

**To:** Council

**On:** 27<sup>th</sup> September

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**Report by:** Chief Executive

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**Heading:** Review of Community Level Governance - Introduction of Local Partnerships

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1. **Summary**

1.1 This paper outlines proposals for the introduction of a new model of Local Partnerships into the Community Planning Structure. This would replace the current model of community level governance, known as Local Area Committees.

1.2 A review of Community Level Governance arrangements has been carried out which has assessed the Local Area Committees as a model of community level governance.

1.3 Proposals for the new model were developed and presented to Council in December 2017, and these proposals were consulted on over a 12 week period between January and April.

1.4 These proposals were:

1. Refresh the aims of community level governance
2. Move from 'committees' to partnership
3. Extend voting rights to community-led organisations
4. Other public services play a greater role
5. Wider engagement with communities

6. Move from 5 areas based on ward boundaries to 7 based on community council boundaries
7. Meetings should become more accessible and participative
8. Local grants focussed on local priorities
9. Introduce participatory budgeting

- 1.5 In May 2018 a report was presented to Council outlining the key findings of the consultation, and it was agreed further development of proposals would be carried out, to be brought back to a future Council meeting.
- 1.6 Although the remit of Local Partnerships will assume most of the remit of Local Area Committees, Local Partnerships represent a departure from the existing Local Area Committee system. While key functions such as the administration and disbursements of grants to local organisations will be retained, the primary aim is to have a model of community level governance that reflects the views and requirements of local communities, and in turn, that this encourages more people to be more involved.
- 1.7 The proposals were considered by the Cross Party Sounding Board on 16<sup>th</sup> August 2018.
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## **2. Recommendations**

Members are asked to agree:

- 2.1 to adopt the Local Partnership arrangements as the Renfrewshire Scheme of Decentralisation in terms of Section 23 of the Local Government etc (Scotland) Act 1994, and to disband the existing Local Area Committees
- 2.2 the Terms of Reference for Local Partnerships attached at Appendix A
- 2.3 the Standing Orders for Local Partnerships attached at Appendix B, and appoint the Chairs of each of the Local Partnerships as detailed at section 3.1 of the Standing Orders
- 2.4 that the Council appoint a Lead Officer to each Local Partnership. The Lead Officer will be a Head of Service to be appointed by the Chief Executive.

- 2.5 that in the interim period prior to the introduction of new grant process in the 2019/20 financial year, to authorise the Director of Finance and Resources to determine the allocation of any returned grant funding in consultation with the elected member who previously chaired the Local Area Committee where the original grant award decision had been made
  - 2.6 with regard to allocation of grant funding made by Local Partnerships, to authorise the Lead Officer allocated to each Local Partnership to determine the allocation of grant funding as agreed by the Local Partnership
  - 2.7 the framework for the disbursement of grant funding set out in paragraphs 4.23 to 4.26 of this report
  - 2.8 a review of the progress of the new model of Local Partnerships be carried out after at least one year of operation, in 2020
  - 2.9 that the first meetings of the Local Partnerships will be held on the dates detailed at section 6.1
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### 3. **Background**

- 3.1 In 2016, Council agreed changes to the governance arrangements for the Community Planning Partnership, and as part of this work it was agreed that a review of the Local Area Committees (LACs) would be carried out.
- 3.2 The aim of the review was to assess the Local Area Committees as a model of community level governance, and make recommendations for a future model. The review included the form and function of Local Area Committees, along with the Local Area Committee grant funding.
- 3.3 This review links closely to wider work underway to develop the Council's approach to supporting community empowerment. There are several emerging statutory requirements from the Community Empowerment (Scotland) Act 2015, along with several new developments within the Council which require a consolidated approach, such as the introduction of the Community Empowerment Fund.
- 3.4 In December 2017 Council approved a set of proposals for consultation to take place early in 2018. The consultation was based on a set of nine proposals for a new model, which were developed following an

engagement exercise around the existing model of Local Area Committees in late 2017. These proposals were:

1. Refresh the aims of community level governance
2. Move from 'committees' to partnership
3. Extend voting rights to community-led organisations
4. Other public services play a greater role
5. Wider engagement with communities
6. Move from 5 areas based on ward boundaries to 7 based on community council boundaries
7. Meetings should become more accessible and participative
8. Local grants focussed on local priorities
9. Introduce participatory budgeting

3.5 The consultation took place over a 12 week period between 22 January and 15 April 2018. A range of opportunities were put in place inviting comment on the nine proposals, including:

- Paper consultation document
- Online survey
- Public events in Johnstone and Paisley
- Drop in events in Lochwinnoch, Bishopton, Erskine, Renfrew and Linwood.
- Facilitated sessions with STAR Project, Renfrewshire Effort To Empower Minorities, ROAR Connections For Life, Erskine Music and Media, CREATE Paisley, Street Stuff and Active Communities.
- Presentations at all five Local Area Committees
- Invited attendance at meetings of Renfrewshire Youth Voice, Hawkhead and Lochfield Community Council, Elderslie Community Council and Ralston Community Council.

3.6 173 survey responses were received, with 274 attendees at various events. This does not include stakeholders who have been updated on the progress of the review and consultation at all formal Local Area Committee meetings.

