

# Haddington & Lammermuir Area Partnership

## MINUTES

**Meeting of the H&L AP,  
Wednesday 25<sup>th</sup> March, 7-9pm  
Nungate Community Centre**

**Meeting Chaired by:** Douglas Proudfoot, (Interim Chr) Head of Development, ELC (DP)

### **Members (and substitute members) present**

Alastair Beck, Humble E&W Saltoun and Bolton Community Council (AB)

Brian Baillie, Haddington East TRA (BB)

Emily Armatage, Haddington and District Community Council (EA)

Nick Morgan, Gifford Community Council (NM)

Nico de-Freitas, Haddington Business Association (NdF)

John McMillan, Elected Member, ELC (JM)

Paul Darling, Haddington Community Council (PD)

Phillip White, Garvald and Morham Community Council (PW)

Rosemary Greenhill, Humble E&W Saltoun and Bolton Community Council (RG)

### **Others in attendance**

Stuart Gibb, Area Manager, ELC (SG)

Kaela Scott, Local Community Planning Officer, ELC (KS)

Rurighd McMeddes, Assistant Local Community Planning Officer, ELC (RM)

Douglas Reynolds, Bolton Steadings Residents Association (DR)

Paul Sales, Bolton Steadings Residents Association (PS)

Doug Haig, East Lothian Council (DH)

Silvia Maccagnano, Support from the Start (SM)

Janet Brent, Support from the Start (JB)

### **Apologies received**

Ann McCarthy, East Lothian Health Network (AM)

Gordon Crawford, Yester Parent Council (GC)

Penny Short, Garvald and Morham CC (PS)

Amanda Herriott, Knox Academy Parent School Partnership (AH)

Hamish Hastie, Knox High School Pupil Representative (HH)

Gill Colston, East Lothian Health Network (GC)

Agenda Item	Key discussion points	Action
<p><b>1. Welcome</b></p>	<p>DP welcomed all attendees to this meeting of the Area Partnership and all attendees introduced themselves for the benefit of several first time attendees.</p> <p><i>As only 8 of the 20 Area Partnership membership places were present at this meeting it was not quorate and any decisions must be ratified at the next quorate H&amp;L AP meeting.</i></p>	
<p><b>2. Approval of the minutes</b></p>	<p>Minutes from the meeting that took place on the 4<sup>th</sup> February were deemed accurate subject to ratification at the next quorate meeting.</p>	
<p><b>3. Matters Arising</b></p>	<p>a) <u>Appointment of Area Managers</u></p> <p>DP welcomed SG to the meeting, stating that he was delighted to see SG take the position of Area Manager for the H&amp;L AP.</p> <p>SG gave a brief explanation of his long career working in local government, and his previous role working in communications with ELC. He highlighted that he will also be Area Manager for the Dunbar &amp; East Linton Area Partnership.</p> <p>SG stated that there has been some confusion about the role of Area Manager and highlighted that he will not be the manager of the AP, rather his job will be to support the work of the AP and take responsibility for delivering the Area Plan.</p> <p>SG stated that he is already taking a key role in advancing some of the priorities arising from the AP including the work on broadband access, and that he will be contacting all of the members of the partnership within the coming weeks.</p> <p>NdF asked if there is a job description for this role. SG answered that there is and this can be sent round. However SG highlighted that these roles are new and that they will need to be flexible.</p> <p>KS stated that the AP is still in the process of developing the Area Plan and that once this is in place it will provide a much clearer structure for SG's role.</p> <p>PS asked if SG would be available to meet member groups. SG answered that this would be possible. DP highlighted that this would need to be balanced with SG's other commitments, but that it was crucial that SG is able to get to know all of the members.</p>	<p><b>SG</b> to circulate job description for Area Managers</p>
	<p>b) <u>Process in Moving Towards a Community Chair</u></p> <p>Attendee's attention was drawn to a handout regarding the process for appointing a community chairperson, and an outline of the role. This can be found in Appendix 1.</p> <p>DP stated that his role so far has been as interim chair and that it is important to begin to transition towards appointing a community</p>	

chairperson. However he highlighted his desire to support the H&L AP throughout this transition stage.

