

# North Lanarkshire Council Report

## Policy & Strategy Committee

approval  noting

Ref LMcM/AR/EW

Date 21/03/2019

## Advancing Participatory Democracy - Role of Community Matters (Locality Partnerships)

**From** Lizanne McMurrich, Head of Communities

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### Executive Summary

This report provides clarification on, and presents proposals to strengthen, Community Matters (Locality Partnerships) (previously titled Local Area Partnerships) decision making arrangements through amended Terms of Reference and Standing Orders for Meetings.

The proposals will enable determinations to be made in terms of not only the Council's new process for considering petitions (as agreed by the former Policy and Resources Committee at its meeting on 6 December 2018) but also in respect of the Local Development Programme and associated participatory budgeting whereby local people have a direct say in how public funds are used to address local needs within a clear participatory governance framework.

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### Recommendations

The Policy and Strategy Committee is recommended to:-

- (1) agree the amendments to the Community Matters (Locality Partnerships) Terms of Reference and Standing Orders for Meetings as set out in Appendix 4;
- (2) note the clarification of the role of the Community Matters (Locality Partnerships) in respect of decision making on petitions and local development programme as outlined in section 2 of the report; and
- (3) refer the proposed revised Community Matters (Locality Partnerships) Terms of Reference and Standing Orders for Meetings to the North Lanarkshire Partnership Board for consideration.

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### Supporting Documents

#### The Plan for North Lanarkshire

All of the *Plan for North Lanarkshire* priorities are underpinned by strong participatory democracy which is reflected in the work of Community Matters (Locality Partnerships). This approach supports the partnership work to deliver on the following ambition statements:-

Ambition 18. Ensure our digital transformation is responsive to all peoples needs and enables access to the services they need;

Ambition 19. Improve engagement with communities and develop their capacity to help themselves; and

Ambition 20. Improve the involvement of communities in the decisions and development of services and supports that affect them.

<b>Appendix 1</b>	Petitions Process
<b>Appendix 2</b>	Community Action Cycle for Community Mobilisation
<b>Appendix 3</b>	CONSUL – Digital Tool for Citizen Participation
<b>Appendix 4</b>	Community Matters (Locality Partnerships) Revised Terms of Reference and Standing Orders for Meetings

## **1. Background**

### **1.1 2016 Local Area Partnership Review**

In September 2016, the Policy and Resources Committee considered a report which outlined the improvement actions and operational changes which emerged from the Local Area Partnership (LAP) review as determined by a partnership member/officer group.

Key amongst the recommendations subsequently implemented was the removal of the Local Area Committee to support a more participative partnership approach to local decision making and engaging communities. At that point it was also agreed that the LAP's could continue to discuss and make recommendations regarding local development projects, with final decisions or any changes to the agreed programme, remitted to the Policy and Resources Committee for approval due to the discontinuation of the Area Committees.

### **1.2 New Petitions Process**

Following detailed research by officers, a report was considered by the former Policy and Resources Committee at its meeting on 6 December 2018, at which a new process was agreed for the way in which the Council deals with petitions (apart from those relating to Planning proposals) which it receives. Included within this new process is a role for Locality Partnerships to ensure that local communities have an opportunity to have an input (Appendix 1 sets out the process as presented to the Policy and Resources Committee in December 2018).

The Policy and Resources Committee approved the new procedure subject to clarification of the decision making structures within Local Area Partnerships.

### **1.3 The Plan for North Lanarkshire**

The advent of *the Plan for North Lanarkshire*, and its adoption by the North Lanarkshire Partnership Board, presents an important opportunity for the Local Area Partnership locality planning/governance approach to be refined to enable support for a Community Mobilisation Model (see example in Appendix 2) to drive:-

- the roll out of a participatory budgeting framework (PB) following pilot activity in Wishaw;
- the introduction of an on-line (PB) digital voting system (CONSUL) in partnership with Scottish Government/COSLA (see Appendix 3);

- the engagement activity required to support the ongoing planning, monitoring and review linked to the 16 local improvement plans;
- new locality partnership decision making processes and structures to reflect a rationalisation of local service planning and locality operational management;
- more effective engagement mechanisms to ensure that citizens and communities are able to shape and influence local services via service re-design/devolution (e.g. Civic Crowdfunding, Community Investment Fund etc);
- the work to determine aspects of service provision that could be shaped and provided by communities through asset based community development and participatory planning and budgeting in line with *the Plan for North Lanarkshire*;
- effective links with the Council's new Youth, Equalities and Empowerment Committee;
- the refresh of the Community Engagement Framework;
- effectively shifting the relationships which the Council, and other public services, have with communities to one which embeds community empowerment at the heart of the decision making; and
- moves participatory budgeting on to a clear footing as a practice that is not merely transactional for communities.

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## **2. Report**

### **2.1 Proposal to Strengthen Local Decision Making/Governance Arrangements**

#### **2.1.2 Community Matters (Locality Partnerships) – Terms of Reference & Standing Orders for Meetings**

It is important to remember that the Community Matters (Locality Partnerships), previously termed Local Area Partnerships are part of the Community Planning Governance Framework, and are therefore not a part of the formal decision making structure of the Council governed by the Council's Standing Orders. Nonetheless they are important participatory democracy bodies and require to function in a manner consistent with the 'one plan' approach.

Locality Partnerships will play an increasingly pivotal role in engagement and guidance on the allocation of resources (for example through participatory budgeting), and the planning of services. They will also continue to play an important role in bringing together the Council (both Elected Members and officers), with its partners and communities at a local level. Locality Partnerships provide an important opportunity for local groups, and individuals, to have an input into decisions being made which affect their communities and local area. This approach provides a strong platform within communities on which to layer other engagement approaches designed to support the council and its partners ensuring that its reach into communities is effective, sustained and trusted.

#### **2.1.3 Membership of Community Matters (Locality Partnerships)**

In order to release the potential of Community Matters (Locality Partnerships) to provide the leadership to promote citizen participation in local decision making that goes beyond the current arrangements for consultation and locality planning, the Locality Partnership Terms of Reference and Standing Orders for Meetings have been reviewed and strengthened (see Appendix 4).

