

Community Councils in East Lothian
Induction session 2
January 2022



Caitlin McCorry, Service Manager - Connected Communities
Stuart Baxter, Connected Communities Manager – Musselburgh Area

Induction – what we will cover:

- Introductions
- How to Conduct Meetings
- Being representative, consulting your community
- Area Partnerships
- Association of East Lothian Community Councils
- Future induction sessions
- Any questions?



How to conduct meetings

- Constitution sets out frequency of meetings
- Role of Chair, Vice Chair, Secretary and Treasurer Issue
- Agenda at least 1 week in advance of meeting
- DRAFT Minutes also issued in advance, along with agenda and any other relevant papers
- Issue invite to any external guests to attend well in advance
- Display the year's meeting dates on website
- Display most recent minutes on local noticeboard
- Timed agenda helpful
- Introductions and make new attendees feel welcome
- Format of meetings
- Virtual meetings during COVID restrictions

How to conduct meetings - AGM

- Held once each year
- To receive and consider annual report by Chair
- Receive report on annual statement of accounts and approve
- Agree office bearers for the next year
- Agree representation on other groups – e.g. Area Partnership
- Agree any co-opt members – in line with procedure

Good practice

- Code of Conduct, Sc Govt Guidance and Handbook
- ELC website – Community Councils
- Unacceptable actions:
 - by a member of the public
 - by a Community Councillor
- Complaints procedure

- Encourage attendance at training
- Prepare in advance of meetings, read papers etc
- Read relevant information issued to keep up to date with latest advice and good practice

Community Councils achievements.....



Representing your community

- ...The general purpose of a Community Council shall be to ascertain, co ordinate and express to East Lothian Council, and to other public authorities, the views of the community which it represents...
- ...The purpose of Community Councils is also to represent a full cross section of the community....
- So how do you do this?

Representing your community

- Make sure people in your community know how to contact the CC if they want to raise an issue
- Consider a range of ways to engage the views of members of your community through various means including questionnaires, surveys, newsletters, websites, social and printed media
- Understand your community – demographics, issues, ward profiles helpful
- Engage with parts of the community who find it difficult for their voices to be heard
- Area Plan – Area Partnership
- Encourage diverse membership to represent a range of ages
- Mentoring new CCs?

Area Partnerships - the local voice of community planning

East Lothian Area Partnership Locations

- Musselburgh
- Fa'side
- Haddington & Lammermuir
- Dunbar & East Linton
- North Berwick Coastal
- Preston Seton Gosford



Dunbar & East Linton
Area Partnership

Fa'side
Area Partnership

Haddington & Lammermuir
Area Partnership

Musselburgh
Area Partnership

North Berwick Coastal
Area Partnership

Preston Seton Gosford
Area Partnership

Purpose of Area Partnerships

- Area Partnerships have been established as the local voice of community planning in East Lothian
- Area Partnerships strengthen links between communities, area-based services and East Lothian Partnership.
- They provide a way for local communities to contribute to the outcomes in the East Lothian Plan and influence service planning and delivery in their area.

What Do Area Partnerships Do?

- Develop a local Area Plan based on local priorities, using evidence e.g. Area Profiles, local knowledge
- Monitor how that Area Plan is delivered
- Work in partnership with East Lothian Council
- Allocates resources and Area Partnership budgets to deliver the Area Plan
- It involves, engages and consults with the whole community and service providers to keep the Area Plan relevant.

Area Partnership membership



Sub- groups:

○Health & wellbeing

○Young people

○Active travel

Members of each Area Partnership work collaboratively to develop an Area Plan identifying local priorities to make a difference in their community - Chaired by Community volunteer

East Lothian Partnership Forum



East Lothian Partnership Structures

Governance Group = Council, NHS, Police, Fire, Scottish Enterprise, Third Sector, Higher Education. Approves processes, ensures delivery, resolves issues

ELP Forum = including representation of the 6 Area Partnerships, resourcing partners, other Partners. Brings together partners and community bodies to collaborate on improving outcome for local people

