# Community Councils in East Lothian Induction session 2 January 2022



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#### 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.....









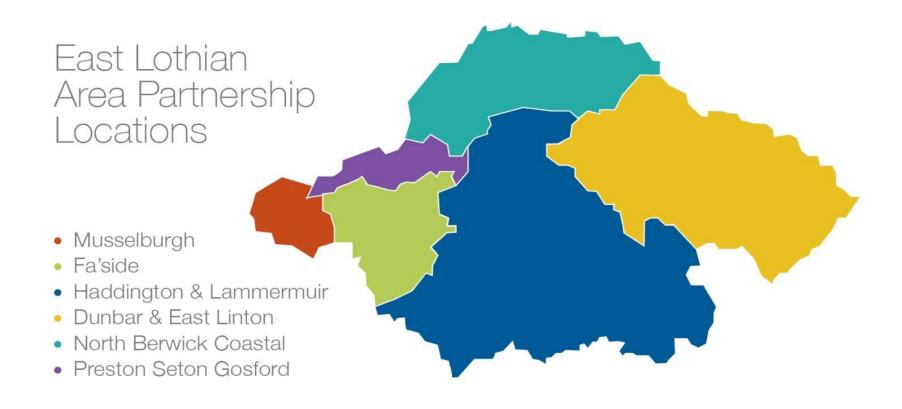
### Representing your community

- ...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



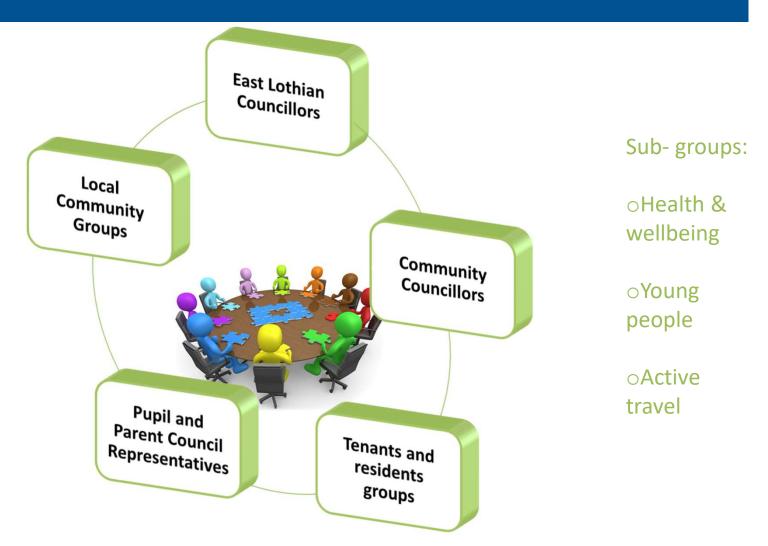
#### Purpose of Area Partnerships

- Area Partnerships have been established as the local voice of community planning in East Lothian
- Area Partnerships strengthen links between communities, areabased 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



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

Report issues to Governance Group

#### Governance Group

**Reports progress to Governance Group** 

# EAST LOTHIAN PARTNERSHIP FORUM

**Report progress to ELP Forum** 

< Strategic Partnerships, Delivery
Groups and Area Partnerships>

#### 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

> 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

TRANENT AREA

Connected Communities Manager Simon Davie

> FA'SIDE AREA PARTNERSHIP

Community Council Support Tranent & Elphinstone

Macmerry & Gladsmuir, Pencaitland, Ormiston

**Community Assets** 

Elphinstone Community Centre Ormiston Community Centre Macmery Village Hall\* Tranent Hall Trevelyan Hall\*

> Ross High School Cluster

**PRESTONPANS AREA** 

Connected Communities Manager Emma Brown

PRESTON SETON GOSFORD
AREA PARTNERSHIP

**Community Council Support** 

Prestonpans Cockenzie & Port Seton Longniddry

**Community Assets** 

Pennypit Centre
Port Seton Community Centre
Longniddry Community Centre
Prestonpans Community Centre
Prestonpans Town Hall\*

Preston Lodge High School Cluster NORTH BERWICK AREA

Connected Communities Manager Doug Haig

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 AREA** 

Connected Communities Manager Stevie McKinlay

DUNBAR & EAST LINTON AREA PARTNERSHIP

Community Council Support

West Barns Dunbar Dunpender East Lammermuir

Community Assets

Bleachingfield
Dunbar Corn Exchange

Dunbar Grammar School Cluster HADDINGTON AREA & COMMUNITY CAPACITY BUILDING

Connected Communities Manager Diann Govenlock

> 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

ARTS SERVICE

Team Manager Lesley Smith

& ARTS DEVELOPMENT



East Lothian Partnership

#### Further induction sessions planned

- Sessions will be scheduled in the new year covering a range of topics including:
  - Events and community resilience 1<sup>st</sup> February
  - Planning & Development 22<sup>nd</sup> February
  - Licensing, Governance, Data Protection 1<sup>st</sup> March
  - Infrastructure Roads/Transportation/Waste & Amenity
     Services 15<sup>th</sup> 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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