

## **Appendix A**

### **Local Partnerships – Terms of Reference**

#### **1. Functions of Local Partnerships**

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

#### **2. Membership of Local Partnerships**

##### **2.1 Elected Member Representatives**

- All Renfrewshire councillors representing the Local Partnership area

##### **2.2 Community Representatives**

- 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. These 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.

### 2.3 Officer Representatives

- 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.

### 2.4 Term of office

- 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. An Community Representative member of the Local Partnership will remain a member for three years.

### 2.5 Voting

- 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.

## 2.6 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.

## 2.7 Code of Conduct

- Members shall subscribe to and comply with the Standards in Public Life – Code of Conduct for Members of Devolved Public Bodies.

## 2.8 Standing Orders

- Standing Orders will be prepared for meetings of the Local Partnerships, which will incorporate the relevant parts of the Terms of Reference.

## 2.9 Quorum

- Quorum will be at least one quarter of the members of the Locality Partnership

## 2.10 Delegated Powers

- The Local Partnership will normally make recommendations, which will be referred for consideration to the body responsible for exercising the function which is the subject of the recommendation. Alternatively, an officer of bodies attending the Locality Partnership may have authority delegated by their organisation to implement the recommendation without further decision by their organisation. In due course, Community Planning Partners may delegate specific powers to Local Partnerships.

## 2.11 Meetings

- There shall be at least three ordinary meetings of the Local Partnership each year.
- Meetings will be conducted at a time which best suits the membership and in the relevant Local Partnership area.
- Meetings will be held in public, but members of the public who wish to contribute should work with their elected members or community representatives to raise relevant community issues at the Partnership

# 3. Roles and remits

## 3.1 Community Representatives

Community Representatives will:

- Represent the interests of local residents.
- 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 priorities.
- Communicate with wider communities to seek views and inform communities of Partnership action.

### 3.2 Officer Representatives

Officers on Local Partnerships represent their organisation and act as advisers to the Local Partnership. They link the Partnership and the partner organisation.

- Co-ordinate a response to issues raised through the Local Partnerships.
- Bring forward relevant business for Partnership consideration.

### 3.3 Lead Officer

- Provide support and advice to the Partnership to manage their business

### 3.4 Secretariat

- Manage the business meetings of Partnerships.
- Support and advise Partnership members.
- Administer the grants process.
- Liaise with officers attending meetings.
- Support grant applicants.