3.7 In May 2018 a report was presented to Council outlining the key findings of the consultation, and it was agreed further development of proposals would be carried out, to be brought back to a future Council meeting. These are detailed in Section 4 of this report.

3.8 The findings of the consultation were supportive of the proposals presented, and as such the Local Partnerships model proposed in this paper is as presented during consultation, with some amendment to reflect the areas of key feedback.

## 4. **Local Partnerships**

- 4.1 The following sections set out the proposals that were consulted on in five key areas; function, membership, boundaries, meetings and grants. Each section gives an overview of the key consultation findings, along with the proposals for the new model.

### **Function**

- 4.2 The proposals consulted on detailed a renewed set of aims, and a specific proposal for the primary aims of the new arrangements to be:

- Making connections and networks between community groups and the wider community
- Identifying, setting and sharing local community priorities
- Listening to, consulting and representing local communities
- Distributing grants to support local priorities

- 4.3 The consultation also sought views on ‘rebranding’ Local Area Committees, moving the focus from a committee function to a partnership function.

- 4.4 Key themes emerging from the consultation included:

- The vast majority of survey respondents strongly agreed or agreed that aims of community level governance arrangements should be refreshed
- Supportive that new arrangements should promote better connections and networks
- Support for local priority setting
- More meaningful input and discussion between communities and public services
- Identified potential for a more meaningful agenda spread across the year
- Broad support for moving to partnership model from committee model, but recognition there is a need for a sound structure for meetings
- Quality facilitation at meetings and genuine community participation identified as key to success of new model
- New model should not duplicate or diminish the role of community councils

### ***Proposals***

- 4.5 It is proposed that the new arrangements are named ‘Local Partnerships’ in order to reflect the changes to function and remit, emphasising the core purpose of the groups as working together and partnership, rather than a Council-led committee style function.
- 4.6 The proposed terms of reference for the new Local Partnerships are attached at Appendix A, and reflect these new aims and objectives.
- 4.7 In addition, there was a proposal to move from formal committees of the Council to partnerships within the Community Planning Partnership structure. This paper therefore seeks the relevant approvals for the Local Partnership arrangements to act as the Council’s Scheme of Decentralisation, effectively removing the Local Area Committees from the Council’s formal governance structures.
- 4.8 It is proposed that in order for their decisions to take effect that any decision made by the Partnership will either be implemented by the relevant officer attending the partnership or remitted as a recommendation to an appropriate community planning partner for their consideration. In the case of grants, it is proposed that the Council Lead Officer allocated by the Council has delegated authority to approve grant decisions of the relevant partnership.

### **Membership**

- 4.9 Proposals within the consultation paper included widening voting rights within the new partnership arrangements to community representatives, and a greater role for relevant partner organisations.
- 4.10 Key themes emerging from the consultation included:
- Strong support for extending voting rights
  - Areas without Community Councils should be effectively represented
  - Clarity needed around roles and responsibilities of members
  - There was broad consensus that partnerships should not be party political in nature when voting
  - Strong support for an increased role for other public services playing a greater role
  - Scope for more meaningful discussion about issues and developments, rather than presentation of statistical reports
  - Quality of reports and presentations is key, rather than number of partners round the table

- Strong support for engagement with the wider community beyond those attending meetings
- Other communication channels should be used to support communication, including social media, with recognition that some people do not use digital channels
- Young people felt youth activities funded could be promoted through schools

### ***Proposals***

- 4.11 Membership of Local Partnerships will be open to all elected members who represent the local partnership area.
- 4.12 It is proposed that the Local Partnerships extend voting rights to other community representatives in addition to elected members, with the number of community representatives not exceeding the number of elected members. Community representatives would include the elected chairs of relevant Community Councils, with the remaining places filled by representatives of community organisations in the area and decided by the Local Partnership members. These membership arrangements are reflected in more detail in the attached Terms of Reference, including the arrangements for appointing community representatives.

### **Boundaries**

- 4.13 Proposals within the consultation paper detailed a proposal to move from using Ward boundaries to Community Council boundaries, and sought views on a proposed model which moves to 7 areas instead of 5. Key themes emerging from the consultation included:
- The majority of survey respondents strongly agreed or agreed that boundaries should be based on Community Council boundaries rather than Ward boundaries.
  - Recognition of the villages and towns was seen as important, particularly the grouping of villages
  - Support for the realignment of the Gallowhill area with Paisley, as opposed to Renfrew in the current arrangements
  - Support for Linwood being aligned with Johnstone
  - Some concerns about the practicality of resourcing seven areas
  - A number of concerns raised by Elderslie residents, who had preference to be part of the village grouping due to common interests

- There were also some concerns raised from Paisley East residents about the grouping of Community Council areas in the east of the town and its relationship to the town centre

### ***Proposals***

4.14 It is proposed that seven Local Partnership areas are introduced. As per the original proposals, it is recommended that the boundaries used are community council boundaries in order to better represent physical communities and settlements. In addition, the proposed boundaries represent a more even spread of population in each of the Partnership areas, and are more closely aligned to the size of a 'locality' as defined by the Community Empowerment (Scotland) Act 2015 and related Regulations, which describe a locality as having a population of less than 30,000 people.