KS drew attendee's attention to the handout stating that it had been sent out in advance and that it would be good to get feedback. She highlighted that the structure set out is a draft and can be adjusted to meet the requirements of each AP. In the discussion that followed a number of points were raised:

Regarding who might be eligible to chair:

- AB suggested someone from within H&L AP would be best. DR and NdF agreed stating members carry mandate from their group.
- KS stated that option of selecting chair from outside partnership is open, but that is not to suggest in all areas that this is where chair *should* come from.
- KS stated that intent behind this is to allow for appointment of a chairperson without particular ties to one member organisation.
- DP stated that the safeguard already exists highlighting suggestion **3)** of the ideas document (Appx 1): "*That the importance of an impartial chair is recognised*" where it is suggested that chairperson's appointed from within the partnership step down from their representative group.

Regarding the chairperson's requirement to step down as the representative for their group:

- RG stated that chair should not be required to step down as group representative because:
  - It may be difficult to backfill their place
  - They should be capable of acting with integrity as chair without neglecting their responsibility as member
- KS and DP expressed concern that if chair does not step down and back-fill membership their group may become neglected.
- NdF suggested it be the chair's decision whether they step down.
- DR disagreed, stating that stepping down should not be voluntary and that the chair's organisation might be advantaged.
- AB stated that if the chair acted in the interests of only one group it would be up to the Partnership to remove them
- KS suggested this matter be taken back to groups for discussion and could go to a vote if need be nearer the time.

Regarding input and representation from council officers:

- RG questioned what presence there would be from council officers after DP steps down. SG stated this would be his job.
- EA suggested someone from ELC such as DP could continue to chair the partnership. AB agreed stating that this could be the solution in the short term, with the appointment of a community chairperson happening further down the line.
- DP stated that the appointment of a community chairperson within

	<p>the first year is a requirement of the AP. He stated that it is important that the AP is community led, not council led. He continued saying that the H&amp;L AP would have the best of both worlds: Council input and support from SG, continued support during transition from DP and the appointment of a community chair.</p> <p>DP highlighted that the Area Partnership does have significant weight within the council and that this will not 'slacken off'. Instead the APs will grow with more autonomy.</p> <p>KS stated that the expectation is for a community chair to be appointed within the first year. She stated that there were plans for an Area Partnership Annual Meeting during September, and it is hoped that a community chair can be appointed at this time.</p> <p>All members were encouraged to read over the suggested structure for appointing a community chair (Appx 1) giving particular consideration to the following points and provide feedback before the next meeting</p> <ul style="list-style-type: none"> <li>• The possibility of appointing a chairperson from outside the partnership, and;</li> <li>• The requirement of the chairperson if selected from within the partnership to step down from representing their group on the Area Partnership.</li> </ul>	<p><b>Members</b> to read over Appx 1 giving particular consideration to the points noted and feedback by the 30<sup>th</sup> April</p>
	<p>c) <u>Understanding Devolved Budgets</u></p> <p>DP drew attendee's attention to the handout included in Appendix 2 detailing plans for a workshop on Understanding the Area Partnership Devolved Budgets which will take place on Wednesday the 22<sup>nd</sup> of April from 6:30-9pm at the Town House in Haddington.</p> <p>DP stated that he understood that this was another meeting and that all members and substitutes were volunteers who had many demands on their time. However he stressed that the workshop would be very worthwhile as it would provide an opportunity to hear about the devolved budget allocations from service managers from Amenity and Roads Services, ask questions and clarify the opportunities and constraints attached to these budgets. This will be vital in helping partnership members in making budget decisions when the time came.</p>	<p><b>Members</b> to RSVP to attend the budget workshop on 22<sup>nd</sup> April at the Town House.</p>
	<p>d) <u>Membership of the Area Partnership</u></p> <p>DP highlighted that since its inception H&amp;L AP has grown through the identification of several key networks and groups that play a valuable representative role in this community who were invited to join, such as Haddington Business Association; Haddington Community Sports Hub etc.</p> <p>DP welcomed SM and JB who were invited to express Support from the Start's (SftS) interest in taking up membership of H&amp;L AP. SM and JB gave a brief outline of SftS's work within the ward.</p> <p>SftS are an umbrella organisation representing the interests of children</p>	

