

Area Partnership

MINUTES

**Meeting of the Haddington and Lammermuir Area Partnership,
30th April 2014, 7-9pm
in Haddington Town House (Buffet room),
High Street, EH41 3ED**

Interim Chair:

Richard Jennings, Head of Development, East Lothian Council

Members present

Phillip White, Garvald & Morham Community Council

Nick Morgan, Gifford Community Council

Paul Darling, Haddington Community Council

Emily Armatage, Haddington Community Council

Rosemary Greenhill, Humbie E&W Saltoun and Bolton Community Council

Alastair Beck, Humbie E&W Saltoun and Bolton Community Council

Cllr. Tom Trotter

Cllr. John McMillan

Brian Baillie, Nungate Tenants and Residents Association

Others in attendance

David Barrie, Nungate Tenants and Residents Association

Ian Lawrie, Humbie Primary School Parent Council

Brian East, Haddington Sports Hub

Ron Pearman, Haddington Sports Hub

Kaela Scott, Local Community Planning Officer, East Lothian Council

Doug Haig, Community Development Officer, East Lothian Council

Stephanie Kerr, Local Community Planning Officer, East Lothian Council

Members Apologies

Cllr. Ludovic Broun-Lindsay

Penny Short, Garvald & Morham Community Council

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Agenda Item	Key discussion points	Action
Welcome	R Jennings opened the inaugural meeting of the Area Partnership 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, and the group they represented.	
Role & Remit and Way of Working for the Area Partnership See attached papers: Role and Remit Paper and FAQs	K Scott 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 A Beck questioned the power the area partnership had to make changes in service provision and delivery? R Jennings assured the meeting that this was the agreed way forward for the council and other service providers across the partnership and that the views, recommendations and priorities of the Area Partnership would be taken seriously in planning and decision making regarding services. <p>DECISION The Role and Remit was adopted by the Area Partnership</p>	
Draft Code of Conduct See attached paper: Draft Code of Conduct	S Kerr 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. <ul style="list-style-type: none"> • A brief discussion followed and members were asked to discuss the Code of Conduct with the organisations they represent and send any comments. 	Action - All members to submit comments on the Code of Conduct <u>by 30th May.</u>
Communication	<u>Between Partnership Members</u> <ul style="list-style-type: none"> • Minutes and other papers will be emailed to members and also be publically available online at: http://www.eastlothian.gov.uk/meetings/committee/109/east_lothian_partnership-haddington_and_lammermuir_area_partnership 	

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<p>See attached paper: summary feedback form</p>	<ul style="list-style-type: none"> Members agreed that their email addresses could be shared within the group only. Some groups stated they would prefer to set up generic email addresses for the purpose correspondence with the area partnership. <p><u>Feeding back to represented groups</u> K Scott talked through the summary feedback form and explained it was devised as a tool to assist groups capture key points for feedback and response from there groups. Discussion followed and it was agreed that this should be useful for this purpose.</p>	<p>Action - Groups who would prefer to use generic email address to advise of email details ASAP. Until then only email addresses already in the public domain will be shared.</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 <u>fixed members</u>, she asked members to confirm that the list of members were correct for their organisation. <p><u>Parent Council Representation</u> – still to be followed up and be confirmed in this area. Unfortunately the cancellation of the Association of Parent Council’s meeting this month was cancelled and this disrupted the process of clarifying expectations and determining how they would be represented in the area.</p> <ul style="list-style-type: none"> - Re <u>additional community groups for the Area Partnership</u>, this would be different in each area depending on local circumstances but the membership should be as diverse as possible with umbrella groups/networks where possible. <p>The two main ways to select additional members were: identification by this group or an open call for membership.</p> <p>Discussion then followed around extending membership and the group agreed that identification (option 1) was the way forward, at stage of the process. A number of potential groups were discussed for approach.</p> <p>DECISION it was agreed that the following groups be invited to nominate members and attend the next meeting:</p> <ul style="list-style-type: none"> - Haddington Community Development Trust - Support from the Start – network group - Haddington Community Sports Hub - Knox Pupil Council / pupil action group 	<p>Action - All to check that the named member and substitutes for their organisation are correct</p> <ul style="list-style-type: none"> - Staff to follow up with local parent councils <p>- Staff to contact and invite these groups</p>

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	<ul style="list-style-type: none"> - Rural Voice - Health Network – with a focus on older peoples services - Haddington traders 	
<p>Area Plans</p> <p>See attached paper: developing area plans</p>	<p>S Kerr presented the paper on the process for creating an Area Plan for the Haddington and Lammermuir 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 Haddington and Lammermuir area such as existing research, action plans and statistical information from the community profiles. You can access the full Haddington and Lammermuir 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>There was discussion around this process and what an Area Plan would look like. Staff agreed to provide links to other area plans but stressed that this was not an indication that we were planning to model East Lothian’s plans on a specific one of these.</p> <p>The consensus of the meeting was that the plan needed to be:</p> <ul style="list-style-type: none"> - Established with a clear vision - Aspirational but also achievable, - Have clear short and long term actions and strategies – not just general ambitions <p>Links to Area Plans from other parts of Scotland: Midlothian - various: http://www.midlothian.gov.uk/info/200130/communities_and_community_planning/367/community_planning/10 Aberdeen – Culter, Cults, Bieldside & Milltimber CP: http://www.communityplanningaberdeen.org.uk/web/FILES/NCAP/Culter%2C%20Cults%2C%20Bieldside%20and%20Milltimber%20NCAP2010-11.pdf Dundee – Coldside CP Summary: http://www.dundeepartnership.co.uk/sites/default/files/Coldside%20OLCP%20Summary%20-%20May%202012.pdf</p>	<p>Action – members to identify any relevant strategies, action plans or local research and inform staff ahead of the next meeting</p> <p>Action – printed copies of the full ‘Haddington and Lammermuir by numbers’ document to be distributed to members at the next meeting</p> <p>Action - Staff to provide links to Area Plans from other areas</p>

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Next Steps	<p>S Kerr 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>	<p>All to note their actions and deadlines</p>
Date of Next Meetings	<p>Wednesday 11th June, 7-9pm,</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>Venue of next meeting to be confirmed</p> <p>The consensus was that rooms in the Townhouse were not suitable for this meeting and a new venue in Haddington would be sought for the next meeting.</p>	<p>RSVP apologies to: h&l-ap@eastlothian.gov.uk</p> <p>- Staff to identify venue and notify members asap</p>

Contact:

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Membership – Haddington and Lammermuir Area Partnership

Discussion Paper for the meeting 30/4/14

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 there was some discussion regarding which other groups would be important to have represented on the partnership, although any decisions were deferred until this meeting.

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 already mentioned in the area include:

- a. Haddington Community Development Trust
- b. Support from the Start – network group
- c. Haddington Community Sports Hub
- d. Knox Pupil Council

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 5-7 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

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 - 9