4.15 The proposed Local Partnership areas are therefore groupings of Community Councils as follows:

- Renfrew (population c. 21,850)
- Inchinnan, Erskine, Bishopton and Langbank (population c. 23,760)
- Houston, Bridge of Weir, Brookfield, Kilbarchan, Lochwinnoch, Howwood and Elderslie (population c. 27,650)
- Johnstone and Linwood (population c. 25,410)
- Paisley North, Gallowhill, Ferguslie, Paisley West and Central (population c. 24,750)
- Paisley East, Ralston, Hawkhead / Lochfield, Hunterhill and Charleston (population c. 28,220)
- Foxbar / Brediland and Glenburn (population c. 23,260)

4.16 It should be noted that further to feedback received during the consultation regarding Elderslie's identity as a village, Elderslie has been moved into the grouping with other village communities.

### **Meetings**

4.17 Proposals within the consultation paper focused on how meetings can become more accessible and participative, and the consultation sought views on how this could be best achieved. Key themes emerging from the consultation included:

- The vast majority of respondents strongly agreed or agreed meetings should become more accessible and participative



- Broad support for changes in meeting style, with less formal meetings in surroundings more comfortable, and an emphasis on addressing issues with accessibility
- Greater opportunity for discussion and a reduction in paperwork would be a positive change
- Agenda still needs to be shaped and managed to ensure meaningful business is conducted
- Creating a welcoming environment for new members raised as an important factor for positive partnership culture

### ***Proposals***

4.18 It is proposed that relevant changes are made to support Local Partnership meetings to become more accessible and participative spaces, with a number of practical measures identified through both the early engagement and consultation.

4.19 It is recognised that there were some concerns raised that a more informal meeting style or move away from Council committee structure might adversely impact on the professionalism of the meeting. Standing Orders for Local Partnership meetings have therefore been developed and are attached at Appendix B.

4.20 It is intended there will be at least 3 meetings per annum of the Local Partnerships.

### **Grants**

4.21 Local Area Committees are currently responsible for the disbursement of the LAC general grant fund, Youth Challenge Fund, and Common Good funds for Paisley and Renfrew.

4.22 Proposals within the consultation paper focused on refocusing locally distributed grants on local priorities and projects, and providing an alternative process administered by officers for Renfrewshire wide proposals (which is aligned to Community Planning priorities). The consultation also sought views on a proposal to carry out a participatory budgeting exercise with money allocated to the Youth Challenge Fund. Key themes emerging from the consultation included:

- Support for grants to be focussed on local projects rather than Renfrewshire-wide projects, and support for ‘multi-LAC’ applications being administered centrally
- Recognition that removing a percentage of resource from the local budget for Renfrewshire-wide projects would naturally result in less to allocate at a local level

- Transparency and accountability should be guiding principles for grant allocations
- Eligibility criteria should be revised to provide more structure to the process
- Organisations should be supported to become more sustainable, rather than relying on annual grant funding
- Support for participatory budgeting processes, with assurance on actual mechanisms selected and whether these are fair and transparent
- Support for young people being involved in a participatory budgeting process, but recognising the method chosen would be key to encouraging participation. Young people consulted showed considerable interest in these proposals.

### ***Proposals***

- 4.23 It is recommended that the general grant fund continues to be allocated to Local Partnerships on a population basis, and that grant funding for Local Partnerships is aligned to the local priorities identified and set by each Partnership, and awarded for activities which are unique to that local area.
- 4.24 Grant applications for multiple Local Area Committee areas were a key issue raised throughout both the early engagement and consultation period, and the proposals in the consultation made reference to moving a proportion of the general grant fund to a centrally administered grant fund. Following discussion at Cross Party Sounding Board, there was some concern about a central fund might effectively reduce the direct decision making of communities in the allocation of the fund.
- 4.25 It is proposed that Local Partnerships retain decision-making on multi-area applications. It is recognised that there have been significant concerns raised about the processes involved in funding “multi-area” applications, and the ability of the processes to fairly assess applications. As such, it is proposed that detailed guidance is developed to support both grant applicants in submitting applications and Local Partnership members in their assessment and decision making.
- 4.26 It is further proposed that the Youth Challenge Fund is administered through a Participatory Budgeting process, where young people would decide on which projects should be funded for young people. Local Partnerships would be closely involved in the Participatory Budgeting process, including the identification and shortlisting of appropriate

options. As is currently the case with Local Area Committees, the Youth Challenge Fund would continue to be allocated to local areas using the population of children and young people resident in each Local Partnership area.

## **5. Next Steps**

- 5.1 It is proposed that the arrangements would take immediate effect, and would disband the Local Area Committees.
- 5.2 A series of community events have been planned throughout October, where information can be shared with communities about the new Local Partnerships and how they will work. These events would also form an important first steps in identifying community priorities for the new Local Partnerships to consider in preparation for their first meetings.
- 5.3 It is proposed that the first meetings of the new Local Partnerships would take place in late 2018. The primary purpose of the first meeting would be to agree membership of the partnership moving forward, particularly the appointment of community representatives.
- 5.4 Local Partnerships will also be supported in their first meetings to consider local data, evidence and intelligence in order to identify 3-5 key local priorities for the partnership area. These priorities would then inform the Partnership's work, but also the allocation of grants by the partnership later in 2019.
- 5.5 A new grant process will then be introduced from April 2019 for the 2019/20 financial year, including the allocation of the general grant fund and Common Good funds, and participatory budgeting exercises to distribute the Youth Challenge Fund across Renfrewshire.

