

Musselburgh Area Partnership

Inaugural Meeting

31th March 2014, 7-9pm.

**Musselburgh East Community Learning Centre,
Haddington Road, Musselburgh, EH21 8JJ.**

Papers presented at the meeting:

- 1. Partnership Role and Remit**
- 2. Frequently asked questions**
- 3. Draft Code of Conduct for partnership members**
- 4. Musselburgh Area Partnership – membership to date**
- 5. Process for increasing membership – discussion paper**
- 6. Process of Creating an Area Plan – discussion paper**
- 7. Links to some examples of Area Plans from other Local Authorities**

Contact

Email: musselburgh-ap@eastlothian.gov.uk

AREA PARTNERSHIPS

ROLE

East Lothian Partnership entrusts the six Area Partnerships to oversee the development and delivery of Area Plans which will contribute to the delivery of the strategic plan, currently The East Lothian Plan - Single Outcome Agreement.

The role of each Area Partnership is to determine local priorities for the Area Plan that are aligned to The East Lothian Plan. Area Partnerships will also provide the principal point of contact for consultation and engagement with communities enabling them to influence The East Lothian Plan and related key strategies and plans.

REMIT / POWERS

1. Show creative and active leadership to meet the challenges which people and communities face and to maximise the opportunities which arise.
2. Develop an Area Plan.
 - a. Based on a shared vision for the area using evidence from the Area Profile and local intelligence
 - b. Identifying local priorities with a focus on reducing inequalities, prioritising prevention and early intervention and sustainability
 - c. Delivered by service providers and involving local people.
3. Monitor the delivery of the Area Plan and its impact.
 - a. Receiving regular progress reports from relevant service providers
 - b. Monitoring and reviewing progress - recommending action when needed
 - c. Reporting performance to the Safe and Vibrant Communities Partnership at least once a year
 - d. Reporting performance to communities in the area at least once a year.
4. Oversee resource allocation devolved to the area in accordance with priorities established by the Area Plan.
 - a. Receiving reports and monitoring use of resources that have been devolved to the area
 - b. Determine the allocation of funding devolved directly to the Area Partnership

5. Act as the principal point of contact, consultation and engagement for
 - a. The Council's Area Coordinators on the delivery of local services and service improvement
 - b. The Health and Social Care Partnership's locality planning
 - c. Service providers (partners) in the development of key strategies and plans (such as the Local Development Plan, Local Housing Strategy, etc.).
6. Monitor the effectiveness of stakeholder and community engagement to develop, deliver and review the Area Plan and local service delivery; drawing on and building on existing activities of local groups and partnerships.

MEMBERSHIP

It is expected that each Area Partnership will evolve to operate differently in each area over time. Initially however they will be established with a standardised membership. The selection of member organisations for the Area Partnership should aim to:

- Represent the geographic diversity of the area
- Recognise the role statutory groups are already playing in representing community interests
- 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.

Membership will include:

- All elected members from the ward;
- 1 or 2 representatives from each community council in the ward (depending on the size of the population they represent)
- 2 members from Tenants and Residents Associations,
- 2 Parent Council representatives – one from the High School and one representing Primary schools in the cluster
- Around 6 representatives from active community / voluntary sector / business groups – selected through an appropriate, locally determined process.

Once established Area Partnerships can co-opt additional members as required to provide expertise or different perspectives on issues that arise locally.

AREA PARTNERSHIPS –WAY OF WORKING

MEMBERSHIP AND REPRESENTATION

- Member organisations will identify one named member and one named substitute to represent them on the Area Partnership.
- Each member (except Councillors) will therefore have a named substitute able to attend and act on behalf of the group/s they represent if the named member is unable to participate in a meeting.
- Substitutes can attend meetings alongside named representatives as observers only.
- Partnership members will need to keep their substitute up to date with the business of the Area Partnership so that they are able to participate and take decisions when required.

CHAIR AND VICE CHAIR

- The interim Chair of the Partnership will be a senior East Lothian Council official. If the interim Chair is unable to attend the meeting it is his/her responsibility to delegate this role to a suitable officer.
- A Chair of the Partnership will be appointed by the Area Partnership at the annual meeting, which must be held within the first year of operation, and annually thereafter.
- The Vice Chair will be appointed by the Area Partnership at the annual meeting.
- If both the Chair and the Vice Chair are not at the meeting a Chair will be chosen by those present.

AREA PARTNERSHIP MEETINGS

- The Area Partnership should meet at least 4 times per year– and more if needed. The frequency and venue will be agreed by each Partnership.
- Sub-groups can take forward business between meetings, reporting back to the Partnership as appropriate.
- Agendas will be based on the Area Plan and emerging local issues.
- Members of the Area Partnership can request items for future reports and updates, through the Chair.
- Any local person or group can contact the Chair in advance of a Partnership meeting to raise a matter they would like to propose for the agenda. The Chair will decide if the matter is relevant in relation to the Partnership's remit and agenda. If it is not relevant for this Partnership, the Chair should assist by signposting to the appropriate organisation or group.

