

SOUTH WEST

# NEIGHBOURHOOD PARTNERSHIP



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HANDBOOK**

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## **1. Partnership Principles and Values (PPVs)**

- Everyone's contribution is of equal value.
- All partners have equal access to the information needed for informed decision-making, and in having the opportunity to make their views heard.
- All partners are listened to and treated with respect. The Partnership is a team and partners support each other.
- The South West Neighbourhood Partnership is committed to dialogue and debate, leading to consensus, compromise and agreement.
- Partners represent their organisations and the Partnership itself, and not themselves as individuals.

## 2. Roles and Responsibilities

### *Convener and Vice Convener*

The Convener provides effective leadership to the Partnership and ensures the Partnership achieves the outcomes of the Local Community Plan. The Convener of the Neighbourhood Partnership is responsible for:

- Finalising the agenda with the Neighbourhood Manager and the Committee Services officer.
- Ensuring meetings start on time and proceed according to the agenda and relevant meeting regulations.
- Ensuring that all decisions and actions are clear and understood by the Partnership.
- Ensuring that members know and adhere to the Code of Conduct.
- Agreeing delegated authority decisions with the Neighbourhood Manager under Standing Order 84.
- Involving and briefing the Vice Convener to enable him/her to substitute effectively when required.

The Vice Convener will be responsible for deputising for the Convener as necessary.

### *Community Members*

Community members are responsible for:

- Representing the views of the community through their Community Council (or equivalent group).
- Actively seeking the views of their organisation and local community on issues relevant to the Local Community Plan and the Neighbourhood Partnership.
- Taking an active and positive role in the work of the Neighbourhood Partnership and its subgroups.
- Contributing towards the development and implementation of the Local Community Plan through their local knowledge and understanding of the community.
- Feeding back information and decisions of the Partnership to their organisation and the local community.
- Taking collective responsibility for the decisions of the Neighbourhood Partnership.

## *Organisational Members*

Organisational members are responsible for:

- Feeding the views and decisions of the Neighbourhood Partnership back to their organisations.
- Providing expert knowledge and information to support the development and implementation of the Local Community Plan.
- Establishing necessary links with colleagues and management to identify organisational contributions or potential collaborative opportunities with other partners which contribute towards achieving the outcomes of the Local Community Plan.
- Ensuring that local policy and strategic development within their organisation can be informed and influenced by the decisions and priorities of the Neighbourhood Partnership, through establishing appropriate and effective communication of the work of the Neighbourhood Partnership.

### **3. Agenda Planning**

#### *Agenda Setting*

The Agenda Planning Process for business and thematic meetings is managed by the Convener and Neighbourhood Manager, with the assistance of the Committee Officer and Partnership & Information team.

Agenda items may be raised from four main sources:

1. Partnership Board members may put forward items for consideration.
2. Items may arise from the previous meeting, either business or thematic.
3. Items may be referred from full Council or Council Committees.
4. The Neighbourhood Manager may put forward reports.

The Convener and Neighbourhood Manager will finalise the items for each agenda. Some items may be remitted directly to the appropriate subgroup, to a partner, or to a future thematic meeting.

#### *Contributing to the Agenda*

Partner members who wish to put forward items for consideration should raise these at the business meeting.

Items for the agenda should be put forward on behalf of the community or organisation you represent, and focus on meeting the needs and priorities of that community or organisation.

Agenda planning meetings are noted on the meeting schedule (Appendix 1). Please give as much notice as possible of your intended item and bear in mind that NP papers usually go out two weeks in advance of the meeting.

Agenda items need not be in the format of a motion. Committee Services describe a motion simply as “a formal notice designed to raise an issue which comes within the terms of reference of the Partnership”. A general agenda item for discussion can be more productive than a formal motion.

If you choose to put your suggested item in the form of a motion, here are some tips from Committee Services.

1. Be clear about the outcome you want to achieve. Is it something that can be influenced by the Neighbourhood Partnership?
2. Be concise and restrict the motion to the relevant issue.
3. Be realistic about time frames.

### *Emergency Motions*

The Council's Standing Orders permit urgent items to be presented to the Neighbourhood Partnership in the form of emergency motions. Before they can be considered the Convener must rule them urgent. Typical criteria for ruling a motion urgent are:

- The circumstances giving rise to the issue have occurred since the previous meeting.
- The subject cannot be dealt with through normal service channels.
- There is a deadline associated with the issue, for example reporting to another Council committee.

## 4. Structure of Meetings

The Neighbourhood Partnership will hold four thematic meetings a year, which are held in public. Interspersed with these will be business meetings, which will be restricted to Partnership Board members. Minutes of all meetings will be posted on the Neighbourhood Partnership website.

### *Business Meetings*

Business meetings include all Partnership Board members and support officers. They operate on the following principles:

- More flexible, less formal
- Opportunity for more detailed discussion
- Clearing house for remitting items to the appropriate subgroup, service provider, etc
- Mechanism for bringing items to the table (AOCB)

The business agenda will include a number of standard items:

- Agenda Planning for the next thematic meeting
- Reports remitted from full Council or Committees
- Feedback from subgroups (brief, 5 min maximum)
- Partnership communications

### *Thematic meetings*

These types of meetings will be held with the public in attendance and have a structured agenda.

