



# Local Partnership Community Representatives

A guide to the role and how to get involved

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We are seeking community representatives for Renfrewshire's new Local Partnerships. Our recent review of community level governance showed that people wanted to move to a Partnership model with a good representation of local community members. The community representatives will be a key part of the new Local Partnerships, sitting alongside local elected councillors and representatives from the public sector and the voluntary sector.

This document tells you a bit more about the role of a Community Representative, and how you can get involved.

### **What are the roles and responsibilities of a Community Representative?**

Community representatives on Local Partnerships are required to:

- Represent the interests of local communities.
- Promote partnership working and empowerment of communities within the Local Partnership area.
- Agree priorities and aspirations for the Local Partnership area, based on evidence and community engagement.
- Agree distribution of local grants to empower community organisations to deliver activity to support the Local Partnership Action Plan.
- Communicate with wider communities to seek views and inform communities of Partnership action.
- To bring your expertise or local knowledge to decision making

by

- Being accountable to the community you represent
- Representing a group in the Local Partnership area
- Representing the views of your group or community
- Regularly attending meetings to take part in discussions and to feedback information to other residents

Your group should be concerned with any local issues and for the benefit of local people.

### **What can community representatives do?**

The role can be very wide. The only expectation is that you help shape the discussion and debate at Local Area Partnership meetings. This could include:

- Providing information on local trends or activities
- Talking with local residents to identify requests or opinions
- Identify local activities that could benefit from support or advertising at the Local Area Partnership
- Submit questions of local importance at the Local Area Partnership
- Identify opportunities for applications for local funding
- Help identify local priorities

### **How do I become a Community Representative?**

Your group can nominate a Community Representative in any way it wants to. Once your group has decided that they would like to nominate a Community Representative to the Local Area Partnership and that you are to be the nominee, you should fill out the application form at the back of this document. This can also be found on the Renfrewshire Community Planning Partnership web site or is available on request from the Community Planning Team (0141 618 4168).

Local Partnerships will then look at the applications and decide who to appoint as Community Representatives, based on what the group has said about how it works in the community. It will then be considered at the next relevant Local Area Partnership meeting. Community Representatives can maintain their role for three years. After three years, new community representatives will be sought, although it may be that a community wants to keep the same representative.

### **Selection Process**

Submitted applications are processed by Council officers, and will be submitted to the Local Area Partnership for their consideration. In the event that more applications are submitted than positions available on the Partnership, choices will be made based on the following criteria.

- The size of the community group you represent
- The communication mechanisms you have in place with your local community
- Whether you represent a group or support a community of interest

- How connected you are to other community groups in the area

Once the Local Partnerships have identified their Local Priorities, they may also consider how well the skills and/or experience of the applicant matches these priorities.

It is not expected that the selection criteria will often have to be applied, but if there are more applications than spaces for Community Representatives then some applicants may be unsuccessful. While this may be disappointing, it is important to remember that Local Partnerships are public meetings and there may be other opportunities for your group or organisation to get involved.

### **What support is available to help Community Representatives?**

- Support you by providing information, guidance or practical assistance where required
- Assist you to work with your community or group
- Assist in putting you in touch with appropriate contacts or external organisations
- Build a network of Community Representatives so you can talk with and learn from each other
- Respond to issues raised and ensure appropriate feedback is provided

### **Building a Community Representatives Network**

We aim to support you and develop your role. Some of the ways we are seeking to do this is by carrying out regular surveys and also by building a network that you can work within. Do you recognise that you need to draw on the expertise of others in some ways? Do you have knowledge or skills in a particular area that you are willing to share with others? For example, you may have run an event, be an expert in consultation, in public speaking, in catering or website design, in drawing up newsletters or accounts. Others may have the skills you need. If you have any particular needs or knowledge you would like to share, why not let us know so that we can help put you in touch with other Community Representatives.

# About Local Partnerships

## What is a Local Partnership?

Local Partnerships aim to:

- Identify, set and share priorities and aspirations for the Local Partnership area, based on evidence and community engagement.
- Facilitate networking and partnership working between local public, private, third and community sector organisations to address identified local priorities.
- Listen to, consult with and represent local communities to provide a strong community voice to raise issues.
- Develop arrangements for engaging with local communities in order to better understand their needs and promote effective communication.
- Distribute Renfrewshire Council's general grant fund and Common Good Fund to support local activities aligned to the local objectives.
- Provide a forum for community planning partners to listen to and respond to issues raised by local communities.
- Support engagement around the delivery of the Community Empowerment (Scotland) Act 2015 within the local area, including the ownership and usage of community assets.
- Provide a forum to publicise and celebrate the contribution of community action to meeting community needs and aspirations.
- Work with Community Councils to support them to align their work to community planning and Local Partnership Plan objectives.