- Meetings are open to any local person or group as observers. The Chair can invite observers to speak if their input would be relevant to an agenda item.
- The Chair can invite others outside of the Partnership to present a report or speak to an item at a meeting.
- An Annual Meeting will be held which is open to anyone from the area where local groups and the general public can review progress on the Area Plan.
- Additional committee roles can be determined at the annual meeting and allocated from within the Partnership membership

QUORUM

- The quorum for meetings is 50% of members +1

DECISION MAKING

- Decisions should be taken in meetings wherever possible.
- Decisions should be taken based on the views of the members and importantly the views of the community through active consultation and engagement processes outside of business meetings to ensure that wider views are heard.
- Consensus should be reached wherever possible. In the event that the Partnership is unable to reach consensus in any matter a vote may be required.
- Decisions may be taken out with meetings on occasion e.g. emergencies or short deadlines. In these cases, the Chair should communicate with members of the Partnership by phone, email, post, etc., as appropriate, to make the decision and report the matter at the next meeting.

COMMUNICATIONS

- Agendas, reports and minutes will be publicly available on the Council E-gov system which can be accessed through the Council website.
- Minutes of meetings will be distributed as soon as possible after meetings and within one month, to enable members to follow up on actions with their groups and enable input.
- Notice of agendas and reports will be distributed (normally by email) to Partnership members two weeks prior to the meeting.
- Members should report to the groups and organisations they represent on the business of meetings using the Partnership Feedback form.

Area Partnerships – Frequently Asked Questions

The Role of Area Partnerships

Q) What are Area Partnerships?

A) Area Partnerships are the local element of community planning which is led by East Lothian Partnership. Area Partnerships are the main opportunity for local communities to contribute to The East Lothian Plan Single Outcome Agreement 2013-23 (the 10 year overarching plan for East Lothian) and to influence the way services are planned and delivered in their area.

Q) What will Area Partnerships do?

A) The role of each Area Partnership is to determine local priorities for their Area Plan that are aligned to the East Lothian Plan. Area Partnerships will also provide the principal point of contact for consultation and engagement with communities enabling them to influence The East Lothian Plan and related key strategies and plans.

Q) How do Area Partnerships fit with the East Lothian Partnership structure?

A) They are part of the Partnership structure and will have a direct link to the Safe and Vibrant Communities Partnership but will be able to communicate with any of the other partnership groups.

Membership

Q) Who will be members of the Area Partnership?

A) The core membership will consist of the area's East Lothian Councillors, and representatives from Community Councils, Tenants and Residents Associations and Parent Councils. A cross section of community organisations will also be members of Area Partnerships to capture the collective expertise on local issues.

Q) Can anyone be a member of the Area Partnership?

A) There are limitations on who can be members of the Area Partnerships to ensure that it is the community's interests that are represented. Members will be representatives from existing community groups. Service providers will support the Area Partnerships by reporting to, and giving their expertise on specific issues, to them as and when needed.

Q) What happens if members don't agree on issues?

A) It is anticipated that Area Partnerships will work through consensus wherever possible. If that's not possible then votes can be taken to decide on the matter.

Q) Who will chair the Area Partnership?

A) Initially the Chair will be a senior Council officer but a new Chair and vice-chair of the Partnership will be appointed by the members at the annual meeting.

Area Plans

Q) How will the Area Plan be developed?

A) The Area Plan will be developed based on statistical data and local intelligence by the Area Partnership and service providers with involvement from the wider community. The Area Plan will establish local priorities and an Action Plan.

Q) Who will approve the Area Plan?

A) The Area Plan will be approved by the Area Partnership itself, then by the Safe and Vibrant Communities Partnership.

Q) Who will deliver the Area Plan?

A) It is expected that the Area Plans will be delivered mainly by service providers.

Members Capacity

Q) Will membership of an Area Partnership over burden groups who are already playing a significant role in their community?

A) Membership of the Area Partnership will hopefully simplify existing networks and bring local groups together – limiting overlap/ duplication in work and identifying more efficient ways of working together.

Q) Will local groups be expected to take on the servicing of Area Partnerships?

A) Council officers will take the admin roles of the Partnerships such as organising meetings, writing minutes etc.

Q) Will Area Partnership members receive support when necessary on issues they may lack knowledge on?

A) Yes, they will be given information and support by relevant services. Training can also be provided if required.

Inclusion

Q) Will Area Partnerships be dominated by the large towns to the detriment of the smaller towns and villages?

A) The membership of the Area Partnerships has been set to include representatives from community councils, tenants and residents associations and parent councils from the smaller settlements to ensure a fair representation.