## **6. Meeting dates**

- 6.1 It is proposed the first meetings of the Local Partnerships are held on the following dates:
- Renfrew - Tuesday 13<sup>th</sup> November 2018, 6.30pm
  - Houston, Bridge of Weir, Brookfield, Kilbarchan, Lochwinnoch, Howwood and Elderslie - Thursday 15<sup>th</sup> November 2018, 6.00pm
  - Paisley North, Gallowhill, Ferguslie, Paisley West and Central – Tuesday 20<sup>th</sup> November 2018, 6.00pm
  - Johnstone and Linwood – Thursday 22<sup>nd</sup> November 2018, 6.00pm
  - Foxbar / Brediland and Glenburn – Tuesday 27<sup>th</sup> November 2018, 6.00pm

- Inchinnan, Erskine, Bishopton and Langbank – Thursday 29<sup>th</sup> November 2018, 6.00pm
- Paisley East, Ralston, Hawkhead / Lochfield, Hunterhill and Charleston – Wednesday 5<sup>th</sup> December 2018, 6.00pm

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## Implications of the Report

1. **Financial** - The administration of new arrangements will be managed within existing resources. These will be developed and presented as part of any changed proposals presented to future Council meeting.
2. **HR & Organisational Development** - There are no HR implications arising from this report. There may be organisational development implications for a future model, as it is possible that there will be training requirements for officers as part of the transition to any new model.
3. **Community/Council Planning –**  
  
Community Plan - Our Renfrewshire is well – This priority of the Community Plan explicitly refers to the review of community level governance, and in particular that communities are best place to support themselves and articulate their own needs.  
  
Council Plan - Building strong, safe and resilient communities – A key priority within the Council plan is to ‘Strengthen existing community networks and empowering local people to become more involved in their area and the services delivered there.’
4. **Legal** – The proposals will amend the formal committee structure of the Council and the scheme of delegated functions. The Local Partnership arrangements would act as the Renfrewshire Scheme of Decentralisation in terms of Section 23 of the Local Government etc (Scotland) Act 1994
5. **Property/Assets** - Not applicable .
6. **Information Technology** - Not applicable
7. **Equality & Human Rights** - An Equality Impact Assessment has been carried out and the proposals discussed within the paper should improve participation and representation of communities and enable

groups to have more voice and influence in the shaping and scrutiny of public services.

8. **Health & Safety** - Any health and safety implications would be considered in the delivery of the consultation, and moving forward in any new arrangements developed.
9. **Procurement** – Not applicable
10. **Risk** – Not applicable
11. **Privacy Impact** – Not applicable
12. **Cosla Policy Position** – The review of Community Level Governance has potential links to the review of Local Governance being taken forward by Scottish Government and COSLA jointly. It is anticipated that this will launch throughout 2018.

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### List of Background Papers

- (a) Map of Local Partnership boundaries
- (b) List of elected members eligible to sit on each Local Partnership

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## **Appendix A**

### **Local Partnerships – Terms of Reference**

#### **1. Functions of Local Partnerships**

- 1.1. Identify, set and share priorities and aspirations for the Local Partnership area, based on evidence and community engagement.
- 1.2. Facilitate networking and partnership working between local public, private, third and community sector organisations to address identified local priorities.
- 1.3. Listen to, consult with and represent local communities to provide a strong community voice to raise issues.
- 1.4. In particular, develop arrangements for engaging with local communities in order to better understand their needs and promote effective communication.
- 1.5. Distribute Renfrewshire Council's general grant fund and Common Good Fund to support local activities aligned to the local objectives.
- 1.6. Provide a forum for community planning partners to listen to and respond to issues raised by local communities.
- 1.7. Support engagement around the delivery of the Community Empowerment (Scotland) Act 2015 within the local area, including the ownership and usage of community assets.
- 1.8. Provide a forum to publicise and celebrate the contribution of community action to meeting community needs and aspirations.
- 1.9. Work with Community Councils to support them to align their work to community planning and Local Partnership Plan objectives.

#### **2. Membership of Local Partnerships**

##### **2.1 Elected Member Representatives**

- All Renfrewshire councillors representing the Local Partnership area

##### **2.2 Community Representatives**

- A number of community members equal in number to elected members from Renfrewshire Council.

- The Chair of each Community Council in the area (or a nominated representative) will have an automatic place as members of the Local Partnership.
- Where Community Councils are not currently active, representatives from other local organisations will take their place, on the understanding that if a Community Council becomes active, the Community Council representative will take the place of the representative of a non-community council organisation.
- Where there are fewer Community Council representatives than there are Elected member representatives, remaining places will be filled by community members representing local organisations. These should be properly constituted community organisations with a demonstrable local connection to the area.
- These community representatives will be appointed by the Local Partnership at the first meeting of the Partnership. Prior to such appointment there will be a public process to invite expression of interest in such membership.
- Reasonable endeavours shall be made to ensure such community representation includes at least one representative of young persons.