## Who sits on a Local Partnership?

- All Renfrewshire councillors representing the Local Partnership area.

- A number of community members equal in number to elected members from Renfrewshire Council.
- The Chair of each Community Council in the area (or a nominated representative) will have an automatic place as members of the Local Partnership.
- Where Community Councils are not currently active, representatives from other local organisations will take their place, on the understanding that if a Community Council becomes active, the Community Council representative will take the place of the representative of a non-community council organisation.
- Where there are fewer Community Council representatives than there are Elected member representatives, remaining places will be filled by community members representing local organisations. They should be properly constituted community organisations with a demonstrable local connection to the area.
- These community representatives will be appointed by the Local Partnership at the first meeting of the Partnership. Prior to such appointment there will be a public process to invite expression of interest in such membership.
- Reasonable endeavours shall be made to ensure such community representation includes at least one representative of young persons.

The following organisations should be represented by officers at the meetings of the Local Partnership:

- Renfrewshire Council
- Renfrewshire Health and Social Care Partnership
- Police Scotland
- Engage Renfrewshire

A lead officer from Renfrewshire Council will be appointed to provide support to the chair/vice chair of each Local Partnership.

### **How long are people members of their Local Partnership for?**

The term of office for members of the Local Partnership shall be until the day of the next ordinary elections for Local Government Councillors or Community Council in

Scotland, as appropriate. A Community Representative of the Local Partnership will remain a member for three years.

### **Who gets to make decisions in the Local Partnership meetings?**

Every effort shall be made by members to ensure as many decisions as possible are made by consensus.

In the event of the Local Partnership failing to reach a consensus on a decision and a vote having to be taken, all members (Elected members and community members) would have a vote. In the event of a tied vote, the chair would have the casting vote.

### **Chair**

Each Local Partnership will be chaired by an Elected Member representing that local area and appointed by Renfrewshire Council. Each Local Partnership can appoint its own Vice-Chair, who shall be a Community Representative.

### **Meetings**

- There shall be at least three ordinary meetings of the Local Partnership each year. The first meeting of the Local Partnership will be convened at a time and place to be determined by the Chair. After that, the Local Partnership will meet at such place and such frequency as agreed by the Local Partnership.
- The Chair may convene Special Meetings, if it appears to them that there are urgent items of business to discuss.

For the full Terms of Reference, please see [www.renfrewshire.gov.uk/localpartnerships](http://www.renfrewshire.gov.uk/localpartnerships)

# Local Partnerships Community Representative Nomination Form

## 1. Personal Details

Title: Mr / Mrs / Ms / Mx Other: .....

Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Tel. No: \_\_\_\_\_ Email: \_\_\_\_\_

## 2. Information about your community group or organisation

Role/Title \_\_\_\_\_

Organisation/company name and its aims: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Please tell us about your current and previous experience of working in a community and/or voluntary organisation and the dates of your involvement.

4. Please tell us about the experience of your group or organisation that might be relevant to this nomination? Please try to address the following points

- The size of the community group you represent
- The ways you communicate and engage with your local community
- Whether you represent a group or support a community of interest (e.g. young people)
- How connected you are to other community groups in the area

5. Please tell us of any assistance you (or the person you are nominating) you might need to help undertake the duties as a member of the Local Partnership.\*

6. Why do you (or the person you are nominating) want to be a member of your Local Partnership?

Proposer

Please give the name and contact details of one person who has known you (or the person you are nominating) in a community capacity for at least two years and who would be prepared to support your nomination:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Tel. No: \_\_\_\_\_ Email: \_\_\_\_\_

## Declaration

I confirm that the information given on this form is correct to the best of my knowledge.

A Local Partnership member appointment is a public appointment, which is of interest to individuals and services within Renfrewshire Community Planning Partnership. I understand that if I am appointed my name will be used in the area for which this Partnership was established to enable me to fulfil my duties as a member.

Signed:

\_\_\_\_\_ Date: \_\_\_\_\_

If you are completing this form on behalf of a proposed nominee, please ask them to agree to this nomination by signing below:

Signed:

\_\_\_\_\_ Date: \_\_\_\_\_

Please note that a summary of this information (\* with the exception of information given at Q5 and your and your proposer's personal details) will be shared with all attendees at the Local Partnership meeting.

Please return this completed form to [communityplanning@renfrewshire.gov.uk](mailto:communityplanning@renfrewshire.gov.uk) or post to Community Planning Team, Renfrewshire Council, 2nd Floor, Renfrewshire House, Cotton Street, Paisley, PA1 1WB