A) The Area Partnership will also use creative ways to engage with the wider communities they represent, for example, to explore priorities for the Area Plan.

Q) How will we ensure that young people are involved?

A) Young people (16 – 24 years) are being actively sought from local groups to be members of the Area Partnership. We will seek the views of young people on a range of issues through local organisations and networks.

A) Children and young people's interests should also be represented through other members such as parent councils.

Partnership Working

Q) How will the CAPPs (Community and Police Partnerships) fit with the Area Partnerships?

A) Police Scotland are currently developing Ward plans and the actions from these will be included in the Area Plan. We anticipate that the work of the CAPPs may evolve alongside the development of the Area Partnerships to encompass wider safety issues in each ward.

Q) What's the difference between Area Partnerships and Community Councils? Is there potential for overlap?

Resourcing

Q) Who will do the supporting work of the Area Partnership?

A) Council staff will provide organisational support to run and develop the partnerships. There is a small operational budget to support this work. E.g. to cover printing costs, communications and refreshments.

Q) Will members be able to claim expenses?

A) Unfortunately no.

Q) Will the Area Partnerships have a budget?

A) It has been confirmed in the Council's 3 year budget (approved 11th February 2014) that budgets will be devolved from existing funds starting in financial year 2015/16 and these will be linked to the delivery of each Area Plan.

A) Community Councils will continue to carry out the work they do in their local areas (e.g. commenting on and making representations on planning applications) while Area Partnerships will focus on strategic issues for the Ward area. Community Councils will contribute to the production of the Area Plan for their area. Area Partnerships will provide a forum for Community Councils to work collectively on issues affecting the wider area.

Publicity

Q) How are we going to publicise the work of the Area Partnerships?

A) Using various means depending on the nature of the work. For example, the minutes, agendas etc of the partnerships will be publically available through the Council website. General information sharing will come through member organisations to their networks and local digital media. Other possibilities are local press, Council & Partners newsletters, Social media and local radio, depending on the target audience.

Political Allegiance

Q) How will we ensure that Party Political priorities don't overshadow community priorities?

A) All Political parties represented on East Lothian Council are committed to developing this Area Partnership model and to participate in the Area Partnerships.

When?

Q) How quickly will the Area Partnerships be set up?

A) It is anticipated that the six Area Partnerships will be established by summer 2014.

CODE OF CONDUCT FOR MEMBERS

Partners have agreed to work together to achieve *The East Lothian Plan, Single Outcome Agreement 2013-23* through services which are bound by public sector duties.

This Code of Conduct is for members of all component groups within East Lothian Partnership i.e. East Lothian Partnership, the supporting Partnerships and the Area Partnerships.

Whilst each member is bound by their own organisation's Code of Conduct, members are also expected to adhere to East Lothian Partnership's Code of Conduct.

Members of the Partnership should know and apply the principles of this Code of Conduct at all times when carrying out this role; both in informal situations (e.g. conversations with local people, employees or volunteers) as well as formal situations (e.g. Partnership meetings and events).

This Code of Conduct is based largely on the Code of Conduct for local authority councillors and relevant public bodies as provided for in the Ethical Standards in Public Life etc (Scotland) Act 2000.

It is also based on the East Lothian Partnership's discussion on work needed to build and develop this partnership in order to get to the agreed Outcomes. The discussion produced a practical guide for the conduct of members, as well as for the partnership as a whole.

The general principles and practical guide upon which this Code of Conduct is based are:

- [Service to the Community / Duty](#)
- [Selflessness](#)
- [Integrity](#)
- [Objectivity](#)
- [Accountability and Stewardship](#)
- [Openness](#)
- [Honesty](#)
- [Leadership](#)
- [Respect](#)

Service to the Community

You have a responsibility to uphold the law and act in accordance with the law and the public trust placed in you. You have a responsibility to act in the interests of the East Lothian Partnership as a whole and the people and communities it serves. You have a duty to participate actively in the Partnership and follow through with your actions.

Selflessness

You have a responsibility to take decisions solely in terms of the public interest. You must not act in order to gain financial or other material benefit for yourself, family or friends or the organisation you represent.

Integrity

You must not place yourself under any financial or other obligation to any individual or organisation that might reasonably be thought to influence you in the performance of your duties.

Objectivity

You must make decisions solely on merit when carrying out public business including making appointments, awarding contracts or recommending individuals for rewards and benefits.

Accountability and Stewardship

You are accountable for your decisions and actions to the public and to the organisation you represent. You have a responsibility to consider issues on their merits, taking account of the views of others, and you must ensure that the East Lothian Partnership uses its resources prudently and in accordance with the law.

Openness

You have a responsibility to be as open as possible about your decisions and actions, giving reasons for your decisions and restricting information only when the wider public interest clearly demands.