### 2.3 Officer Representatives

- The following organisations should be represented by officers at the meetings of the Local Partnership:
  - Renfrewshire Council
  - Renfrewshire Health and Social Care Partnership
  - Police Scotland
  - Engage Renfrewshire
- A Lead Officer from Renfrewshire Council will be appointed to provide support to the chair/vice chair of each Local Partnership.

### 2.4 Term of office

- The term of office for members of the Local Partnership shall be until the day of the next ordinary elections for Local Government Councillors or Community Council in Scotland, as appropriate. An Community Representative member of the Local Partnership will remain a member for three years.

### 2.5 Voting

- Every effort shall be made by members to ensure as many decisions as possible are made by consensus.
- In the event of the Local Partnership failing to reach a consensus on a decision and a vote having to be taken, all members (Elected members and community members) would have a vote. In the event of a tied vote, the chair would have the casting vote.



## 2.6 Chair

- Each Local Partnership will be chaired by an Elected Member representing that local area, and appointed by Renfrewshire Council. Each Local Partnership can appoint its own Vice-Chair, who shall be a Community Representative.

## 2.7 Code of Conduct

- Members shall subscribe to and comply with the Standards in Public Life – Code of Conduct for Members of Devolved Public Bodies.

## 2.8 Standing Orders

- Standing Orders will be prepared for meetings of the Local Partnerships, which will incorporate the relevant parts of the Terms of Reference.

## 2.9 Quorum

- Quorum will be at least one quarter of the members of the Locality Partnership

## 2.10 Delegated Powers

- The Local Partnership will normally make recommendations, which will be referred for consideration to the body responsible for exercising the function which is the subject of the recommendation. Alternatively, an officer of bodies attending the Locality Partnership may have authority delegated by their organisation to implement the recommendation without further decision by their organisation. In due course, Community Planning Partners may delegate specific powers to Local Partnerships.

## 2.11 Meetings

- There shall be at least three ordinary meetings of the Local Partnership each year.
- Meetings will be conducted at a time which best suits the membership and in the relevant Local Partnership area.
- Meetings will be held in public, but members of the public who wish to contribute should work with their elected members or community representatives to raise relevant community issues at the Partnership

# 3. Roles and remits

## 3.1 Community Representatives

Community Representatives will:

- Represent the interests of local residents.
- Promote partnership working and empowerment of communities within the Local Partnership area.
- Agree priorities and aspirations for the Local Partnership area, based on evidence and community engagement.

- Agree distribution of local grants to empower community organisations to deliver activity to support the Local Partnership priorities.
- Communicate with wider communities to seek views and inform communities of Partnership action.

### 3.2 Officer Representatives

Officers on Local Partnerships represent their organisation and act as advisers to the Local Partnership. They link the Partnership and the partner organisation.

- Co-ordinate a response to issues raised through the Local Partnerships.
- Bring forward relevant business for Partnership consideration.

### 3.3 Lead Officer

- Provide support and advice to the Partnership to manage their business

### 3.4 Secretariat

- Manage the business meetings of Partnerships.
- Support and advise Partnership members.
- Administer the grants process.
- Liaise with officers attending meetings.
- Support grant applicants.

## **Appendix B**

### **Standing Orders for Local Partnerships**

#### **1. General**

These Standing Orders set out the procedures to be followed at meetings of Local Partnerships in Renfrewshire. As far as applicable, these shall also be the standing orders for any Working Groups established.

1.2 In these Standing Orders “Local Area” shall mean one of the seven areas of Renfrewshire designated by Renfrewshire Council and the Renfrewshire Community Planning Partnership

1.3 Any statutory provision, regulation or direction issued by Scottish or UK governments shall have precedence if they are in conflict with these Standing Orders.

1.4 As more specifically detailed in 8, it is expected that all decisions of the Local Partnership, will be made by consensus and members will endeavour to reach agreement wherever possible.

#### **2. Membership**

2.1 Membership of the Local Partnerships shall comprise:-

- All Elected Members of Renfrewshire Council who represent the Local Area. In the event that an Elected Member represents more than one Local Area it shall be open to the Elected Member to serve on one or all Local Partnerships they represent. If an Elected Member does not wish to serve on a Local Partnership, then confirmation of this shall be given to the Head of Corporate Governance, Renfrewshire Council. Thereafter such Elected Member shall not be a member of the Partnership and have no voting rights, until the Elected Member gives notice to the Head of Corporate Governance, Renfrewshire Council that he or she wishes to be a member of the Partnership, which will take effect from the next meeting of the Local Partnership;
- A Lead Officer appointed by Renfrewshire Community Planning Partnership, who will also act as chief advisor to the Local Partnership;
- An Officer representative/adviser from each of the following Community Planning Partnership organisations, namely:
  - Renfrewshire Council
  - Renfrewshire Health and Social Care Partnership
  - Police Scotland
  - Third Sector Interface, Engage Renfrewshire.
- The Chair of each Community Council within the Local Area, which failing, such community councillor as shall be nominated by the relevant Community Council;
- Where there is no Community Council serving a community council area, an individual from a properly constituted community organisation selected in a

fair, open and accountable manner as determined by the Local Partnership. In the event that a Community Council is subsequently formed for this area, this Member shall be replaced by the Chair of the new Community Council.

