

Musselburgh Area Partnership

Minutes, Inaugural Meeting of the Musselburgh Area Partnership, 31st March 2014, 7-9pm, in Musselburgh East Community Learning Centre, Haddington Road, Musselburgh, EH21 8JJ.

Interim Co-Chairs:

Sharon Saunders, Head of Children's Wellbeing, East Lothian Council
Darrin Nightingale, Head of Education, East Lothian Council

Members present

Bernard Harkins, Musselburgh and Inveresk Community Council
Cllr. Fraser McAllister
Cllr. John Caldwell
Cllr. John McNeil
Cllr. John Williamson
Irene Tait, Musselburgh and Inveresk Community Council
Nadine Lowery, Campie Primary School Parent Council
Scott Allan, Wallyford Community Council
Sharlene Miller, Stoneyhill Primary School
Tanya Morrison, Whitecraig Community Council
Cathy McArthur, Windsor Park Tenants and Residents Association

Others in attendance

Jeanette Boyd, Windsor Park Tenants and Residents Association
Chris Turnbull, Musselburgh Sports Hub
Janice Burr, Musselburgh and Inveresk Community Council
Kaela Scott, Local Community Planning Officer, East Lothian Council
Margaret Stewart, Musselburgh and Inveresk Community Council
Paolo Vestri, Service Manager Corporate Policy and Improvement, East Lothian Council
Scott Robertson, Musselburgh Sports Hub
Veronica Campanile, Policy Officer, East Lothian Council

Members Apologies

Cllr. Andrew Forrest
Cllr. Stuart Currie
Gaynor Allen, Musselburgh Grammar School Parent Council
Maya Allen, Scottish Youth Parliament

Musselburgh Area Partnership

Agenda Item	Key discussion points	Action
Welcome	Sharon Saunders opened the inaugural meeting of the Area Partnership. She introduced herself and Darrin Nightingale as co-interim chairs and explained that their role was to help establish the partnership and that it was expected that members would appoint a community chair within several months.	
Introductions	Everyone round the table introduced themselves, who they represented and shared something that they were proud of in Musselburgh – as summarised below: <ul style="list-style-type: none"> • Great community / community spirit / creative / welcoming – volunteering, fundraising, etc • Our young people in secondary school and in the community (community spirit/volunteering/achieving) • Lots of sporting groups – children and adults • People say what they think • Fantastic High Street & local ice cream • The Lagoons – home to lots of things and activities • Ancient buildings creating a living heritage – helps people to share values 	
Role & Remit and Way of Working for the Area Partnership Background Papers: Role and Remit Paper and FAQs	P Vestri presented key information from the Role & Remit of Area Partnerships paper and highlighted: <ul style="list-style-type: none"> • Membership and representation • Role of the interim chairs • Frequency of meetings, noting that at the start of the process, meetings were likely to be more frequent than the stated 4 times yearly • Minutes will be emailed to members and also be publically available online at: www.eastlothian.gov.uk/meetings/committee/108/east_lothian_partnership-musselburgh_area_partnership <ul style="list-style-type: none"> • Members agreed that their email addresses could be shared with the group. <p><u>Comments</u></p> <ul style="list-style-type: none"> • Cllr. McNeil - What can this Area Partnership do that Community Councils can't do - I wouldn't like CCs to be undermined? • P Vestri- The key examples is creation of a ward plan which is the main purpose of this group. This wouldn't be possible at Community Council level. There may be 	