Strategic Partnerships, Delivery Groups & Area Partnerships = a range of multi-agency groups, each responsible for delivering relevant aspects of East Lothian Plan and Locality Plans

Collectively these structures deliver the Local Outcomes Improvement Plan and 6 Locality Plans

Association of East Lothian Community Councils

- The Association was formed in February 1996
- The Objectives of the Association:
 - To establish a forum where matters of common interest to East Lothian Community Councils may be discussed
 - To establish and maintain communication between the Community Councils and East Lothian Council
 - To promote the interests of East Lothian Community Councils with the East Lothian Council and other bodies
 - To represent in discussions with East Lothian Council matters affecting all or individual Community Councils

Association of East Lothian Community Councils

- Very helpful network for Community Councils
- It allows Community Councils to discuss common issues
- Guest speakers can address community Councils on a range of Issues
- Connected Communities staff usually attend to provide general update from ELC and to understand any issues affecting CC's.
- **New Chair needed!**

CONNECTED COMMUNITIES SERVICE

Service Manager
Caitlin McCorry



MUSSELBURGH AREA

Connected Communities
Manager
Stuart Baxter

TRANENT AREA

Connected Communities
Manager
Simon Davie

PRESTONPANS AREA

Connected Communities
Manager
Emma Brown

NORTH BERWICK AREA

Connected Communities
Manager
Doug Haig

DUNBAR AREA

Connected Communities
Manager
Stevie McKinlay

HADDINGTON AREA & COMMUNITY CAPACITY BUILDING

Connected Communities
Manager
Diann Govenlock

MUSSELBURGH AREA PARTNERSHIP

Community Council Support
Musselburgh & Inveresk
Whitecraig, Wallyford

Community Assets
Fisherrow Community Centre
Musselburgh East Community Learning Centre
Wallyford Community Centre
Whitecraig Community Centre
Musselburgh Town Hall
Gate House

Musselburgh Grammar School Cluster

FA'SIDE AREA PARTNERSHIP

Community Council Support
Tranent & Elphinstone
Macmerry & Gladsmuir,
Pencaitland, Ormiston

Community Assets
Elphinstone Community Centre
Ormiston Community Centre
Macmerry Village Hall*
Tranent Hall
Trevelyan Hall*

Ross High School Cluster

PRESTON SETON GOSFORD AREA PARTNERSHIP

Community Council Support
Prestonpans
Cockenzie & Port Seton
Longniddy

Community Assets
Pennypt Centre
Port Seton Community Centre
Longniddy Community Centre
Prestonpans Community Centre
Prestonpans Town Hall*

Preston Lodge High School Cluster

NORTH BERWICK COASTAL AREA PARTNERSHIP

Community Council Support
North Berwick
Gullane Area

Community Assets
North Berwick
Community Centre
Hope Rooms
Town Chamber

North Berwick High School Cluster

DUNBAR & EAST LINTON AREA PARTNERSHIP

Community Council Support
West Bams
Dunbar
Dunpender
East Lammermuir

Community Assets
Bleachingfield
Dunbar Corn Exchange

Dunbar Grammar School Cluster

HADDINGTON & LAMMERMUIR AREA PARTNERSHIP

Community Council Support
Haddington & District
Humbie, East & West Saltoun
and Bolton
Gifford, Garvald & Morham

Community Assets
Bridge Centre
Nungate Centre
Haddington Corn Exchange
Haddington Town House

Knox Academy High School Cluster

East Lothian Partnership

ARTS SERVICE

Team Manager
Lesley Smith
BRUNTON THEATRE TRUST & ARTS DEVELOPMENT



Further induction sessions planned

- Sessions will be scheduled in the new year covering a range of topics including:
 - Events and community resilience - 1st February
 - Planning & Development – 22nd February
 - Licensing, Governance, Data Protection – 1st March
 - Infrastructure - Roads/Transportation/Waste & Amenity Services - 15th March
- Officers from Council Services can be invited to attend a Community Council meeting to discuss particular issues

Any questions.....?

Thank-you

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