- Such further Members of the community as will ensure that the overall number of community representatives (including Community Council and other community representatives appointed in terms of the previous two paragraphs) is the same as the number of Elected Members of Renfrewshire Council serving on the Local Partnership. These community representatives will be appointed by the Local Partnership. Prior to such appointment there will be a public process to invite expressions of interest in such membership.

2.3 The term of office for members of the Local Partnership shall be until the day of the next ordinary elections for Local Government Councillors or Community Council in Scotland, as appropriate. A Community Representative member of the Local Partnership will remain a member for three years.

2.4 Where a Member resigns or otherwise ceases to hold office, the person appointed in his/her place shall be appointed for the unexpired term of the Member they replace.

2.5 On expiry of a Member's term of appointment the Member shall be eligible for re-appointment provided that he/she remains eligible and is not otherwise disqualified from appointment.

2.6 A Member appointed under paragraph 2.1 ceases to be a member of the Local Partnership if they cease to be either a member or employee of the body which nominated them.

2.7 A Member of the Local Partnership may resign his/her membership at any time during their term of office by giving notice to the Local Partnership in writing. The resignation shall take effect from the date notified in the notice or on the date of receipt if no date is notified. The Local Partnership must inform the body that made the nomination.

2.8 If a Member has not attended three consecutive Ordinary meetings of the Local Partnership or has not attended any meetings for a period of six months, whichever is the longer, and their absence was not due to illness or some other reasonable cause as determined by the Local Partnership, the Local Partnership may, by giving one month's notice in writing to that Member, remove that person from office.

2.9 A constituent authority may remove a member which it nominated by providing one month's notice in writing to the member and the Chair of the Local Partnership.

2.10 The acts, meetings or proceedings of the Local Partnership shall not be invalidated by any defect in the appointment of any Member.

### **3. Chair and Vice Chair**

3.1 The Chair will be an Elected Member of Renfrewshire Council who represents the Local Area, appointed by Renfrewshire Council. Each Local Partnership will appoint its own Vice-Chair, who shall be a Community Representative.

3.2 The term of office of the Chair and Vice-Chair shall be the period of their membership of the Local Partnership in terms of 2.3, or, in the case of a person appointed to fill a casual vacancy, the remainder of that term.

3.3 A person holding the office of Chair or Vice-Chair shall be eligible for re-election.

3.4 On a vacancy arising in the offices of Chair or Vice-Chair, an election to fill the vacancy shall be held as soon as practicable at a meeting of Renfrewshire Council or the Local Partnership respectively. The notice for the meeting shall specify the filling of the vacancy as an item of business.

3.5 At every meeting of the Local Partnership the Chair, if present, shall preside. If the Chair is absent from any meeting the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent, a Chair shall be appointed from within the members present for that meeting.

3.6 Respect will at all times be paid to the authority of the Chair or Vice-Chair, or such other Member presiding, when chairing any meeting of the Local Partnership. When the Chair speaks, he/she shall be heard without interruption. Members shall address the Chair while speaking.

3.7. It shall be the duty of the Chair to:

- Preserve order and ensure fairness in debate, and determine the order in which speakers can be heard;
- Decide on matters of relevancy, competency and order, and whether to have a recess during the Meeting, having taken into account any advice offered by the Senior Lead Officer or other relevant officer in attendance at the Meeting;
- Ensure that Standing Orders are observed;
- Determine any questions of procedure for which no express provision has been made in these Standing Orders;
- Maintain order and at his/her discretion, order the exclusion of any member of the public who is deemed to have caused disorder or misbehaved;
- Adjourn a meeting in the event of disorder arising to a time, which the Chair may then or afterwards, fix (the quitting of the Chair shall be the signal that the meeting is adjourned). In the event the Chair quits without disorder having arisen, the meeting shall not be adjourned and the Depute Chair or in his/her absence another member of the Local Partnership chosen by those Members present shall assume the Chair;

3.8 The decision of the Chair on all matters within his/her powers shall be final and shall not be open to question or discussion.

3.9 The Vice-Chair may act in all respects as the Chair of the Local Partnership if the Chair is absent or otherwise unable to perform his/her duties.

#### **4. Meetings**

4.1 There shall be at least three ordinary meetings of the Local Partnership each year. The first meeting of the Local Partnership will be convened at a time and place to be determined by the Chair. Thereafter the Local Partnership shall meet at such place and such frequency as may be agreed by the Local Partnership.

4.2 The Chair may convene Special Meetings if it appears to him/her that there are items of urgent business to be considered. Such Meetings will be held at a time, date and venue as determined by the Chair. If the Office of Chair is vacant, or if the Chair is unable to act for any reason the Vice-Chair may at any time call such a meeting.

4.3 Adequate provision will be made to allow for members to attend a meeting of the Local Partnership or a Working Group of the Local Partnership, either by being present together with other members in a specified place, or in any other way which enables members to participate despite not being present with other members in a specified place.