It is proposed that membership of the Community Matters (Locality Partnerships) be extended to include the following representation not previously included:-

- the Chair of each Community Council within the locality;
- a representative from North Lanarkshire Federation of Tenant and Residents Association;
- a representative from each Youth Forum within the locality;
- the Chair of each Community Forum within the locality;
- such further Members of the community as will ensure that the overall number of community representatives (including Community Council Youth Forum, Community Forum etc appointed is the same as the number of Elected Members of North Lanarkshire Council serving on the Locality Partnership.

#### **2.1.4 Local Development Programme – Current Consensus Determination at Community Matters (Locality Partnerships)**

There is currently allocated, on a one off basis, across all seven locality partnership areas, by the Council, a budget of £3m, which principally funds those projects which each individual Locality Partnership agrees as part of their Local Development Programme (LDP). Recommendations made to the funder (the Council) regarding individual projects to be included within the LDP, or placed on to a "holding list" for future spend, or not to be funded at all, are arrived at by Locality Partnerships using a consensus process. All partners have an opportunity to input into the final recommendation by the Locality Partnership.

#### **2.1.5 Future Decision Making/Voting Protocols**

In terms of any budget allocated to the Locality Partnership, on which to make decisions or recommendations to the council (for example the Local Development Programme), it is recognised that participatory decision making can be challenging for both local authorities and communities. Clear governance is crucial, driven by a need to ensure that decision making is participative but representative.

Governed by Section 10 Voting, within the Standing Orders for Meetings decisions will be made where possible by consensus at Locality Partnership meetings with input via a Participatory Budgeting mechanism (i.e. on-line voting) where appropriate. Where consensus cannot be reached one vote will be allocated per member organisation represented. Recommendations will then be presented to the Council's Youth, Equalities and Empowerment Committee for final consideration and determination. The revised Draft Terms of Reference for Locality Partnerships and corresponding Standing Orders for Meetings included in Appendix 4, reflect this.

## **2.1.6 Role of Locality Partnerships in Relation to Petitions**

The decision by the former Policy and Resources Committee to include Locality Partnerships into the Council's petitions process determined that petitions would now, in the first instance, be submitted to the Community Partnership Manager. If the Community Partnership Manager considers that the terms of the petition can be actioned immediately by management action or existing authority in place, then this will be done. If this is not the case, the petition would be brought before the respective Locality Partnership (where the petition relates to a specific geographic area) as part of the "Community Matters" business.

The Locality Partnership will be requested to consider whether it wishes to proceed with consideration of the petition or not. If the Locality Partnership agrees that it will consider the petition further, it has a number of options open to it, namely (a) to agree that no further action be taken; (b) agree that the outcome being sought by the petition can be achieved within the existing budget and authority provided to the Locality Partnership, or (c) agree that the petition be submitted to the appropriate Committee of the Council for consideration.

In line with effective community engagement principles, it would be appropriate for Locality Partnerships to invite, if they so wish, the petitioner(s) to address the Locality Partnership to outline the basis of the request being made.

Where a Locality Partnership agrees that it has sufficient budget and authority to agree to the terms of a petition, it would need to carefully consider the request being made and to take advice from professional officers and any other interested or appropriate persons/organisations before taking a final decision.

Where the outcome being sought requires the Council to formally make a decision, for example, the introduction of a lower speed limit on a particular road, then the Locality Partnership would be required to make a recommendation to the Council in the form of an officers' report to the appropriate Committee of the Council. However, it should be stressed that the Committee is not obliged to agree to the recommendation made by the Locality Partnership.

It is envisaged that the majority, if not all, petitions received and considered by Locality Partnerships will fall into the category outlined above. However, the Locality Partnerships will give empowerment value to the process by permitting the matter to be considered at a local level and, should the Locality Partnership take the view that the petition has no merit, then it can agree that no further action be taken and the petitioner be notified accordingly.

Where a petition is received which either is not related to a specific geographical area (i.e. a Council policy matter) or would be applicable to two or more Locality Partnership areas, then the petition would be submitted directly to the appropriate Committee of the Council for consideration.

## **2.1.7 Petitions on Which Consensus Agreement Cannot be Achieved**

Should a situation arise whereby the Locality Partnership is unable to reach a consensus decision – i.e. non-determination – it will be necessary for the petition to be remitted to an appropriate Committee of the Council for determination with no recommendation being provided by the Locality Partnership.

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### **3. Equality and Diversity**

#### **3.1 Fairer Scotland**

There is no requirement to carry out a Fairer Scotland assessment in this instance.

#### **3.2 Equality Impact Assessment**

There is no requirement to carry out an Equality Impact assessment in this instance.

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### **4. Implications**

#### **4.1 Financial Impact**

There is no financial impact.

#### **4.2 HR/Policy/Legislative Impact**

The proposed changes to the membership of Community Matters (Locality Partnerships) strengthens their alignment with the requirements of the Community Empowerment (Scotland) Act 2015 in respect of the associated Community Planning Guidance, and demonstrates a shared commitment to effective community planning on the part of North Lanarkshire Council.

#### **4.3 Environmental Impact**

There is no environmental impact.

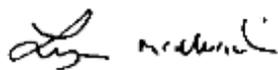
#### **4.4 Risk Impact**

There is no risk impact.

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### **5. Measures of success**

- 5.1 Local communities and partners have an opportunity to contribute to the Council's decision making process.
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**Lizanne McMurrich**  
**Head of Communities**

Petitions Received by the Council<sup>1\*</sup>

Step 1	Request received by the Council. If petition relates to a specific geographical area, it is sent to the appropriate Community Partnership Manager. If the petition relates to the Council area as a whole, or across multiple LAP areas proceed to Step 4.
Step 2	The Community Partnership Manager considers whether desired outcomes can be actioned immediately. If yes, this is undertaken. If no, proceed to Step 3.
Step 3	Appropriate Local Area Partnership (LAP) is provided with details of the petition within its "Community Matters" business and considers whether it wishes to proceed with the petition or not. If yes, LAP may request further information, in which case it would be considered at an appropriate future meeting. If LAP able to determine immediately, then may agree (a) that no further action be taken, (b) that the LAP has available budget and delegated authority to agree that the terms of the petition be progressed, or (c) decide to refer the petition to the appropriate Committee.
Step 4	The appropriate Committee considers the petition and decides accordingly.