Musselburgh Area Partnership

	<p>projects which cut across CC areas. The Area Partnership may strengthen Community Councils and bring further opportunities to come together.</p> <ul style="list-style-type: none"> • Cllr Caldwell asked for confirmation that the funds allocated to delivering area plans would not come out of Community Council budgets. • P Vestri assured him this was not the case. <p>DECISION The Role and Remit was adopted by the Area Partnership</p>	
<p>Draft Code of Conduct</p> <p>Background Papers: Draft Code of Conduct</p>	<p>V Campanile presented key points from the East Lothian Partnership Draft Code of Conduct, explaining its origins and principals in the Ethical Standards in Public Life (Scotland) Act 2000.</p> <ul style="list-style-type: none"> • She noted that many members would be familiar with these principals through the Code of Conduct for their own organisations or roles, for example, in the case of Elected Members and Community Councillors. • A discussion followed and members were asked to discuss the Code of Conduct with the organisations they represent and send any comments. <p><u>Comments</u></p> <ul style="list-style-type: none"> • There was a brief discussion around the responsibility of members to act with honesty and integrity and, where appropriate to acknowledge in meetings their outside interests which may impact upon Partnership discussions and/or decisions. It was proposed that this aspect could be strengthened by including some examples in relation to meetings. • The chair pointed out that the overarching priority of East Lothian Partnership and therefore of this Partnership of reducing inequalities through prevention and early intervention would guide decisions and avoid responding to individual interests. 	<p>All members to submit comments on the Code of Conduct <u>by 14th April.</u></p> <p>VC to review the wording of the Code of Conduct as per the comments.</p>
<p>Wider membership</p> <p>See attached paper: Membership discussion paper</p>	<p>K Scott explained the principles for the fixed members and the wider membership highlighted in the paper:</p> <ul style="list-style-type: none"> - Re the fixed members, she asked members to confirm that the list of members were correct for their organisation. - Re additional community groups for the Area Partnership, this would be different in each area depending on local circumstances but the membership 	<p>All - check that the named member and substitutes for their organisation</p>

Musselburgh Area Partnership

	<p>3. Extend an open invitation to all contact groups inviting them to apply.</p> <p>4. Additional members to be decided at the next Area Partnership meeting.</p>	<p>KS- to circulate an open invitation o all contact groups</p>
<p>Area Plans</p> <p>See attached paper: developing area plans</p>	<p>K Scott presented the paper on the process for creating an Area Plan for the Musselburgh Area. Key points from this were that the process would happen in 3 stages:</p> <ul style="list-style-type: none"> • Stage 1 - a review of what information was already available in the Musselburgh area such as existing research, action plans and statistical information from the community profiles. You can access the full Musselburgh by numbers document and the Snapshot here • Stage 2 - establish priorities and identify what actions would be needed to reach the outcomes. The plan for carrying out the community consultation would be decided locally. • Stage 3 – would be to finalise an area plan which would need further community consultation. The final plan would be approved by the Area Partnership and then by the Safe and Vibrant Communities Partnership. <p><u>Comments</u></p> <ul style="list-style-type: none"> • S Robertson asked what would happen in the end? Would the Council do what this Partnership decides? • S Saunders said that existing obligations and regulations would have to be taken into account when finalising and approving each Area Plan • D. Nightingale added that as long as the Area Plan met the criteria in the Role and Remit he didn't anticipate an issue. • Cllr McNeill said that the current Administration was committed to this process and there was broad agreement with the other parties. However, future elections could have an influence. • C. McArthur asked how this plan would relate to the Musselburgh Town Centre strategy? It was confirmed that this strategy had been approved and was now being implemented, and it would be incorporated into the new Area Plan. • Cllr Caldwell said there was a need to focus on priorities and identify key initiatives. 	