## **5. Notice of Meeting**

5.1 Before every meeting of the Local Partnership, or Working Group, a notice of the meeting, specifying the time, place and business to be transacted at it and signed by the Chair, or by a Member authorised by the Chair to sign on that person's behalf, shall be issued by electronic means to all Members no later than five days (including Saturday and Sunday) prior to the start of the meeting. Such notice will remain valid until rescinded in writing. Lack of service of the notice on any member shall not affect the validity of anything done at a meeting.

5.2 At all Ordinary or Special Meetings of the Local Partnership, no business other than that on the agenda shall be discussed or adopted except as part of an Open Session, or if the Chair is of the opinion that the item should be considered at the meeting as a matter of urgency.

## **6. Quorum**

6.1 No business shall be transacted at a meeting of the Local Partnership Board unless there are present, and entitled to vote, at least one quarter of the members of the Local Partnership.

6.2 If within ten minutes after the time appointed for the commencement of a meeting of the Local Partnership, a quorum is not present, the meeting will stand adjourned to such date and time as may be fixed and the minute of the meeting will disclose the fact.

## **7. Powers and Business**

7.1 Local Partnerships can make recommendations, which will be referred for consideration to the body responsible for exercising the function which is the subject of the recommendation. Alternatively, an officer of the bodies attending the Local Partnership may have authority delegated by their parent organisation to implement the recommendation without further decision by their parent organisation. In the case of Council grants being allocated by the Local Partnership, authority will be

delegated to the Lead Officer to award grant funding in line with the Local Partnership's decision.

7.2 The business of the Local Partnership is to develop, review and implement the priorities of the Local Area, and as part of this to undertake the functions detailed in Appendix A. Community Planning Partners or other organisations may in due course, delegate further specific powers to Local Partnerships.

## **8. Procedure for Dealing with Items of Business**

8.1 Every reasonable effort shall be made by the Chair and Members to ensure that as many decisions as possible are made by consensus.

8.2 Report authors will speak to the terms of any report drafted by them which is on the agenda for a meeting. Thereafter it will be open to any Member to ask a question or questions concerning the item of business under consideration. Such questions must be relevant to the item of business under consideration and may be directed to any Member or officer seeking clarification of the terms of a report

8.3 When the Chair is satisfied that there are no more questions to be raised he or she will invite the Local Partnership to discuss the item of business. Such discussion must be relevant to the item of business and should attempt to achieve a decision by consensus. As part of the Chair's role to manage the meeting, the Chair shall attempt to ensure that Members who wish to speak have a fair opportunity to do so. The Chair shall have power to determine when Members can speak, and will determine the number of occasions and length of time that a Member is able to speak.

8.4 When the Chair is satisfied that a decision can be made by consensus he or she will clarify the terms of that decision with the Local Partnership.

## **9. Procedure where there is no Unanimous Decision**

9.1 If the Chair is satisfied that a decision cannot be made by consensus, he or she will invite those of differing views to state the decision they wish the Local Partnership to make. The first such statement will be known as the motion. Any member may seek an amendment to the motion. Any motion and amendment must relate to the item of business under discussion. No motion or amendment will be accepted unless it is seconded. It will be open to any Member to ask a question or questions to the mover of any motion or amendment seeking clarity of their motion or amendment.

9.2 Debate - When the Chair is satisfied that there are no more amendments to be raised he or she will state that Local Partnership is in debate.

9.3 Subject to the right of the mover of a motion, and the mover of an amendment, to reply, no Member will speak more than once on the same question at any meeting of the Local Partnership except:-

- On a question of Order;
- With the permission of the Chair; or

- In explanation or to clear up a misunderstanding in some material part of his/her speech.

9.5 The mover of an amendment and thereafter the mover of the motion will have the right of reply for a period of not more than 3 minutes. He/she will introduce no new matter and once a reply is commenced, no other Member will speak on the subject of debate. Thereafter the discussion will be held closed and the Chair will call for the vote to be taken.

## **10. Voting**

10.1 Where a decision cannot be made by consensus in terms of standing order 8, then only Elected Members and Community members shall be entitled to vote.

10.2 Any decision requiring a vote will be determined by a majority of votes of the Members present and who are entitled to vote on the question. Voting shall be by a show of hands. In the case of an equality of votes the Chair shall have a second or casting vote.

## **11. Code of Conduct and Conflicts of Interest**

11.1 Members of the Local Partnership shall subscribe to and comply with the Standards in Public Life - Code of Conduct for Members of Devolved Public Bodies which is deemed to be incorporated into these Standing Orders. All members who are not already bound by the terms of the Code shall be obliged before taking up membership, to agree in writing to be bound by the terms of the Code of Conduct for Members of Devolved Public Bodies.

11.2 If any Member has a financial or non-financial interest as defined in the Code of Conduct of Members of Devolved Public Bodies and is present at any meeting at which the matter is to be considered, he/she must as soon as practical, after the meeting starts, disclose that he/she has an interest and the nature of that interest and if he/she is precluded from taking part in consideration of that matter.

11.3 If a Member or any associate of theirs has any pecuniary or any other interest direct or indirect, in any contract or proposed contract or other matter and that Member is present at a meeting of the Local Partnership, that Member shall disclose the fact and the nature of the relevant interest and shall not be entitled to vote on any question with respect to it. A Member shall not be treated as having any interest in any contract or matter if it cannot reasonably be regarded as likely to significantly affect or influence the voting by that Member on any question with respect to that contract or matter.