Honesty

You have a responsibility to act honestly. You must declare any private interests relating to your public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

You have a responsibility to promote and support these principles by leadership and example, and to maintain and strengthen the public's trust and confidence in the integrity of East Lothian Partnership, its member organisations and their representatives in conducting public business.

Respect

You must respect all other members of this Partnership, the employees and volunteers of member organisations and local people you come into contact with, treating people equally and with courtesy at all times. **East Lothian Partnership Practical Guide 'DOs and DON'Ts'**

At the inaugural meeting on 19 June 2013, the East Lothian Partnership recognised that Partnerships need work to build and develop, in order to get to the agreed Outcomes. The discussion, summarised as a set of DOs and DON'Ts for four key areas- Leadership, Trust, Learning and Performance Management -, is a practical guide for the conduct of members, as well as for the partnership as a whole.

LEADERSHIP	
<p>DO have agreed outcomes – they make a real difference</p> <p>DO be cross party</p> <p>DO use officers and Councillors to develop ideas and proposals</p> <p>DO lead by example</p> <p>DO have a clear vision which is clearly articulated</p> <p>DO be consistent from vision to action</p>	<p>DON'T walk away when it gets hard</p> <p>DON'T allow any one group to dominate</p> <p>DON'T make systems an excuse</p> <p>DON'T apportion blame</p> <p>DON'T get boxed into internal thinking</p>
TRUST	
<p>DO show respect for different points of view</p> <p>DO be realistic about what we do</p> <p>DO deliver on promises and act</p> <p>DO be open and share (avoid keeping info private)</p> <p>DO share successes</p> <p>DO give consistent messages - same message / same tune</p>	<p>DON'T press on regardless</p> <p>DON'T make assumptions</p>
LEARNING	
<p>DO challenge based on evidence</p> <p>DO spot problems collectively</p> <p>DO agree to share information fairly</p> <p>DO be accepting when things go wrong</p> <p>DO set clear goals</p> <p>DO have a common understanding of goals</p> <p>DO stay focussed</p>	<p>DON'T need to justify an organisation or what it does</p> <p>DON'T reinvent the wheel</p> <p>DON'T be over ambitious</p> <p>DON'T flog a dead horse!</p>
PERFORMANCE MANAGEMENT	
<p>DO understand limits</p> <p>DO focus on local alignment</p> <p>DO have measurable outcomes</p> <p>DO be open to scrutiny</p> <p>DO ensure timelines</p> <p>DO agree what we are not doing</p>	<p>DON'T try to boil the sea</p>

Musselburgh Area Partnership Membership

Interim Co-Chairs: Sharon Saunders & Darrin Nightingale, East Lothian Council

Organisation	Member	Substitute
East Lothian Council	Cllr John Williamson	N/A
	Cllr Fraser McAllister	N/A
	Cllr John McNeil	N/A
	Cllr John Caldwell	N/A
	Cllr Andrew Forrest	N/A
	Cllr Stuart Currie	N/A
Musselburgh & Inveresk Community Council	Bernard Harkins, CC member	Janice Burr, CC Treasurer
Musselburgh & Inveresk Community Council	Irene Tait, CC Chair	Margaret Stewart , CC Secretary
Wallyford Community Council	Scott Allan	TBC
Whitecraig Community Council	Tanya Morrison, CC Secretary	Shona Bennett, CC chair
Tenants and Residents Associations	Cathy McArthur, Windsor Park TRA	Jeanette Boyd, Windsor Park TRA
Tenants and Residents Associations	TBC	TBC
Musselburgh Grammar School Parent Council	Gaynor Allen	TBC
Primary School Parent Councils	Nadine Lowery, Campie Primary (TBC)	Ian Clark, Pinkie & St Peters Primary (TBC)
Primary School Parent Councils	Sharlene Miller, Stoneyhill Primary (TBD)	
Scottish Youth Parliament (Musselburgh representatives)	Maya Allen	

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

Some examples of Area Plans from other Local Authorities

Midlothian - Dalkeith Neighbourhood plan:

http://www.midlothian.gov.uk/info/200130/communities_and_community_planning/367/community_planning/10

Aberdeen – Culter, Cults, Bielside & Milltimber CP:

[http://www.communityplanningaberdeen.org.uk/web/FILES/NCAP/Culter%2C Cults%2C Bielside and Milltimber NCAP2010-11.pdf](http://www.communityplanningaberdeen.org.uk/web/FILES/NCAP/Culter%2C%20Cults%2C%20Bielside%20and%20Milltimber%20NCAP2010-11.pdf)

Dundee – Coldside CP Summary:

<http://www.dundeepartnership.co.uk/sites/default/files/Coldside%20LCP%20Summary%20-%20May%202012.pdf>