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<sup>1</sup>This process does not include petitions received relating to planning proposals

**\*Community Action Cycle for Community Mobilisation**

1. Select an issue/service development opportunity and define the community
2. Put together a community mobilisation team
3. Gather information about the issue/service development opportunity and the community
4. Identify resources and constraints
5. Develop a community mobilisation plan
6. Develop your team

**Explore the issue/service development opportunity and set priorities**

1. Decide the objectives for this phase
2. Explore the issue/service development opportunity with the core group (i.e. Community Matters (Locality Partnership))
3. With the core group, explore the issue/service development opportunity in the broad community
4. Analyse the information
5. Set priorities for action

**Organise the community for action**

1. Orient the community
2. Build relationships, trust, credibility, and a sense of ownership with the community
3. Invite wider community participation
4. Develop a "core group" from the community

**Plan together**

1. Decide the objectives of the planning
2. Determine who will be involved in planning and their role and responsibilities
3. Design the planning session
4. Conduct/facilitate the planning session to create a community action plan

**Evaluate together**

1. Determine who wants to learn from the evaluation
2. Form a representative's evaluation team with community members and other interested parties
3. Determine what participants want to learn from the evaluation
4. Develop an evaluation plan and evaluation instruments
5. Conduct the participatory evaluation
6. Analyse the results with the evaluation team members
7. Provide feedback to the community
8. Document and share lessons learned and recommendations for the future
9. Prepare to reorganise

**Act together**

1. Define our team's role in accompanying the community action
2. Strengthen the community's capacity to carry out its action plan
3. Monitor community progress
4. Problem-solve, troubleshoot, advise, and mediate conflicts

**Prepare to scale up**

**Start here** →

**Prepare to mobilise**

1. Have a vision to scale up from the beginning of the project (i.e. Community Investment Fund)
2. Determine the effectiveness of the approach
3. Assess the potential to scale up
4. Consolidate, define, and refine the approach
5. Build a consensus to scale up
6. Advocate for supportive policies
7. Define the roles, relationships, and responsibilities of implementing partners
8. Secure funding and other resources
9. Develop the partners' capacity to implement the programme
10. Establish and maintain a monitoring and evaluation system
11. Support partnership and community development for scale

\*Model based on L.Howard-Grabman and G.Snetro, How to Mobilize Communities for Health and Social Change



# CONSUL

open participation

Open Software for Citizen Participation



## What is Consul?

Consul is the most comprehensive digital tool for citizen participation, enabling an open, transparent and democratic government.

Over 50 institutions around the world jointly developed the platform. They share and exchange experiences, best practices and knowledge. With their input, Consul is constantly expanding and improving.

It's an open software platform so any institution can use and modify it as they see fit, for free.

## Why Consul?

Consul is the only tool that accommodates any kind of participative processes currently managed by institutions from all over the world: citizens' proposals, debates, participatory budgeting, collaborative legislation, interviews and surveys, voting, etc. It has the added advantage of being customisable for any specific need, no matter what the size of the institution.

### Benefits

With Consul, you can:

- 1 Set up any type of participation process used by governments around the world
- 2 Allow citizens to participate in the most important and day-to-day decisions of institutions
- 3 Put in place participation initiatives quickly and efficiently, with hardly any extra resources
- 4 Adapt the participation processes to the needs of each institution
- 5 Learn from the experience of all the other institutions that use Consul
- 6 Adapt, improve and propose new developments that could benefit all the Consul Community members

### Advantages

- 1 **Free**  
As it is an open software platform all its code can be used by any person or entity
- 2 **Customisable**  
Any entity can freely modify it to suit its requirements
- 3 **Continuously being updated**  
Consul customers can suggest improvements, new features and functionalities to ensure its evolution
- 4 **Rich functionality**  
Citizens can easily participate at different levels
- 5 **Secure**  
It features a registration system that protects privacy. It can be integrated with existing register and census systems
- 6 **Adaptive design**  
It can be used across all web browsers and mobile devices
- 7 **Efficient**  
Thanks to its powerful administration interface even very small teams can easily manage complex participation processes
- 8 **On-going support**  
From the technical and development teams, as well as insight from other institutions that are using it across the world.

## What can you do with Consul?

Consul can easily be adapted to the needs of any institution. Here are some of the ways of participating that it can facilitate:

### Citizens' Proposals

Anybody can submit a proposal to improve their city. Others can support the proposal, and if a certain threshold is reached, the proposal can then be put to vote.

### Participatory Budgeting

Citizens can propose and decide how part of the Government's Budget is spent.

### Collaborative Legislation

People can actively participate in preparing legislation and action plans - whether in debates, prioritizing measures, or commenting on specific texts.

### Debates

Anybody can start a discussion thread and create an independent area where topics can be debated.

### Voting

Voting is possible for both citizens' and institutions proposals. In addition, voting can be activated for all of a territory, or just certain zones or areas.

**It also has many other interesting features:** user verification to avoid duplicate votes, loading of paper signatures, management of physical votes, notifications and communication between users, full configuration of the parameters and phases for the different processes, scalable systems for debates and commentary, categories, geographic localisation, intelligent filters and trends, multilingual capabilities, profiles for institutional representatives, etc.

## Consul for institutions Transparency, efficiency and collaboration

Signing up for Consul is a great opportunity to cost-effectively collaborate with other governments and institutions, and to share ideas, experiences and projects to improve citizen participation.



### Institutions that are part of the Consul community

Buenos Aires  
La Libertad  
Mendoza  
Jalisco  
Guadalajara  
Guatemala  
Montes de Oca  
Barú  
Bogotá  
Nariño  
Quito  
Cuenca  
Lima  
Godoy Cruz  
Córdoba  
Río Cuarto  
Tigré  
Porto Alegre  
Puerto Montt  
Montevideo

Madrid  
Paris  
Roma  
Turin  
Valencia  
La Coruña  
Zamora  
Valladolid  
Oviedo  
Castellón  
Carreño  
Calviá  
Molina de Segura  
Chiloches  
Benalmádena  
Getafe  
Zamora  
Sitges  
U. Complutense  
Valdemorillo

Ciempozuelos  
Tarragona  
Palma de Mallorca  
Cádiz  
Toledo  
Alicante  
Gomarro  
Huesca  
Consejo Insular de Mallorca  
Dip. de Valencia  
Buñol  
Arona  
Cabildo Insular de Gran Canaria  
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More information at: [www.consulproject.org](http://www.consulproject.org) | <https://github.com/consul/consul>

**North Lanarkshire Partnership**

**Community Matters**

**Locality Partnerships**

**Terms of Reference**

**Version 002**

**Status: Second Draft**

**Date: 27 February 2019**

**North Lanarkshire Partnership**  
**Community Matters (Locality Partnerships)**  
**Draft Terms of Reference**

**1. Function/Purpose**

The Community Matters (Locality Partnerships) play a central role enabling and mobilising effective community engagement with the Community Planning Partners across each of the seven North Lanarkshire Partnership areas of; Airdrie, Bellshill, Coatbridge, Motherwell, Wishaw, Northern Corridor and Cumbernauld and Kilsyth to shape and deliver local services.