	<p>from before birth until the age of eight. They have been involved in many projects throughout the ward focussing on providing services for children and support for parents.</p> <p>Members asked for clarification on the process for appointing new members and this can be found in Appendix 3. It was decided that a decision about appointing new members should be held off until the next meeting and in this time more information about SftS should be circulated.</p> <p>More information about SftS can be found online on their website here: <a href="http://www.edubuzz.org/supportfromthestart/">http://www.edubuzz.org/supportfromthestart/</a>, or via the council website here: <a href="http://www.eastlothian.gov.uk/info/200433/support_from_the_start">http://www.eastlothian.gov.uk/info/200433/support_from_the_start</a>. In addition their work so far in Haddington and some of their plans for the future – many of which compliment H&amp;L AP’s priorities – can be found in the attached SftS Area Plan for Haddington.</p>	<p><b>Members</b> to look over the information provided about SftS in advance of the next meeting where a decision regarding their invitation for membership can be confirmed.</p>
	<p>e) <u>Superfast Broadband Consultation – Update</u></p> <p>KS stated that the consultation for Superfast Broadband access throughout the rural areas of the ward closed at the end of February and received in excess of 500 responses, many of which came from the H&amp;L ward thanks to the hard work of community groups in the area.</p> <p>KS stated that SG would be taking forward the next stage of the process with Community Broadband Scotland.</p> <p>The data is still being analysed but there is a clear indication of need and demand, and a sense that people are willing to pay extra for improved services. There is a good mix of responses across business and residential properties and lots of respondents have supplied contact info expressing eagerness to be kept in the loop with how things move forward.</p> <p>KS stated that the analysis of the responses would be circulated to all AP members.</p> <p>DP highlighted that Broadband Connectivity is a big issue for East Lothian and that online connectivity is a key priority for ELC. He highlighted that it is great to have SG leading on this issue.</p>	<p><b>Staff</b> to circulate report on the survey to all members.</p>
	<p>f) <u>Any other matters arising from the minutes</u></p> <p>No other matters arising were raised.</p>	
<p><b>4. Local Area Plan</b></p>	<p><b>a. Refocusing our Priorities</b></p> <p>KS stated that a few meetings previously a ‘Consolidated Key Themes’ document had been circulated and highlighted that while recent meetings have focused on major consultations a great deal of work has been taking place in the background.</p> <p>KS gave a summary of some of the work which has been happening and how it will continue to progress:</p>	