1. Reporting the decisions and other related business of the Neighbourhood Partnership.
2. Theme or themes based on the key areas of work identified in the Local Community Plan.

Themes are set in advance and included on the core schedule. Themes can be brought forward to respond to time sensitive issues if deemed necessary. This would require to be agreed at the previous business meeting.

One meeting each year, usually the meeting closest to the end of the financial year, will be the Annual Report of the Partnership's activities.

## 5. Subgroups

The subgroups of Neighbourhood Partnerships are the mechanism to identify joint working between partners and develop action plans to deliver against agreed partnership outcomes.

Subgroup membership is broader than the immediate members of the Partnership Board and will include members with interests in wider community engagement. The vision and principles of each subgroup are those of the South West Neighbourhood Partnership, and membership of a subgroup assumes similar rules of conduct.

The role of the subgroups is to:

- Assist with the development of the Action Plan for that subgroup's theme, through local knowledge (community members) and subject expertise (organisational members)
- Engage with the community, and the wider communities which may have specific themes of interest, on issues relevant to the subgroup's themes and collect information on local priorities, etc
- Work together on issues with common objectives between subgroup themes

The structures of the subgroups will be flexible and subject to review, to ensure the best fit as the Partnership and the Local Community Plan develop.

Regular reporting at the Business Meetings, the circulation of subgroup minutes with Partnership papers, and annual reports to the full Partnership will enable the different subgroups to stay apprised of each others' activities and work jointly as needed.

The agreed remits of each sub group and its agendas and action notes will be publicised on the Neighbourhood Partnership website.

### *Funding Panel*

The Funding Panel are responsible for deciding applications to the Community Grants Fund. They will make recommendations to the Neighbourhood Partnership on the distribution of the Fairer Scotland Fund.

### *Transport Forum*

The Transport Forum works to ensure that local transport services and infrastructure are planned, designed and operated so as to improve the quality of life for everyone living or working in the South West Neighbourhood Partnership area. It is chaired by Cllr Andrew Burns.

### *Health Inequalities Group*

The HIG comprises various health and social care practitioners in the area. Subsections of the HIG focus on the issues of substance misuse; healthy lifestyles and health promotion; and mental health.

### *Children & Families service plan working group*

This group is chaired by the Children & Families Neighbourhood Manager and is charged with creating and helping to deliver the C&F community action plan, which complements the Local Community Plan.

### *Community Safety group*

This group is under development by the Community Safety Manager. It is intended to sit between the community and the Tasking and Coordination (TAC) joint working group of Services for Communities, Children & Families, Fire & Rescue and the Police. The Community Safety group will act as a mechanism for the community to feed in concerns and information related to community safety. It will also act as the monitoring group for the community safety activities contained in the Local Community Plan.

In addition to this group, an officers' group has been formed to look specifically at the Calders underpasses.

### *South West Area Board*

The Area Board is a joint subgroup between the South West and the Pentlands Neighbourhood Partnerships. Its remit covers Environmental Projects, Landlord Performance/ Housing Activity and Communication. The Area Board's activities are currently under review by its internal Steering Group and the results of this review will be reported to both Neighbourhood Partnerships.

### *Key Officers Group*

The Key Officers Group comprises relevant staff from the partner agencies who will be directly involved in implementing the Action Plan that sits underneath the Local Community Plan.

### *Sighthill Development Group*

The Sighthill Development group is the main consultative body for the regeneration of Sighthill. It includes representation from residents, local businesses, other community stakeholders such as Napier University, and from the South West Neighbourhood Office and the Development section of Services for Communities.

### *Short Life Working Groups*

Various temporary working groups may be convened as required to progress specific issues and projects.

## **6. Communication**

### *Promotion of Meetings*

The details of each public meeting, including date, theme, venue and time, are posted on the Neighbourhood Partnership website. Meetings are advertised in the Edinburgh Evening News.

Community Councils have a duty to help promote public meetings to their communities. Posters advertising each public meeting are provided and the Neighbourhood Partnership logo is available on request for use on websites, etc.

Posters are distributed to the meeting venue, local libraries and community centres.

### *Reporting the Work of the Neighbourhood Partnership*

Each Board member is responsible for feeding back the business of the Neighbourhood Partnership to their organisation and community.

Key pieces of work are reported through the Council's newspaper, Outlook.

The South West Neighbourhood Office can assist with content for local newsletters, etc on request and where service requirements allow.

A quarterly digest of activities contributing to the Local Community Plan will be produced for use on the website, to assist Board members in reporting back to their communities, and for use in the Annual Report.

### *Community Engagement Strategy*

A Community Engagement Strategy is under development, which seeks to outline the key stakeholders, messages, mechanisms and feedback processes for community engagement in the South West.

## Appendix 1 – Meeting Schedule

GDCC	Gorgie Dalry Community Council
HCCC	Hutchison Chesser Community Council
LCC	Longstone Community Council
MCC	Merchiston Community Council
SBPCC	Sighthill Broomhouse & Parkhead Community Council
TCC	Tollcross Community Council
WHCC	Wester Hailes Community Council (from October)
CS	Committee Services

**Appendix 2 – Diagram of Subgroups**