The Community Matters (Locality Partnerships) will support and promote a community engagement approach that provides an empowering opportunity for local voices to be heard on matters of local importance and mobilises the community for action.

**2. Background/Context**

**2.1 The Plan for North Lanarkshire**

*The Plan for North Lanarkshire* priorities require to be underpinned by strong participatory democracy supported through Community Matters (Locality Partnerships), in order to deliver on the following ambition statements:-

Ambition 18. Ensure our digital transformation is responsive to all peoples needs and enables access to the services they need;

Ambition 19. Improve engagement with communities and develop their capacity to help themselves; and

Ambition 20. Improve the involvement of communities in the decisions and development of services and supports that affect them.

**2.2 National Standards for Community Engagement**

In line with the *National Standards for Community Engagement*, the Community Matters (Locality Partnerships) will adopt the following principles to ensure good quality community engagement that is:-

- **effective** – in meeting the needs of the people involved;
- **efficient** – by being well informed and properly planned; and
- **fair** – by giving people who may face additional barriers to getting involved an equal opportunity to participate

and supports:-

- **shared decision making** – where communities influence options and the decisions that are taken;
- **shared action** – where communities contribute to any action taken as a result of the engagement process; and
- **support for community-led action** – where communities are best placed to deal with issue they experience and are supported to take the lead in providing a response.

### **3. Term**

This Terms of Reference is effective from 1<sup>st</sup> April 2019 and will be ongoing until terminated by agreement between the parties.

### **4. Membership**

#### **4.1 Membership of the Locality Partnerships shall comprise:-**

- All Elected Members of North Lanarkshire Council who represent the Locality;
- The Chair of each Community Council within the Locality, which failing, such community councillor as shall be nominated by the relevant Community Council;
- Where there is no Community Council serving a community council area, an individual from a properly constituted community organisation selected in a fair, open and accountable manner as determined by the Locality Partnership. In the event that a Community Council is subsequently formed for this area, this Member shall be replaced by the Chair of the new Community Council.
- A representative from North Lanarkshire Federation of Tenants and Residents Associations (or a nominated representative);
- A representative from each Youth Forum within the locality;
- The Chair of each Community Forum within the locality;
- Such further Members of the community as will ensure that the overall number of community representatives (including Community Council Youth Forum, Community Forum and other community representatives, appointed is the same as the number of Elected Members of North Lanarkshire Council serving on the Locality Partnership. Where the number of persons so appointed is less than the number of elected members who serve the Locality, vacancies will remain available to be filled at a later date. These community representatives will be appointed by the Locality Partnership. Prior to such appointment there will be a public process to invite expressions of interest in such membership. For the initial appointment of such community representatives, expressions of interest shall be invited at a locality community event.

#### **4.2 Co-opted Membership**

Locality Partnerships may co-opt as additional members, further representation, including representatives of an agency or organisation not already serving on the Locality Partnership (for example Parent Councils). Any such representative shall have knowledge or expertise in the distinct areas of the Locality Partnership's work (Participation by Experience). Co-opted members will have such membership rights as the Locality Partnership may determine. In particular, the Locality Partnership may determine their voting rights and the period of time or defined piece of work for which such Co-opted members are appointed. The period of appointment of such co-opted members shall not exceed the normal period of office of community council members. Only Co-opted members who have full voting rights shall be counted as part of any quorum for meetings.

### **4.3 Nominated Officer Representatives/Advisers**

Officer Representatives/Advisors shall have no voting rights.

- A Senior Lead Officer agreed by North Lanarkshire Community Planning Partnership, will act as chief advisor to the Locality Partnership;
- An Officer representative/adviser from each of the following Community Planning Partnership organisations, namely:
  - North Lanarkshire Council
  - North Lanarkshire Health and Social Care Partnership
  - Police Scotland
  - Scottish Fire and Rescue
  - Third Sector Interface (VANL)
- An Officer representative/adviser from each of the following Community Planning Partnership organisations, is expected to attend where items/issued under consideration are relevant to their work of field of expertise:
  - Scottish Enterprise
  - Skills Development Scotland
  - Strathclyde Partnership for Transport
  - Job Centre Plus
  - Scottish Government
  - New College Lanarkshire

### **4.4 Period of Membership**

The term of office of Elected Members and all Community members of the Community Matters Locality Partnership shall be until the day of the next ordinary elections for Local Government Councillors or Community Council in Scotland, as appropriate. Community Representative Members of the Locality Partnership will remain a member for up to three years.

- 4.5** Where a Member resigns or otherwise ceases to hold office, the person appointed in his/her place shall be appointed for the unexpired term of the Member they replace.
- 4.6** On expiry of a Member's term of appointment the Member shall be eligible for re-appointment provided that he/she remains eligible and is not otherwise disqualified from appointment.
- 4.7** A member appointed under paragraph 4.1 or a Nominated Officer Representative/Advisor ceases to be a member of the Locality Partnership if they cease to be either a member or employee of the body which nominated them.
- 4.8** A Member of the Locality Partnership may resign his/her membership at any time during their term of office by giving notice to the Locality Partnership in writing. The resignation shall take effect from the date notified in the notice or on the date of receipt if no date is notified. The Locality Partnership must inform the body that made the nomination.

- 4.9** If a Member has not attended three consecutive meetings of the Locality Partnership or has not attended any meetings for a period of six months, whichever is the shorter, and their absence was not due to illness or some other reasonable cause as determined by the Locality Partnership, the Locality Partnership may, by giving one month's notice in writing to that Member, remove that person from office.
- 4.10** A constituent authority may remove a member which it nominated by providing one month's notice in writing to the member and the Locality Partnership.
- 4.11** Named Deputies for Members may be appointed by the constituent authority which nominated the Member, or the Members as appropriate. The appointment of such Deputies will be subject to the same rules and procedures for Members. Deputies shall receive papers for Meetings of the Community Matters Locality Partnership but shall be entitled to attend or vote at a Meeting only in the absence of the principal Member they represent. If the Chairperson or Vice Chairperson is unable to attend a meeting of the Community Matters (Locality Partnership), any Depute Member attending the meeting may not preside over that meeting. Deputies apart from elected members representing wards outwith the locality can be nominated in their own right to serve on any Task and Finish Group.