	<ul style="list-style-type: none"> <li>• A Draft Area Plan for H&amp;L AP is being developed - bringing together the priorities identified and actions proposed at previous meetings (and subsequent discussions) and it is intended that this will be the focus of the next partnership meeting.</li> <li>• Young people in Knox Academy will be taking part in a participatory budgeting exercise within school during the spring term of 2015 to prioritise the ideas which have been developed for young people in the area.</li> <li>• A working group has been developed to take forward the provision of a skate park in Haddington. This is particularly important now that the half pipe in Neilson Park has been dismantled and it is hoped that this can be delivered in the short to medium term.</li> <li>• Officers are in discussion with Friends of Neilson Park, Support from the Start and members of the Haddington Sports Hub regarding improvements to the park with particular attention given to the pavilion. It is hoped that the pavilion can be developed into a mixed use site for all of the community which will encourage people of all ages to stay and enjoy the park, rather than passing through.</li> <li>• Lots of work is happening around the issue of Travel and Transport in the ward, including: Active Travel; Community Transport and; Public Transport.</li> </ul> <p>Issues regarding active and sustainable travel have come up across the county and funding has been access via Smarter Choices Smarter Places, a Scottish Government funded scheme supporting behaviour change initiatives. ELC hopes to use this funding to enable high quality engagement with communities throughout the county to inform the development of an Active Travel Improvement Plan, which will inform the council’s Local Transport Strategy. In addition this information will feed into the Area Plan.</p> <p>In conclusion KS highlighted that though H&amp;L AP has been somewhat waylaid by the need to take part in major consultations, key issues have still been taken forward where opportunities have arisen.</p>	
	<p><b>b. Discussion Centred around Key Areas not yet Fully Explored</b></p> <p><u>Town Centre and Local Economy</u></p> <p>DP highlighted that the development of Haddington Town Centre and the Local Economy is a key issue for ELC, as well as a priority for H&amp;L AP. He stated that there are many opportunities for improvement of the town centre, as well as many challenges.</p> <p>DP stated that following the appointment of SG there is a real opportunity to move forward, with delivering on previously identified priorities, as well as considering new ideas and solutions. In addition there are various funding streams which could be utilised, and in order to</p>	

