



Local Partnership Community Representatives

A guide to the role and how to get involved

We are seeking community representatives for Renfrewshire's Local Partnerships.

Local Partnerships have been in operation since 2019 and it is now time to refresh their community representation. Community representatives are a key part of Local Partnership membership, working 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 Local Partnership activity.
- 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 Partnership meetings. This could include:

- Providing information on local issues or activities
- Talking with local residents to identify requests or opinions
- Identifying local activities that could benefit from support or advertising at the Local Partnership
- Submitting questions of local importance at the Local Partnership
- Identifying opportunities for applications for local funding
- Helping identify and agree local priorities. These priorities will inform funding awards to community groups and identify issues that local groups and services can work together on.

How do I become a Community Representative?

Your community group can nominate a community representative. Once your group has decided that they would like to nominate a community representative to the Local 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 Council website [Local Partnerships in Renfrewshire - Renfrewshire Website](#) or is available on request at communityplanning@renfrewshire.gov.uk or **0141 487 1512**.

The standing members of the Local Partnership will look at applications and decides who to appoint as community representatives, based on what your group has said about how it works in the community.

Community Representatives have a term of three years. After three years, new community representatives will be sought, but you can put yourself forward to be reappointed by the Local Partnership.

How are Community Representatives chosen?

Council officers will summarise your application, and the standing members of the Local Partnership will use this information to help them decide who to appoint.

If 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
- How well the skills and/or experience of the applicant matches the Local 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 for Community Representatives?

An induction will be provided following the appointment of Community Representatives, before your first Local Partnership meeting.

In addition, we can also:

- 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
- Support community representatives so you can talk with and learn from each other
- Respond to issues raised and ensure appropriate feedback is provided

We aim to support you and develop your role. We will look to draw on your skills and experience and connect you with people who have other skills and experiences you may want to work with to develop local activity.

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? You may want to tell us about:

- 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 i.e. are there other groups that you work with or share resources with.

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

6. Please tell us of any help you (or the person you are nominating) you might need to help undertake the duties as a member of the 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 Q6 and you 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