



**ARRANGEMENTS FOR THE CONDUCT OF
MEETINGS AND DECISION MAKING FOR THE
COMMUNITY PLANNING PARTNERSHIP
Board Meeting: 23 June 2005**

1. PURPOSE OF REPORT

- 1.1 To propose a range of operating procedures in relation to the conduct of meetings and decision making in respect of the Community Planning Partnership (CPP).

2. BACKGROUND

- 2.1 A draft constitution for the CPP was approved at a joint East Ayrshire North Social Inclusion Initiative and Coalfield Area Social Inclusion Partnership meeting on 18 May 2005.
- 2.2 Accordingly, as part of considering proposals for the new CPP it was noted that a document, setting out clear operating procedures and protocols, and indicating how decisions should be reached, required to be developed.
- 2.3 In addition, a code of conduct for meetings requires to be developed and will be presented to a future Partnership meeting.

3. OPERATING PROCEDURES AND DECISION MAKING ARRANGEMENTS

- 3.1 The new CPP is an 'unincorporated body' with decision making responsibility for Community Regeneration Fund (CRF) resources and future joint funding allocated to the Community Planning Partners. Members will have previously considered the draft constitution for adoption by the new CPP.
- 3.2 The proposed membership of the CPP is detailed within the constitution, and includes the provision for 12 community representatives as follows:
- Coalfield Communities Federation 4 representatives
 - North Communities Federation 4 representatives
 - Individual Representatives 4 representatives
- 3.3 At the joint Board meeting of 18 May 2005, members agreed that the existing 16 community representatives involved in Social Inclusion Boards would stand down at the end of June 2005. It was further agreed that the Coalfield Communities Federation and the North Communities Federation would subsequently be invited to participate on the new CPP (4 representatives from each Federation). To provide continuity of attendance, nominated representatives would be invited to participate for 2 years at a time.

- 3.4 In addition, Members agreed at the joint meeting that the Community Planning and Partnership Manager be remitted to undertake a selection process and make recommendations for appointment of representatives from the wider community to the new CPP.
- 3.5 In order to further enhance community engagement and involvement in the Community Planning policy direction, it was agreed at the joint Board of 18 May 2005 that one representative from each of the two Federations will be nominated to sit on the Community Planning Core Partners' Group (Federations are therefore asked to agree and submit their nominations over the course of the summer). In addition, the Chair of Social Inclusion will sit on the Core Partners' Group.
- 3.6 A draft document setting out proposed operating procedures and protocols for the CPP has been developed and is presented for consideration at Appendix 1.
- 3.7 During 2005/06, it is proposed that the CPP considers the appropriateness of the CPP becoming an incorporated body. Subject to agreement, this matter will be considered at a future meeting of the CPP.

4. 'WORKING TOGETHER LEARNING TOGETHER'

- 4.1 As previously agreed at the joint North and Coalfield Board meeting on 18 May 2005, a series of 'Working Together Learning Together' (WTLT) sessions will be convened for Board members during the summer and autumn of 2005. The focus of these sessions will be to provide Board members with a greater understanding of the issues to be considered by the CPP and to foster working relationships.
- 4.2 Information on the WTLT sessions will be issued to Board members over the summer period.

5. RECOMMENDATIONS

- 5.1 It is recommended that the Board:
- i) requests that the Coalfield Communities Federation and North Communities Federation write to the Community Planning and Partnership Manager with confirmation of nominations to the new CPP and the Community Planning Core Partners' Group;
 - ii) remits the Community Planning and Partnership Manager to make appropriate arrangements and recommendations for the appointment of community representatives from the wider community to the CPP;
 - iii) endorses the proposed operating procedures and protocols presented at Appendix 1;
 - iv) adopts the constitution as attached at Appendix 2;
 - v) participates in the planned WTLT sessions; and
 - vi) otherwise, notes the content of the report.

Gwen Barker
Community Planning and Partnership Manager
9 June 2005

EAST AYRSHIRE COMMUNITY PLANNING PARTNERSHIP BOARD

**ARRANGEMENTS FOR REGULATING MEETINGS AND PROCEEDINGS OF THE
CPP AND SUB-GROUPS**

1. MEETINGS

- 1.1 The Board shall meet on no fewer than four occasions in a financial year, which runs from 1 April to 31 March each successive year.