#### **4.12 Chair**

The Chair will be a Councillor of North Lanarkshire Council, who represents a ward within the Locality, and appointed by North Lanarkshire Council or a representative of the Community Planning Partnership. Each Locality Partnership will appoint its own Vice Chair who shall be a community representative.

#### **4.13 Code of Conduct**

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

#### **4.14 Standing Orders**

Standing Orders for meetings of Locality Partnerships are in place.

#### **4.15 Quorum**

No business shall be transacted at a meeting of the Community Matters (Locality Partnership) unless there are present, and entitled to vote, at least one quarter (rounded down) of the members of the Community Matters (Locality Partnership). A minimum of one elected member and one other member must be present.

If within ten minutes after the time appointed for the commencement of a meeting of the Locality Partnership, a quorum is not present, the meeting will stand adjourned to such date and time as may be fixed.

#### **4.16 Voting**

As more particularly detailed in the Standing Orders for Meetings the Locality Partnership (Section 10 Clause 10.1 and 10.2 of the Standing Orders refer), every effort shall be made by members to ensure that as many decisions as possible are made by consensus.

Where a decision cannot be made by consensus in terms of standing order 8, then only the Elected Members and Community members shall be entitled to vote.

#### **4.17 Delegated Powers**

In common with North Lanarkshire Community Planning Partnership, the Locality 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, eg the local development programme. Alternatively an officer of bodies attending the Locality Partnership may have authority delegated by their parent organisation to implement the recommendation without further decision by their parent organisation. In addition, Community Planning Partners or other organisation may in due course, delegate specific powers to Locality Partnerships.

#### **4.18 Minutes/Action Log**

The minutes/action log of the Locality Partnership will be referred to the Community Planning Partnership (CPP) for noting. Any recommendations will be referred to the CPP for ratification, although Community Planning Partners or Officers authorised by them may implement Partnership recommendations prior to the CPP ratifying the minute.

### **5 Role and Functions**

Community Matters (Locality Partnerships) will drive and support locality engagement and planning in the following ways:-

- influencing and shaping the approach to driving inclusive growth and the Community Investment Fund programme including; Town Centre Regeneration; asset management and rationalisation; community hub development; community asset transfer; participation requests; employability, community learning and development, local service development/delivery in a co-production manner;
- enabling and promoting fully inclusive citizen and community engagement;
- ensuring the appropriate channels for effective community engagement are established;
- establishing, implementing, monitoring and evaluating a local Area Action Plan/Locality Plan linked to *the Plan for North Lanarkshire*;
- developing and agreeing suitable projects to be delivered to improve outcomes in line with the Locality Plan via the Local Development Programme and making recommendations to the Council and partners as appropriate;
- delivering improved local community safety outcomes through a tasking and coordinating model;
- determining an appropriate engagement and communication strategy to optimise the effectiveness of local decision making;
- supporting the development and implementation of Participatory Budgeting;
- contributing to the planning of locality learning and development programmes;
- considering and developing solutions to problem solving around local issues;

- optimising funding and resource opportunities to deliver and improve services; and
- maintaining clear communication between communities and community planning partners.

## 6 Role of Members

The Community Matters (Locality Partnership) members will commit to:

- attend regular meetings as required, actively participating in Community Matters work;
- being an advocate for community engagement and empowerment;
- being committed to and actively involved in community planning;
- make connections (supported by the Local Area Team) with other key stakeholders (e.g. tenants and residents associations, local businesses, schools, pupils and parent councils and other community/voluntary organisations);
- where personal attendance at a meeting is not possible, nominate a suitable briefed and mandated proxy;
- demonstrate the importance of continuous improvement and the importance of equality outcomes and improvements for communities being evaluated; and
- undertake the NLP Community Planning Induction e-module and other training as required;

Members of the Community Matters (Locality Partnerships) can expect to be empowered to:-

- fulfil a key engagement role in the delivery of *The Plan for North Lanarkshire*.
- provide opportunities for local citizens and communities to present on local issues of concern or service need;
- make key decisions and ensure that these are in line with equality considerations, specifically in line with the Equality Act 2010 and the Fairer Scotland Duties;
- identify risks and issues that could impact on priorities, as they arise;
- review how the partnership works together, including its personal and collective leadership and to learn how this impacts on its ability to deliver on its purpose;
- participate in open transparent discussions;
- support ongoing challenge, reflection and learning regarding partnership working and the impact of the wider Community Engagement and Community Planning Partnership arrangements within North Lanarkshire; and

## 7 Meetings

Meetings will be chaired by Locality Partnership Chair or Vice Chair;

Meeting agendas and agreed actions, in the form of an action log rather than a formal detailed minute, will be circulated within 5 working days of meeting;

There shall be at least four ordinary meetings of each of the Community Matters (Locality Partnership) each year;

Meetings will be held in public, members of the public who wish to contribute should work with their elected members of community representatives to raise relevant community matters at the Locality Partnership meetings; and

Special meetings will be arranged, as required, outside of the agreed times and dates to maximise community involvement and engagement.

## **Period of Membership**

An officer member of the Locality Partnership will remain a member for three years. Otherwise, the term of office of Members of the Locality Partnership shall be until the day of the next ordinary Elections for Local Government Councillors or Community Council in Scotland, as appropriate.

## **8 Decisions**

### **8.1 General**

Decisions will generally be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice).

