

## **EAST AYRSHIRE COUNCIL**

### **NORTHERN AREA LOCAL COMMITTEE - 12 JANUARY 2006**

#### **ANNUAL SEMINAR FOR COMMUNITY REPRESENTATIVES**

##### **Report by Annual Seminar Working Group**

### **1. PURPOSE OF REPORT**

- 1.1** The purpose of the report is to advise the Local Committee of the outcome of the Annual Seminar for Community Representatives held on 12 November 2005.

### **2. BACKGROUND**

- 2.1** The Decentralisation Sub-Committee at its meeting held on 24 September 1998 (Item 2, Page 3875, 96/99) agreed to progress with arrangements proposed by the Working Group for the Annual Seminar as part of the Council's commitment to continual improvement within the Decentralisation Scheme.
- 2.2** The main purpose of the Seminar was to provide a Forum for Community Representatives to exchange best practice ideas on Local Committee processes, identify personal development needs and comment on the Decentralisation Scheme insofar as it affected Local Committees.

### **3. 2005 ANNUAL SEMINAR**

- 3.1** Following on from the 2004 Annual Seminar, the Working Group agreed that the format of the seminar promote the Local Committees and attempt to encourage the recruitment of potential Community Representatives.
- 3.2** It was therefore, agreed to hold the Annual Seminar on Saturday 12 November 2005 in the Council Headquarters, London Road, Kilmarnock between 10.30 am and 2.30 pm. Each Community Representative and Substitute was given the opportunity to invite two colleagues from their nominating organisation along to the seminar.
- 3.3** The format of the Seminar was an information day with specific topic areas relating to Local Committee grants and external funding and the Legal framework of Local Committees. The seminar was attended by 45 people (which included 13 potential new Representatives).
- 3.4** The evaluation results from the Seminar are enclosed under Appendix 1. It can be seen from the evaluation responses that the Seminar was an overwhelming success with those attending finding it beneficial.

**3.6** As part of the Seminar consultation process suggestion boxes were placed in both topic areas and participants were encouraged to place comments/questions in the boxes. A summary of the comments/questions and the appropriate responses are detailed in Appendix 2.

**4. FINANCIAL IMPLICATIONS**

**4.1** Any financial implications arising from the Seminar will be met from existing budgets.

**5. POLICY/LEGAL/COMMUNITY PLAN IMPLICATIONS - Nil.**

**6. RECOMMENDATIONS**

**6.1** To recommend that the Committee :-

- (i) note the success of the 2005 Annual Seminar for Community Representatives.

LC/LF  
29 November 2005

**LIST OF BACKGROUND PAPERS - NIL**

Any person wishing further information on this report should contact Bill Walkinshaw, Administration Manager on Tel No (01563) 576135.

**Implementation Officer: Lynn Chapman, Administrative Officer.**

## APPENDIX I

### LOCAL COMMITTEE ANNUAL SEMINAR 12 NOVEMBER 2005

#### EVALUATION

<u>Session</u>	<u>Good overall</u>	<u>Mainly good</u>	<u>Just adequate</u>	<u>Unsatisfactory</u>
<b>Workshop 1</b>	28	7	1	
<b>Workshop 2</b>	28	6	1	
<b>Question &amp; Answer Session</b>	14	12	1	

Please indicate how you rate the overall seminar.

#### What was the best part of the Seminar?

- The timing of the Seminar was better, especially for people who need medication before leaving home
- Legal aspects of Local Committee
- The presentation of new website
- Computer Link Registration
- The East Ayrshire Council family tree and explanation of the “modus operandi” in all sections, including Legal
- Both workshops were good
- Dissemination of information
- The way the questions put forward were answered by the staff. Every subject was answered clearly and positively
- Lunch and Raffle
- Other peoples ideas
- Question and Answer
- Raffle
- Being able to communicate with other members. Getting information about the different methods of funding. To have listened to other views
- Both workshops were informative by disseminating appropriate information so it was all good
- Workshop question and answers
- Workshop 1 – very informative, but the questions and answers a bit one sided, in Council's favour
- Workshop 2 – again very informative and have gained more knowledge about fundraising
- Presentation very informative
- First visit realised people are interested in their Communities
- Question and Answer during both workshops. The answers given at this time made things clearer to me
- Workshops
- Question and Answer Session
- Listening to others point of view
- Meeting and sharing with other Representatives
- Working with other Reps
- Both workshops were informative and well presented

- Question and Answer
- Questions answered
- I really liked Bill Walkinshaw's presentation, it was particularly informative for me. The day was rather enjoyable. The people were great also.