2. DURATION OF OFFICE

- 2.1 **Partner Agencies:** shall nominate representatives who will serve on the Board until replaced by the Partner Agency.

- 2.2 **Community Representatives:** are required to serve on the Board for a period of two years unless they are replaced earlier by their parent organisation (for example: Coalfield Communities Federation or North Communities Federation). At the end of the two year period, the Community Representatives will be eligible for re-appointment.

- 2.3 Where a vacancy occurs for a community representatives drawn from the wider community, this will be advertised locally and the Community Planning and Partnership Manager will undertake a selection process and make appropriate recommendations for appointment to the Board.

- 2.4 In the event that a member does not attend a minimum of two meetings in any financial year and does not submit apologies in advance, then they will be required to stand down from the Board as their term of office will be deemed to have finished.

3. DATES OF MEETINGS

- 3.1 The Board shall agree the dates of its meetings, provided always that there are no fewer than four meetings in any financial year. Sub-Groups of the Board shall agree their own meeting dates.

4. SPECIAL MEETINGS

- 4.1 Special meetings of the Board should be held at request of at least three Board Members. Requests shall be made in writing to the Community Planning and Partnership Manager and shall specify the nature of the business to be transacted at the special meeting.

5. TIME AND NOTICE OF MEETINGS

- 5.1 The Board shall determine where it meets and at what time. At least six clear days notice of a meeting and the business to be transacted at it should be given to all Board Members by the Community Planning and Partnership Manager.

6. CHAIR OF THE COMMUNITY PLANNING PARTNERSHIP

- 6.1 The Chair of the Community Planning Partnership shall be the Chair of Social Inclusion, East Ayrshire Council.
- 6.2 In the absence of the Chair, the meeting will be chaired by one of the two Vice-Chairs, (one Community Representative and one Partner Representative), as appointed. The Community Planning Joint Officers' Group has been requested to nominate a relevant Partner agency as Vice Chair.
- 6.3 The appointment of the Vice-Chair drawn from Community Representatives will rotate on an annual basis between North and Coalfield areas, commencing with the Coalfield Area on 23 June 2005.

7. DECISION MAKING BY CONSENSUS

- 7.1 It is the duty of the Chair to ensure that decision making is clear, open, transparent and founded on consensus.
- 7.2 For the avoidance of doubt "consensus" in respect of any particular item under consideration will be taken to constitute a substantial majority of those present at any meeting, rather than unanimity, and the Chair shall be the sole judge of consensus in respect of any item of business.
- 7.3 Where the Chair cannot identify a clear consensus (i.e. a substantial majority), then the matter will be remitted to a sub-group, in consultation with the Chair, to conduct further discussion with core members and representatives to achieve a consensus position.

8. QUORUM

- 8.1 No business shall be conducted by the Board unless at least one quarter of the Membership of the Board is present. If, 15 minutes after the appointed start time of the meeting there is no quorum present, no business will be transacted and the meeting will be deemed to be inquorate.

9. DISCLOSURE OF INTEREST

- 9.1 Any Board member who has a financial or non-financial interest in any contact, proposed contact or other matter under the consideration by the Board has a responsibility to disclose the interest, to absent themselves from the discussion at the Board meeting, other than to answer any points of clarification as requested by the Board. Such declaration of interest will be recorded in the Minutes and within the Register of Interests.

10. PUBLIC MEETINGS

10.1 Public meetings of the Board shall be open to the Public, unless the Board agrees otherwise for any item under consideration.

11. CONDUCT OF MEETINGS OF THE BOARD'S SUB-GROUPS

11.1 Sub-Groups of the Board shall agree their own operating arrangements provided always that:-

- they operate within the remit established for the Group;
- they reach decisions by consensus; and
- they report, as appropriate, to the Board.

12. AMENDMENTS TO THESE PROCEDURES

12.1 These procedures may be amended at any meeting of the Board.

Gwen Barker
Community Planning and Partnership Manager
9 June 2005