	<p>capitalise on these it will be vital to have a clear way forward.</p> <p>In the discussion that followed several key issues were raised and these are summarised below.</p> <ul style="list-style-type: none"> <li>• DR highlighted:             <ul style="list-style-type: none"> <li>○ The need for Haddington to capture the benefits of the predicted growth throughout the county.</li> <li>○ The need for growth in Haddington’s retail sector.</li> <li>○ The importance of addressing parking within the town.</li> </ul> </li> <li>• NdF highlighted:             <ul style="list-style-type: none"> <li>○ The importance of working in partnership with ELC’s Economic Development team and all relevant stakeholders including the business community.</li> <li>○ The fact that much work has already been done to develop the document ‘A Vision for Haddington Town Centre’ which contains many suggestions as yet undelivered and the strong foundation this document can provide for a sub-group.</li> </ul> </li> <li>• EA highlighted:             <ul style="list-style-type: none"> <li>○ That traffic and congestion would need to be a key issue for any work around the town centre.</li> </ul> </li> </ul> <p><i>Regarding Previous Work on this Topic</i></p> <p>AB suggested that previous work on this topic be taken as a starting point. DP stated that the role of pulling together previous reports and recommendations, as well as engaging with key stakeholders could be taken on by SG.</p> <p>All attendees were encouraged to contact SG with any ideas, concerns or priorities they wish to see addressed in future work regarding Haddington Town Centre and the Local Economy.</p> <p><i>Regarding the Potential for a Sub-Group to work on this Issue</i></p> <p>DP stated that at a previous meeting the suggestion of setting up a Sub-Group of H&amp;L AP to focus on Town Centre and Local Economic Development had been made. He queried whether this would be an approach the partnership would like to take.</p> <p>Several attendees agreed that this would be a positive step for H&amp;L AP.</p> <ul style="list-style-type: none"> <li>• RG queried who would be represented on such a sub-group, suggesting that it should include representatives from the broader community, in addition to the business community.</li> <li>• DR agreed that the views of wider community groups would be valuable but suggested that during the early stages the development of a Town Centre and Local Economy Sub Group should be led by the business community.</li> </ul> <p>DP emphasised the importance of any sub-group having the buy-in and participation from both the business community and the Community</p>	<p><b>SG</b> engage key stakeholders, pull together previous work on town centre and local economy</p> <p><b>Members</b> contact SG with concerns/ ideas/ priorities for this work.</p> <p><b>SG</b> develop ‘Town Centre</p>
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	<p>Development Trust - however agreed it must be responsive to the views of the wider community. He state that if, as proposed, it was set up as a sub-group of the AP then members would be able to contribute and any recommendations would ultimately come back to the partnership group.</p> <ul style="list-style-type: none"> <li>NdF highlighted that previous work on the issue provides a great deal of direction for the sub-group and should be used as a basis which already has proven buy in from the broader community of Haddington.</li> </ul> <p>It was suggested that SG will be well placed to oversee the development of a sub-group on Haddington Town Centre and the Local Economy which will take previous work in the area as its starting point and be responsive to the priorities of H&amp;L AP and that if possible the first meeting of such a group should take place in advance of the next AP meeting.</p> <p>All attendees were encouraged to contact SG or KS if they are interested in being involved in this sub-group.</p> <p><u>Health and Well Being</u></p> <p>KS stated that issues around Health and Well Being had been identified as priorities for H&amp;L AP and that this issue had not been fully discussed in terms of healthy living in the ward – though there has been some discussion around health service provision in the ward.</p> <p>There was not time for a full discussion around this theme during the present meeting so KS suggested that all groups consider issues of Health and Well Being in the ward in advance of the next meeting where there will be space for this discussion.</p>	<p>&amp; Local Economy S-Group w/ first meeting before next H&amp;L AP meet</p> <p><b>Members</b> inform SG or KS if keen to be involved in S-Group.</p> <p><b>Members</b> consider issues around Health and Well Being within respective groups in advance of next meeting.</p>
<p><b>5. Next Steps</b></p>	<p><b>a. Draft Area Plan</b></p> <p>KS stated that a draft Area Plan will be circulated to members in April.</p> <p>This will be an opportunity for members to add to feedback and add to the plan based on teh discussions and priorities that are taking place within their groups in advance of the next meeting.</p> <p>The Draft Area Plan will be the main focus for the agenda of the next Area Partnership meeting where we will begin the process of rationalising, agreeing and prioritising the proposed actions.</p>	
<p><b>6. AOCB</b></p>	<p><b>a. Community Rail Partnership</b></p> <p>RMc stated that the Community Rail Partnership who have been developing an action plan which shares many of the priorities of the H&amp;L AP in regards to the rail network (including improving the usability of the railway path between Haddington and Longniddry) are seeking representation from each of the six Area Partnerships. He encouraged anyone who is keen to be involved in the CRP to take note of the date of the next meeting – 30<sup>th</sup> March and attend on the Partnership’s behalf if able.</p>	<p><b>Members</b> to get in touch if interested in representing H&amp;L AP on the board of the East Lothian Community Rail Partnership</p>



<b>Date of Next Meetings</b>	<b>Wednesday 27<sup>th</sup> of May, 7-9pm, Athelstaneford Village Hall</b> <i>- This meeting will focus on assessing, editing and prioritising the actions arising within the Draft Area Plan.</i> <b>Wednesday 9<sup>th</sup> September, 7-9pm, venue tbc</b> <b>Wednesday 18<sup>th</sup> November, 7-9pm, venue tbc</b> Please send any apologies to: <a href="mailto:h&amp;l-ap@eastlothian.gov.uk">h&amp;l-ap@eastlothian.gov.uk</a>	
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**Contact:** Kaela Scott, Local Community Planning Officer: [h&l-ap@eastlothian.gov.uk](mailto:h&l-ap@eastlothian.gov.uk) 01620 827822

## **Process for appointing a community chairperson for Area Partnerships**

### **A proposal for discussion**

Working within the framework for establishing Area Partnerships, approved by East Lothian Partnership and East Lothian Council, which states that:

- The interim Chair of the Partnership will be a senior East Lothian Council official;
- A Chair of the Partnership will be appointed by the Area Partnership at an annual public meeting;

this paper puts forward a series of recommendations for appointing a community based chair for each Partnership.