### **What was the worst part of the Seminar?**

- I have none
- None
- It was very drawn out Saturdays are very precious to people who are working
- Only a matter of degree, but visual presentations of grant structure – verbal answers for questions – excellent
- No complaints
- Questions being asked
- Question and Answer
- I would have preferred to have had more knowledge in all aspects of Local Committee Officers, to enable me to get more information on relevant problems which may crop up
- No mention of ethnic minorities
- Nothing in particular
- Having to use the lift. I would prefer the whole seminar to be on one level
- Nothing
- Heat in whole building
- Overview of grant system posters too small
- The start at 10.00am but that is only because I work at night in a nightclub, overall there was nothing bad about the day. Conference Room B was rather small for the amount of people.

### **What did you learn?**

- What Standing Orders mean
- How Local Committees were ran. Grants and the main ways of obtaining funding for Groups
- Little more on Policy for Local Committees and more information on Grants
- Pro's and Cons for Reps
- I gained a clearer insight into Local Governance
- A great deal and hopefully better to make sensible suggestions
- How to approach various aspects
- East Ayrshire 4 Funding
- How to approach staff with questions and get proper answers
- Grant application info
- Committee structure
- I found all information very useful as I am a new member of Darvel Community Council and found it very good grounding and realise I must use all methods to gain knowledge
- The way the Local Committee Councils are run. However, I feel that I need little more training and/or participation to give more meaning to the information given/received. All about applying for grants and the process involved
- Funding website. Scottish Executive Community Council Consultation

- Always learning
- Exactly how and what to do regarding grants
- I learned a lot about grants and the framework of the Council
- How meetings are run
- How the grant system works
- Interesting information on East Ayrshire 4 Funding
- Learned a lot about funding
- East Ayrshire 4 Funding
- More about External Funding
- Up to date and forthcoming programmes
- A little bit more about Local committee

### **How could the Seminar be improved?**

- A bigger room for Conference B would have been an improvement, though wasn't really a problem. Perhaps an option of workshops like last year as grants presentation wasn't really of interest to me, at least not at the moment, but perhaps will help in future
- Good ideas, and not more than 3 workshops
- Pair new Reps with established Reps, more members on working group, a morning would cover the workshops
- On the assumption that members will arrive with the known questions they wish answered, I suggest a questionnaire be permitted with a fixed time in which to answer. This could perhaps encourage more well formed questions
- Maybe by having a change of members on the Working Group
- More people more questions
- All ok
- All areas were covered having looked briefly through the "Blue Local Committee Book" I found it extremely informative. Also the telephone contact numbers with the most information
- A provision of handouts of talks in order to provide/allow reflection. Especially Workshop 1 with respect to the Legal framework. However, the option was given to obtain any papers
- Contribution from Senior Officers eg Chief Executive etc
- Maybe have some persons from ethnic minorities on a Committee, as it is I have seen none
- Not sure about this, seemed ok
- No way
- Can't think of any improvement but I am sure someone will come up with an improvement
- Put into each packs names of group 1 and group 2, then we will all know who is attending
- More Councillors being in attendance

### **Please provide any further comments you have on any aspect of the Seminar.**

- I found the staff, workers and guests very friendly and very respectful to myself, a youth, and each other. An older crowd, I was very happy to hear adults defending youths and coming up with ideas to aid them
- It was better than last year, with only two workshops

- More opportunity for Representatives to exchange ideas
- I enjoyed the Seminar, and thought the use of audio visual aids very useful, particularly the visual aids on the grant system
- Maybe have a section targeting new members, in a more accessible language in order to promote optimal understandings, I realise this may cause a division between new/old members but may allow an opportunity to ask questions in a more informal setting
- Questionnaires asked to be returned before question and answer session commenced, more time to speak with East Ayrshire Officials
- I had problems hearing some of the speakers

**If there was one thing you could change about the Local Committee's, what would it be?**

- I would have had an alternative workshop for the presentations and give everyone a choice
- Recording Community Reps dissent
- Difference in voting right
- Dissention should be minuted
- Maintain pre-meetings with East Ayrshire Council reps being present
- No change
- Get more money in grants for small clubs
- I would have more guest speakers attending our meetings this would enable members to discuss what weaknesses they had and obtain the information, this could also be supplemented by literature searches
- Ask Chairman to comply with guidelines
- Try to get the apathy among the people who just sit back and do not attend, but grab all that is on offer
- Various presentations come to Local Committees, prior to going to other Committees
- Decision making process and recording of decisions
- More time for discussion
- Change Reps term from 1 year to 3 years
- Registering dissention
- That the Reps are appointed for 3 years

