater strategic focus and reduce duplication, recognising that some groups would maintain their own independent status outwith the formal community planning structure.
- 3.3 The Forum for Empowering Communities Group was given an enhanced role to maximise opportunities for engaging with communities emerging from the Community Empowerment Act 2015 and to ensure that the third sector and communities had a voice and would influence in shaping partnership decisions and activity.
- 3.4 A workshop was held on 15 March 2017 to discuss the changes to the community planning structures; shape the priorities of the new Local Outcome Improvement Plan; and to ensure that the positive elements of existing partnership working and delivery transitioned effectively to the new working arrangements.

As a result of the workshop and discussions it was agreed that the frequency of the meetings be reduced from 5 meetings per year to 4 meetings per year and it is proposed to trial a change of time to the meeting to commence at 2pm instead of 4pm on Wednesday 20 September 2017, with a review of this arrangement to be undertaken for future meetings.

- 3.5 The proposed dates and times are as follows:-
- Wednesday 20 September 2017 - 2pm at Engage Renfrewshire.
 - Wednesday 13 December 2017 - time to be agreed, at Engage Renfrewshire
 - Wednesday 21 March 2018 - time to be agreed, at Engage Renfrewshire
 - Wednesday 27 June 2018 - time to be agreed, at Engage Renfrewshire
- 3.6 The timetable takes account of all standard meetings of the Forum for Empowering Communities Group but does not take into account any ad-hoc meetings which might be held as and when necessary.

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