### **8.2 Petitions**

1. The Locality Partnership will be requested to consider whether it wishes to proceed with consideration of the petition or not. If the Locality Partnership agrees that it will consider the petition further, it has a number of options open to it, namely (a) to agree that no further action be taken; (b) agree that the outcome being sought by the petition can be achieved within the existing budget and authority provided to the Locality Partnership, or (c) agree that the petition be submitted to the appropriate Committee of North Lanarkshire Council for consideration.
2. In line with effective community engagement principles, it would be appropriate for Locality Partnerships to invite, if they so wish, the petitioner(s) to address the Locality Partnership to outline the basis of the request being made.
3. Where a Locality Partnership agrees that it has sufficient budget and authority to agree to the terms of a petition, it would need to carefully consider the request being made and to take advice from professional officers and any other interested or appropriate persons/organisations before taking a final decision.
4. Where the outcome being sought requires the Council to formally make a decision, for example, the introduction of a lower speed limit on a particular road, then the Locality Partnership would be required to make a recommendation to the Council in the form of an officers' report to the appropriate Committee of the Council.
5. It is envisaged that the majority, if not all, petitions received and considered by Locality Partnerships will fall into the category outlined above. However, the Locality Partnerships will give empowerment value to the process by permitting the matter to be considered at a local level and, should the Locality Partnership take the view that the petition has no merit, then it can agree that no further action be taken and the petitioner be notified accordingly.

### **Petition is Not Applicable to a Single Locality Partnership**

1. Where a petition is received which either is not related to a specific geographical area (i.e. a Council policy matter) or would be applicable to two or more Locality Partnership areas, then the petition would be submitted directly to the appropriate Committee of the Council for consideration.

## **Petitions on Which Consensus Agreement Cannot be Achieved**

2. Should a situation arise whereby the Locality Partnership is unable to reach a consensus decision – i.e. non-determination – it will be necessary for the petition to be remitted to an appropriate Committee of the Council for determination with no recommendation being provided by the Locality Partnership.

## **9 Amendment, Modification or Variation**

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by North Lanarkshire Council and North Lanarkshire Planning Partnership Board.

**North Lanarkshire Partnership**

**Community Matters**

**Locality Partnerships**

**Draft Standing Orders for Meetings**

**Version: 002**

**Status: Second Draft**

**Date: 27 February 2019**

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## **1. General**

- 1.1** These Standing Orders set out the procedures to be followed at meetings of the seven Community Matters Locality Partnerships in North Lanarkshire. As far as applicable, these shall also be the standing orders for any task and finish groups established by the Locality Partnerships.
- 1.2** In these Standing Orders “Locality” shall mean one of the seven areas of North Lanarkshire designated by North Lanarkshire Community Planning Partnership under section 9 of the Community Empowerment (Scotland) Act 2015; Airdrie, Bellshill, Coatbridge, Motherwell, Wishaw, Northern Corridor and Cumbernauld and Kilsyth.
- 1.3** As more specifically detailed in 8, it is expected that all decisions of the Locality Partnership, will be made by consensus and members will endeavour to reach agreement wherever possible.

## **2. Membership**

### **2.1** Membership of the Locality Partnerships shall comprise:-

- All Elected Members of North Lanarkshire Council who represent the Locality;
- The Chair of each Community Council within the Locality, which failing, such community councillor as shall be nominated by the relevant Community Council;
- Where there is no Community Council serving a community council area, an individual from a properly constituted community organisation selected in a fair, open and accountable manner as determined by the Locality Partnership. In the event that a Community Council is subsequently formed for this area, this Member shall be replaced by the Chair of the new Community Council.
- A representative from North Lanarkshire Federation of Tenants and Residents Associations (or a nominated representative);
- A representative from each Youth Forum within the locality;
- The Chair of each Community Forum within the locality;
- Such further Members of the community as will ensure that the overall number of community representatives (including Community Council Youth Forum, Community Forum and other community representatives, appointed is the same as the number of Elected Members of North Lanarkshire Council serving on the Locality Partnership. Where the number of persons so appointed is less than the number of elected members who serve the Locality, vacancies will remain available to be filled at a later date. These community representatives will be appointed by the Locality Partnership. Prior to such appointment there will be a public process to invite expressions of interest in such membership. For the initial appointment of such community representatives, expressions of interest shall be invited at a locality community event.

## **2.2 Co-opted Membership**

Locality Partnerships may co-opt as additional members, further representation, including representatives of an agency or organisation not already serving on the Locality Partnership (for example Parent Councils). Any such representative shall have knowledge or expertise in the distinct areas of the Locality Partnership's work (Participation by Experience). Co-opted members will have such membership rights as the Locality Partnership may determine. In particular, the Locality Partnership may determine their voting rights and the period of time or defined piece of work for which such Co-opted members are appointed. The period of appointment of such co-opted members shall not exceed the normal period of office of community council members. Only Co-opted members who have full voting rights shall be counted as part of any quorum for meetings.

## **2.3 Nominated Officer Representatives/Advisers**

Officer Representatives/Advisors shall have no voting rights.

- A Senior Lead Officer agreed by North Lanarkshire Community Planning Partnership, will act as chief advisor to the Locality Partnership;
- An Officer representative/adviser from each of the following Community Planning Partnership organisations, namely:
  - North Lanarkshire Council
  - North Lanarkshire Health and Social Care Partnership
  - Police Scotland
  - Scottish Fire and Rescue
  - Third Sector Interface (VANL)
- An Officer representative/adviser from each of the following Community Planning Partnership organisations, is expected to attend where items/issued under consideration are relevant to their work of field of expertise:
  - Scottish Enterprise
  - Skills Development Scotland
  - Strathclyde Partnership for Transport
  - Job Centre Plus
  - Scottish Government
  - New College Lanarkshire

## **2.2 Period of Membership**

The term of office of Elected Members and all Community members of the Community Matters Locality Partnership shall be until the day of the next ordinary elections for Local Government Councillors or Community Council in Scotland, as appropriate. Community Representative Members of the Locality Partnership will remain a member for up to three years.

Where a Member resigns or otherwise ceases to hold office, the person appointed in his/her place shall be appointed for the unexpired term of the Member they replace.

On expiry of a Member's term of appointment the Member shall be eligible for re-appointment provided that he/she remains eligible and is not otherwise disqualified from appointment.

A member appointed under paragraph 2.1 or a Nominated Officer Representative/ Advisor ceases to be a member of the Locality Partnership if they cease to be either a member or employee of the body which nominated them.

A Member of the Locality Partnership may resign his/her membership at any time during their term of office by giving notice to the Locality Partnership in writing. The resignation shall take effect from the date notified in the notice or on the date of receipt if no date is notified. The Locality Partnership must inform the body that made the nomination.