11.4 Where an interest is disclosed, the other members present at the meeting in question must decide whether the member declaring the interest is to be prohibited from taking part in discussion of or voting on the item of business.

## **12. Adjournment of Meetings**

12.1 A meeting of the Local Partnership may be adjourned to another date, time or place by a motion, which shall be moved and seconded and put to the meeting



without discussion. If such a motion is carried by a simple majority of those present and entitled to vote, the meeting shall be adjourned to the day, time and place specified in the motion.

12.2 The Chair may adjourn for a period not exceeding ten minutes to seek advice without the need for a motion for adjournment.

### **13. Disclosure of Information**

13.1 Meetings of the Local Partnership shall be conducted in public. Representation will be made through Local Partnerships' elected or community representatives. Participation of the public will only be at the discretion of the Chair. Public notice of the time and place of each meeting of the Local Partnership shall be given by publishing such notice on the Renfrewshire Council website, which failing, Renfrewshire Council, not less than five days before the date of each meeting.

13.2 The Local Partnership may by resolution at any meeting exclude the press and public during consideration of an item of business where it is likely in view of the nature of the business to be transacted or of the nature of the proceedings, that if members of the press and public were present there would be a disclosure to them of confidential information

13.3 Every meeting of the Local Partnership shall be open to the public but these provisions shall be without prejudice to the Local Partnership powers of exclusion in order to suppress or prevent disorderly conduct or other misbehaviour at a meeting. The Local Partnership may exclude or eject from a meeting a member or members of the press and public whose presence or conduct is impeding the work or proceedings of the meeting.

13.4 No Member shall use or disclose to any person any confidential and/or exempt information coming to his/her knowledge by virtue of his/her office as a Member where such disclosure would be to the advantage of the Member or of anyone known to him/her or which would be to the disadvantage of the Local Partnership.

### **14. Recording of Proceedings**

14.1 Any request to photograph, tape, film, video tape, digital or otherwise record the proceedings of any Meeting shall be notified in advance to the Local Partnership, to enable the Chair of the Local Partnership to determine whether to agree to the request.

### **15. Rescinding of Decisions of the Local Partnership**

15.1 A motion or amendment contrary to a decision of the Local Partnership shall not be competent within six months of that decision unless the chairperson is satisfied that due to a material change in circumstances that was not apparent at the time the decision was made, it would be reasonable for the original decision to be altered or supercede. Any proposed change must include an explanation setting out the material change of circumstances that has occurred.

### **16. Suspension of Standing Orders**

16.1 The Local Partnership shall be entitled to suspend one or more of these standing orders but only by a majority of two-thirds of the members present and voting for that purpose.

## **17. Deletion or Amendment of Standing Orders**

17.1 The Local Partnership shall be entitled to amend, vary or revoke any of these standing orders by a simple majority of the members present and voting for that purpose subject to either (a) an appropriate notice of motion stating the relevant amendment or variation, or a proposal that the standing orders be revoked; or (b) a proposal by the proper officer in the form of a report.

## **18. Minutes**

18.1 The names of the Members and others present at a meeting shall be recorded in the minutes of the meeting.

18.2 The minutes of the proceedings, including any decision or resolution made by that meeting, shall be drawn up and submitted to the next ensuing meeting for agreement of their accuracy after which they will be signed by the person presiding at that meeting. A minute purporting to be so signed shall be received as evidence without further proof.

18.3 The minutes will also be referred to the Community Planning Partnership for noting by them. Any recommendations made by the Local Partnership in relation to a matter where they do not have decision making powers delegated to them from the body whose function is to be exercised, will be referred to relevant body or bodies for their consideration. This is without prejudice to the powers of Community Planning Partners or officers authorised by them to agree to implement Local Partnership recommendations at the Local Partnership meeting.

## **19. Working Groups**

19.1 The Local Partnership may establish any Working Group as required from time to time but each Working Group shall have a limited time span as may be determined by the Local Partnership.

19.2 The Membership, Chair, remit, powers and quorum of any Working Group will be determined by the Local Partnership.

19.3 Agendas for consideration at a Working Group will be issued by electronic means to all Members no later than three days (not including Saturday and Sunday) prior to the start of the meeting.

## **Appendix A - Functions of the Local Partnership**

The function of the Local Partnership is to develop, review and implement the priorities of the Local Area Plan for its area and as part of this to:

- Identify, set and share priorities and aspirations for the Local Partnership area, based on evidence and community engagement.
- Facilitate networking and partnership working between local public, private, third and community sector organisations to address identified local priorities.
- Listen to, consult with and represent local communities to provide a strong community voice to raise issues.
- In particular, develop arrangements for engaging with local communities in order to better understand their needs and promote effective communication.
- Distribute Renfrewshire Council's general grant fund and Common Good Fund to support local activities aligned to the local objectives.
- Provide a forum for community planning partners to listen to and respond to issues raised by local communities.
- Support engagement around the delivery of the Community Empowerment (Scotland) Act 2015 within the local area, including the ownership and usage of community assets
- Provide a forum to publicise and celebrate the contribution of community action to meeting community needs and aspirations.
- Work with Community Councils to support them to align their work to community planning and Local Partnership Plan objectives.