<u>Item</u>	<u>Good Overall</u>	<u>Mainly Good</u>	<u>Just Adequate</u>	<u>Not Satisfactory</u>
<b>Venue</b>	33	4		
<b>Lunch</b>	26	8	2	
<b>Day</b>	28	7		
<b>Time</b>	24	8	3	
<b>Staff</b>	33	2		

**45 ATTENDED** (40 reps/ subs/ friends and 5 Elected Members)  
**37 RETURNS** (not including Elected Members)

29 November 2005

## APPENDIX II

### **WORKSHOP 1 – LEGAL FRAMEWORK OF LOCAL COMMITTEES**

A total of 4 questions were taken from the question box in Workshop 1, Legal Framework and are summarised below (shown in bold), together with a summary for the appropriate response (shown in italics). It should be noted that questions were also raised and answered during the course of Workshop 1.

**Review of Local Committees – more Community Reps, they could take up places that are not filled.**

*Vacancies within core groups (i.e. Elderly, youth, Disabled and Community Councils) cannot be replaced by Community Reps from other organisations. If vacancies exist within other non core organisations. Local Committees are free to determine representation from other organisations as the Local Committee considers appropriate.*

**Cumnock Local Committee's way with grants – Proposals come from Headquarters worked out to suit funding available but Elected Members (might be two) wish to go through (extending meeting to 3 hours) – appropriate to suit their own wishes.**

*Every Local Committee decides how to spend their own allocated funding, and all applications are assessed on their own merits. Officers, taking cognisance of the merits of each application and budget provision, provide assessment recommendations to the Local Committee but it is for the Elected Members that comprise each Local Committee to make the final decision. The time taken to deal with grants reflects the workload and need to give due consideration to applications.*

**The question I have asked before and been told by Councillors to take it to the Seminar – the effectiveness and efficiency of Local Committees**

*Community Representatives have an opportunity to participate in Local Committees. Agendas and Minutes allow the Community Reps a doorway to all Communities.*

**Would it be possible for a local Committee to meet within an Academy in Local Area?**

*Yes it could be possible but it would be subject to the operation of the school to avoid any detrimental impact on school criteria activities.*

### **WORKSHOP 2 – GRANTS/EXTERNAL FUNDING**

A total of 5 questions were taken from the question box in Workshop 2, Grants/External Funding and are summarised below (shown in bold), together with a summary of the appropriate response (shown in italics). It should be noted that questions were also raised and answered during the course of Workshop 2.

**How often can the group/organisation apply for a Community Grant?**

*There is no limit on the number of applications made by any group in one financial year and each application is considered on its own merits.*

**What would be the best method of obtaining funding for a project to erect an ornamental metal fencing around Darvel War Monument?**

*As the responsibility for maintaining the Darvel War Monument is the Local Authority, it was unlikely that any funding would be provided by external providers. Any Community Grant Application would require to be considered on its merits and the level of community benefit that would be provided. Explanation was given to the specific funding in respect of Newmilns War Monument from the Mair Bequest which was a separate body from the Local Authority and restricted funding for the benefit of residents or natives of Newmilns.*

**Would it be possible to simplify the grant form?**

*The grant form was developed following consultation with Community Reps. The form is designed to guide groups step by step through the form, in order that all the necessary info is provided to allow the application to be processed. In addition, detailed guidance notes are provided. However, the comments would be noted for future reference.*

**Would all organisations starting up require to apply to the Local Committee before applying for external funding?**

*Not necessarily so, in order to apply for Voluntary Funding all Groups require to be a constituted voluntary organisation and there are core documents which are required prior to applying for any funding. It was noted that the Local Committee grant application forms may be routed through External Funders such as Awards For All rather than the Community Grant Funding depending on the level of funds sought and nature of event, etc.*

**Why didn't the Park in Newfarm Loch get fixed when all the vandalism started and why is the Wardens not doing anything with 17-18 year olds drinking in the park?**

*It was noted that this would be passed on to the appropriate Department and a response obtained and issued to the questioner.*