If a Member has not attended three consecutive meetings of the Locality Partnership or has not attended any meetings for a period of six months, whichever is the shorter, and their absence was not due to illness or some other reasonable cause as determined by the Locality Partnership, the Locality Partnership may, by giving one month's notice in writing to that Member, remove that person from office.

A constituent authority may remove a member which it nominated by providing one month's notice in writing to the member and the Locality Partnership.

Named Deputies for Members may be appointed by the constituent authority which nominated the Member, or the Members as appropriate. The appointment of such Deputies will be subject to the same rules and procedures for Members. Deputies shall receive papers for Meetings of the Community Matters Locality Partnership but shall be entitled to attend or vote at a Meeting only in the absence of the principal Member they represent. If the Chairperson or Vice Chairperson is unable to attend a meeting of the Community Matters (Locality Partnership), any Depute Member attending the meeting may not preside over that meeting. Deputies apart from elected members representing wards outwith the locality can be nominated in their own right to serve on any Task and Finish Group.

### **3 Chair and Vice Chair**

The Chair will be a Councillor of North Lanarkshire Council, who represents a ward within the Locality, and appointed by North Lanarkshire Council or a representative of the Community Planning Partnership. Each Locality Partnership will appoint its own Vice Chair who shall be a community representative.

The term of office of the Chair and Vice-Chair shall be the period of their membership of the Locality Partnership in terms of 2.3, or, in the case of a person appointed to fill a casual vacancy, the remainder of that term.

A person holding the office of Chair or Vice-Chair shall be eligible for re-election.

On a vacancy arising in the offices of Chair or Vice-Chair, an election to fill the vacancy shall be held as soon as practicable at a meeting of North Lanarkshire Council or the Locality Partnership respectively. The notice for the meeting shall specify the filling of the vacancy as an item of business.

At every meeting of the Community Matters (Locality Partnership) the Chair, if present, shall preside. If the Chair is absent from any meeting the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair is absent, a Chair shall be appointed from within the members present for that meeting.

It will be the role of the Chair to conduct meetings in a manner which:-

- ensures fairness in debate;
- ensures clear decision making on matters of relevancy, competency and order, having taken into account any advice offered by the Senior Lead Officer or other relevant officer in attendance at the Meeting;
- ensures that Standing Orders are observed;
- maintains order at his/her discretion determine any questions of procedure for which no express provision has been made in these standing orders and order the exclusion of any member of the public who is deemed to have caused disorder or misbehaved.

The Vice-Chair may act in all respects as the Chair of the Locality Partnership if the Co-Chair is absent or otherwise unable to perform his/her duties.

#### **4 Meetings**

- 4.1** There shall be at least four ordinary meetings of each of the the Community Matters (Locality Partnership) each year.
- 4.2** Meetings will be conducted at a time which best suits the membership and in the appropriate Locality Partnership area.
- 4.3** Meetings will be held in public. Members of the pubic who wish to contribute should work with their elected members or community representatives to raise relevant community matters at the Locality Partnership meetings.
- 4.4** The Chair may convene Special Meetings if it appears to him/her that there are items of urgent business to be considered. Such Meetings will be held at a time, date and venue as determined by the Chair. If the Office of Chair is vacant, or if the Chair is unable to act for any reason the Vice-Chair may at any time call such a meeting.

#### **5 Notice of Meeting**

- 5.1** Before every meeting of the Locality Partnership, or Task and Finish Group, a notice of the meeting, specifying the time, place and Agenda shall be issued by electronic means to all Members no later than five working days prior to the date of the meeting, such notice remaining valid until varied in writing. Failure to notify any member of a meeting shall not affect the validity of the meeting and the decisions made.
- 5.2** At all Ordinary or Special meetings of the Locality Partnership, no business other than that on the agenda shall be discussed or adopted except as part of an Open Community Matters Session, unless the Chair is of the view that the item is urgent and should be considered.

#### **6 Quorum**

- 6.1** No business shall be transacted at a meeting of the Community Matters (Locality Partnership) unless there are present, and entitled to vote, at least one quarter (rounded down) of the members of the Community Matters (Locality Partnership). A minimum of one elected member and one other member must be present.

- 6.2** If within ten minutes after the time appointed for the commencement of a meeting of the Locality Partnership, a quorum is not present, the meeting will stand adjourned to such date and time as may be fixed.

## **7 Powers and Business**

- 7.1** In common with North Lanarkshire Community Planning Partnership, the Locality 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, as will be the case in recommendations for Local Development Funding investment and the outcome of Participatory Budgeting voting. Alternatively an officer of the bodies attending the Locality Partnership may have authority delegated by their parent organisation to implement the recommendation without further decision by their parent organisation.
- 7.2** The business of the Community Matters (Locality Partnership) is to develop, review and implement the priorities of *The Plan for North Lanarkshire* and associated Locality Plan(s) for its area, and as part of this to undertake the functions detailed in Appendix A. Community Planning Partners or other organisations may in due course, delegate further specific powers to Locality Partnerships.

The Community Matters (Locality Partnerships) will support and promote a community engagement and empowerment approach that provides an effective opportunity for local voices to be heard on matters of local importance and mobilise the community to effect and deliver change.

- 7.3** There will be a standing item in relation to reports from the locality Youth Forum on each Locality Partnership agenda. Representatives from the relevant Youth Forum will attend the Locality Partnership meeting to speak to the report. Equally, there will also be standing item in relation to reports from Locality Partnerships on the locality Youth Forum agenda, with Locality Partnership representation to provide an update on Partnership activity.
- 7.4** There will also be a standing item on the Locality Partnership agenda on the progress of the Health and Social Care Locality Plans. Any wider issues which involve health and social care, or health and social care issues which are not addressed in the HSCP Locality Plan will be actioned through the Locality Partnership Plan. In a similar way, it is expected that the priorities of the Locality Plans will be reflected in the strategic and local plans of CPP partners.

## **8. Procedure for Dealing with Items of Business**

- 8.1** Every effort shall be made by the Chair and Members to ensure that as many decisions as possible are made by consensus.
- 8.2** Report authors will speak to any report prepared by them which is on the agenda for a meeting. Thereafter it will be open to any Member to ask a question or questions concerning the item of business under consideration.
- 8.3** When the Chair is satisfied that there are no more questions to be raised he or she will invite the Locality Partnership to discuss the item of business. Such discussion must be relevant to the item of business and should attempt to achieve a decision by consensus.