- 1) That the position of Chair of the Area Partnership is advertised widely in each ward area (both within and outside the existing Area Partnership membership) as a voluntary post with an open application process.**

A draft Person Specification and outline of the Role and Responsibilities of the Chairperson is attached for comment.

- 2) That the importance of an impartial chair is recognised.**

Therefore if an existing members seeks and is appointed to the post that they step down from representing their organisation on the Partnership and their group nominates a new member.

- 3) That applications are assessed by the members of the Area Partnership and the decision on who to appoint is made by the members.**

This could be achieved through a vote by all formal Partnership members based on written applications but in some cases there may be the need/demand for shortlisting or presentations.

- 4) That the new Chair formally takes up their role at the first public Annual Meeting of the Area Partnership (c. June - Sept 2015).**

This meeting would also be an opportunity for the wider community and local groups to hear about the work of the Partnership and comment on the draft Area Plans.

- 5) That the Chair is appointed initially for 2 years.**

After that period Chairs would be elected at the Annual Public Meeting.

- 6) That the Chair is a full voting member of the Area Partnership, invested with the authority to act on the Partnership's behalf if/when the views of the membership cannot be ascertained.**

- 7) That a Vice Chairperson is appointed from within the membership to chair meetings and represent the Area Partnership if the Chair is unavailable.**

### **Role and Responsibilities of the Chairperson of an Area Partnership**

- a) To retain an overview of the Role and Remit of Area Partnerships and focus the work of the Partnership on these objectives.
- b) To show creative and active leadership to meet the challenges which people and communities face in their ward area and help maximise the opportunities which arise.
- c) To chair all business meetings of the Area Partnership, delegating this responsibility to the Vice Chairperson if necessary.
- d) To uphold the Code of Conduct adopted the Partnership and hold members to this standard of conduct.
- e) To liaise with Community Planning Staff and the Area Manager in the preparation of agendas for Area Partnership meetings, based on the Area Plan and emerging local issues.
- f) To approve meeting minutes etc prior to distribution.
- g) To be the principle point of contact for the Area Manager in relation to monitoring and reporting on progress in delivering on Area Plans and continuous service improvement in the area.
- h) To retain an overview of the work of sub-groups / working groups associated with the Area Partnership.
- i) To work with Community Planning Staff and the Area Manager to facilitate requests made by Partnership members for information, reports and updates from service providers.
- j) To represent the Area Partnership at a Strategic Partnership level or on other business if required.
- k) To be a key point of contact for members of the public and local groups wishing to engage with the Area Partnership or propose an item for the agenda.
- l) To report performance to communities in the ward area at least once a year.

### **Person Specification**

#### Essential:

- Local knowledge and an understanding of the priorities, concerns and assets within the ward area
- A commitment to reducing inequalities within and between communities
- A commitment to community service
- Leadership skills and the ability to inspire confidence and trust across local communities
- Good communication and negotiation skills
- Ability to act impartially in the interests of the wider public
- Experience of chairing meetings involving a wide variety of stakeholders
- *Time, patience and a sense of humour...*

#### Desirable:

- Understanding of public service administration
- Understanding of the principles underpinning Community Planning
- Awareness of the priorities and outcomes contained in the East Lothian Plan: SOA 2013-23

## East Lothian Partnership

### Understanding the Budgets Devolved to Area Partnerships

In February 2015 East Lothian Council devolved £1,250,000 to Area Partnerships to use in the 2015/16 financial year to meet the priorities identified in their Area Plans.

The budget allocated to the Haddington and Lammermuir Area Partnership is outlined below.