Musselburgh Area Partnership

	<ul style="list-style-type: none"> Cllr McNeill also noted that Musselburgh was fortunate in having a £4.2 million Common Good Fund which could support aspects of the Plan. 	
Next Steps	<p>Sharon Saunders summarised the actions for members and the next steps.</p> <p>She highlighted that the next meeting would largely take a workshop format and be an opportunity to look at key information and challenges for the area</p>	All to note their actions and deadlines
Date of Next Meetings	<p>Monday 12 May, 7-9pm, in Musselburgh East Community Learning Centre</p> <ul style="list-style-type: none"> <i>Members and substitutes are specifically invited to both attend this meeting as it will focus on identifying key issues etc for the area.</i> <p>Monday 16 June 7-9pm, venue to be confirmed</p>	RSVP apologies to: musselburgh-ap@eastlothian.gov.uk

Contact

Email: musselburgh-ap@eastlothian.gov.uk

Membership – Musselburgh Area Partnership

Discussion Paper for the meeting 31/3/14

In addition to the fixed membership of the Partnership – Elected Members, Community Councils, TRA representatives and Parent Councils – it is planned that each partnership would also have around 6 community members representing other interests across the area.

The appointment of members for the Area Partnership should aim to:

- Represent the geographic diversity of the area;
- Ensure a balance between the different interest groups across an area;
- Provide opportunities for a diverse range of active groups to contribute;
- Ensure that the interests of equality groups are acknowledged.

At the Area Partnership Briefing in Musselburgh **young people** were identified as being particularly important to involve in the partnership. After discussion at that meeting, and further liaison with Dialogue Youth staff, the Musselburgh representative on the **Scottish Youth Parliament** have been invited to become members of the partnership.

Options for identifying the remaining community members for the 1st year of the Partnership

Option 1 – directly inviting key network / representative groups

Next Steps: to identify and directly invite active network / representative groups (eg. business associations, development trusts, thematic networks) and significant local groups to appoint a member and substitute to the Partnership.

Possible groups in the Musselburgh area include:

- a. Support from the Start – network group
- b. Musselburgh Area Sports Hub
- c. Honest Toun Association
- d. Other?

OR

Option 2 – open call for membership

Next Steps: to issue an invite to all local community groups across the area to nominate a member (and substitute) and identify what they could bring to the partnership.

- invitations could be issued via mail/email and/or through a community meeting.

The existing partnership members would then vote on the nominations received and appoint a further 3-5 members to the partnership for a 1 year period.

Whichever approach is chosen we hope to have the remaining members appointed by the 2nd meeting of the Partnership so that they can participate in discussions relating to themes and priorities from the outset.

Creating an Area Plan

Discussion Paper for the meeting 31/3/14

An Area Plan should detail the outcomes which local people want to see happen in their local area. The outcomes in the area plan will be based on statistical data and local intelligence to establish priorities which will form an Action Plan. Once set, the actions within the plan will be delivered mainly by service providers.

The Area Plan will link to the East Lothian Plan: Single Outcome Agreement (SOA) 2013–23 and directly contribute to the priorities set out in the SOA.

The Process

1st Stage: Reviewing what we already know

- Review existing information – such as previous community plans (if they exist), past consultation findings, other relevant actions plans. I.e. Town Centre plans or Community Development plans
- Data analysis – of the community profiles, findings from other community based surveys/questionnaires,
- Identify what has been missed – where are the gaps in what we know?

Timescale: months 1 - 3

2nd Stage: Community consultation to establish priorities and identify actions needed

At this stage we want to narrow down the wide ranging information that we have gathered from the 1st stage of the process so that we have an up-to-date set of needs that the community can agree are priority areas.

- The exact plan for carrying out this consultation will be devised at a local level but will involve community engagement with a wide range of people, groups and organisations

Timescale: months 4 - 6

3rd Stage: Finalising the Area Plan

- Draft the Area Plan, detail the actions needed to achieve the outcomes.

Note that the outcomes and areas for action in the Area Plan will follow the themes within the East Lothian Plan (SOA) 2013 -23. I.e. “sustainable economy”, “Resilient people” and “safe and vibrant communities” as this allows for comprehensive reporting mechanisms between the over-arching East Lothian Plan and the Area Plans at a local level.

- Final consultation on the Area Plan
- Approval of the Area Plan by the Area Partnership and the Safe and Vibrant Communities Partnership.
- Launch the Area Plan

Timescale: months 6 –months