

Area Partnerships – Community based Chairperson

The role of the Chairperson

A detailed position description is attached here however there are some key points to note:

- The Chairperson will be expected to chair all business meetings of the Area Partnership (minimum 4 per year) and any special meetings agreed by the members.
- The Chairperson will be a full voting member of the Partnership.
- The Chairperson will be invested with the authority to act on the Partnership's behalf if/when the views of the membership cannot be ascertained.
- The Chairperson will initially be appointed for 2 years, to give time for the Partnerships to develop, and will thereafter be appointed annually.
- As this is an evolving role it is very difficult at this stage to estimate the time commitment required, however there will be a need to work with staff and Area Partnership members between meetings to set agenda and monitor progress.

Support provided to the Chairperson

East Lothian Council and East Lothian Partnership recognise the responsibility the Chairperson is taking on a voluntary basis and are committed to providing on-going support to help them succeed in this role.

- All Area Partnership administration – minutes, agendas, membership updates – will be produced and distributed by East Lothian Council staff, with the approval of the Chairperson.
- Area Managers will provide the Chairperson with regular updates regarding progress on implementing actions identified in the Area Plans.
- Area Managers will work with the Chairperson to provide information from services and organise inputs/reports from relevant staff at meetings as required.
- Local Community Planning Staff will continue to provide development support for the Partnerships and assist with wider engagement and promotion of the work of the Area Partnership.
- The role of Chairperson of an Area Partnership is a voluntary position, however any reasonable expenses incurred in carrying out the duties of Chairperson, will be reimbursed.

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 by 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.