**£50,000**

- For non-recurring general services priorities determined by each Partnership in their Area Plan

**£50,000**

- For roads capital expenditure which can include Traffic and safety schemes, footway and car park improvements, Street lighting, carriageway repairs or resurfacing, drainage improvements

**£100,000**

- For services provided by the Council's amenity services which may include maintenance, renovation and minor improvements in parks, sports pitches, open spaces, hard landscaping, rural paths, woodlands and children's play areas; grass cutting; street sweeping; and street bins, seats, signs and fencing

**TOTAL: £200,000**

As we approach the new financial year there is a need to ensure that everyone involved has a shared understanding of the potential uses of and constraints on these budgets.

**We would like to invite you to an information sharing workshop for members of the Dunbar & East Linton and Haddington & Lammermuir Area Partnerships**

**Wednesday 22<sup>nd</sup> April 6:30 – 9pm**

**Town House, Haddington**

**The purpose of the evenings will be to:**

- Highlight the purpose of devolving funds to Area Partnerships to deliver on local priorities;
- Give staff from Roads and Amenity Services the chance to inform Area Partnership members of their existing plans and priorities for expenditure in the local area and the operational limitations of these budgets;
- Allow Area Partnership members to develop a clear understanding of the constraints and opportunities presented by the devolved budgets, particularly in relation to the funds ring-fenced for amenity and roads services;
- Provide an opportunity for staff from Roads and Amenity Services to get a better idea of the priorities and types of projects/initiatives being explored for Area Plans;
- Establish a framework for Area Managers to manage the allocation of spending in line with the Area Plans;
- Ensure everyone involved has a shared understanding of the way the devolved budgets can be deployed.

Please RSVP to [H&L-AP@eastlothian.gov.uk](mailto:H&L-AP@eastlothian.gov.uk) by Friday 17<sup>th</sup> April

Haddington & Lammermuir  
Area Partnership

### Clarification of the Process of appointing members to Area Partnerships

Area Partnerships were set up within a framework established by East Lothian Partnership. This includes an outline of the role, remit and powers and outlines the principles for accepting members to the Partnership.

Extract from the Role and Remit of Area Partnerships regarding 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.**

[http://www.eastlothian.gov.uk/downloads/file/8116/elp\\_structure\\_roles\\_and\\_remits](http://www.eastlothian.gov.uk/downloads/file/8116/elp_structure_roles_and_remits)

In practice this has meant that across the 6 Area Partnerships:

- At their initial meeting each Area Partnership discussed additional representation – with the focus being on attracting membership from networks / representative groups (rather than groups providing a single service).
- Each Partnership identified a number of key groups that would contribute to ensuring that their Partnership was able to cover the wide range of interest / ages and geographies of their ward.
- These organisations were then asked to nominate a member to the Partnership and, at the next meeting they were able to attend, their membership was ratified by Partnership members.
- As further gaps in representation were identified within a Partnership, or as appropriate local groups/networks have demonstrated interest in contributing to Partnership priorities, they have been invited to attend a meeting and nominate their group for membership.
- Area Partnerships have then used the power highlighted above to co-opt additional members – either by consensus at the meeting or subsequently ratified by email.

In the case of the Haddington and Lammermuir Area Partnership:

- At the 30<sup>th</sup> April meeting 7 groups / networks were identified for potential membership and subsequently approached;
  - Haddington Community Development Trust
  - Support from the Start – network group
  - Haddington Community Sports Hub
  - Knox Pupil Council / pupil action group

- Rural Voice
  - Health Network – with a focus on older peoples services
  - Haddington Business Association
- 
- 5 of these groups took up membership at the following meeting
  - At the 12<sup>th</sup> Nov meeting which focussed on opportunities for children and young people it was highlighted that the Partnership wanted to improve the representation of younger children and families
  - At the 4<sup>th</sup> Feb meeting the Partnership agreed to extend an invitation for membership to all Primary School Parent Councils in the ward – 3 have now taken up this offer.
  - At the 25<sup>th</sup> March meeting representatives from Support from the Start attended the meeting to express interest in becoming members of the Partnership

Members present requested further information about Support from the Start and clarification of the process for appointing members before their membership could be agreed.