**8.4** When the Chair is satisfied that a decision can be made by consensus he or she will clarify the terms of that decision with the Locality Partnership.

## **9. Procedure where there is no Unanimous Decision**

**9.1** If the Chair is satisfied that a decision cannot be made by consensus, he or she will invite those of differing views to state the decision they wish the Community Matters (Locality Partnership) to make. The first such statement will be known as the motion. Any member may seek an amendment to the motion. Any motion and amendment must relate to the item of business under discussion. No motion or amendment will be accepted unless it is seconded. It will be open to any Member to ask a question or questions to the mover of any motion or amendment seeking clarity of their motion or amendment.

**9.3** Non-voting members can propose or second a motion or amendment and speak to its terms, but cannot vote on it

**9.4** Debate - When the Chair is satisfied that there are no more amendments to be raised he or she will state that the Community Matters (Locality Partnership) is in debate.

**9.5** Subject to the right of the mover of a motion, and the mover of an amendment, to reply, no Member will speak more than once on the same question at any meeting of the Locality Partnership except:-

- On a question of Order;
- With the permission of the Chair; or
- In explanation or to clear up a misunderstanding in some material part of his/her speech.

**9.6** The mover of an amendment and thereafter the mover of the motion will have the right of reply for a period of not more than 3 minutes. He/she will introduce no new matter and once a reply is commenced, no other Member will speak on the subject of debate. Thereafter the discussion will be held closed and the Chair will call for the vote to be taken.

## **10. Voting**

**10.1** Where a decision cannot be made by consensus in terms of standing order 8, then only Elected Members and Community members shall be entitled to vote.

**10.2** Any decision requiring a vote will be determined by a majority of votes of the Members present and who are entitled to vote on the question. Voting shall be by a show of hands.

## **11. Code of Conduct and Conflicts of Interest**

- 11.1** Members of the Locality Partnership shall subscribe to and comply with the Standards in Public Life - Code of Conduct for Members of Devolved Public Bodies which is deemed to be incorporated into these Standing Orders. All members who are not already bound by the terms of the Code shall be obliged before taking up membership, to agree in writing to be bound by the terms of the Code of Conduct for Members of Devolved Public Bodies.
- 11.2** If any Member has a financial or non-financial interest as defined in the Code of Conduct of Members of Devolved Public Bodies and is present at any meeting at which the matter is to be considered, he/she must as soon as practical, after the meeting starts, disclose that he/she has an interest and the nature of that interest and if he/she is precluded from taking part in consideration of that matter.
- 11.3** If a Member or any associate of theirs has any pecuniary or any other interest direct or indirect, in any contract or proposed contract or other matter and that Member is present at a meeting of the Locality Partnership, that Member shall disclose the fact and the nature of the relevant interest and shall not be entitled to vote on any question with respect to it. A Member shall not be treated as having any interest in any contract or matter if it cannot reasonably be regarded as likely to significantly affect or influence the voting by that Member on any question with respect to that contract or matter.

## **12. Adjournment of Meetings**

- 12.1** A meeting of the Community Matters (Locality Partnership) may be adjourned to another date, time or place by a motion, which shall be moved and seconded and put to the meeting without discussion. If such a motion is carried by a simple majority of those present and entitled to vote, the meeting shall be adjourned to the day, time and place specified in the motion.

## **13. Disclosure of Information**

- 13.1** No Member or Officer shall disclose to any person any information which falls into the following categories:-
- Confidential information within the meaning of Section 50(a)(2) of the Local Government (Scotland) Act 1973.
  - The full or any part of any document marked "not for publication by virtue of the appropriate paragraph of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 (which schedule is attached as Appendix B) , unless and until the document has been made available to the public or press under section 50B of the said 1973 Act.
  - Any information regarding proceedings of the Locality Partnership from which the public have been excluded unless or until disclosure has been authorised by the Locality Partnership or the information has been made available to the press or to the public under the terms of the relevant legislation.

**13.2** Without prejudice to the foregoing no Member shall use or disclose to any person any confidential and/or exempt information coming to his/her knowledge by virtue of his/her office as a Member where such disclosure would be to the advantage of the Member or of anyone known to him/her or which would be to the disadvantage of the Locality Partnership.

#### **14. Recording of Proceedings**

Any request to photograph, tape, film, video tape, digital or otherwise record the proceedings of any Meeting shall be notified in advance to the Locality Partnership, to enable the Partnership to determine whether to agree to the request.

#### **15. Admission of Press and Public**

**15.1** Subject to the extent of the accommodation available and except in relation to items certified as exempt, meetings of the Locality Partnership shall be conducted in public. Representation will be made through Locality Partnerships' elected or community representatives. Participation of the public will only be at the discretion of the Chair. Public notice of the time and place of each meeting of the Locality Partnership shall be given by publishing such notice on the website of the Locality Partnership, which failing, North Lanarkshire Council, not less than five days before the date of each meeting.

**15.2** The Locality Partnership may by resolution at any meeting exclude the press and public during consideration of an item of business where it is likely in view of the nature of the business to be transacted or of the nature of the proceedings, that if members of the press and public were present there would be a disclosure to them of exempt information as defined in Schedule 7(A) of the Local Government (Scotland) Act 1973 Act, or it is likely that confidential information would be disclosed in breach of an obligation of confidence. The categories of exemption, which may apply under Schedule 7(A) of the 1973 Act, are set out in Appendix B

**15.3** Every meeting of the Locality Partnership shall be open to the public but these provisions shall be without prejudice to the Locality Partnership powers of exclusion in order to suppress or prevent disorderly conduct or other misbehaviour at a meeting. The Locality Partnership may exclude or eject from a meeting a member or members of the press and public whose presence or conduct is impeding the work or proceedings of the meeting.

#### **16. Alteration, Deletion and Rescission of Decisions of the Locality Partnership**

Except insofar as required by reason of illegality, no motion to alter, delete or rescind a decision of the Locality Partnership will be competent within six months from the decision, unless a decision is made prior to consideration of the matter to suspend this Standing Order in terms of Standing Order 17.

#### **17. Suspension, Deletion or Amendment of Standing Orders**

Any one or more of the Standing Orders in the case of emergency as determined by the Chair upon motion may be temporarily suspended at any Meeting so far as regards any business at such meeting provided that two thirds of the Members of the Locality Partnership present and voting shall so decide. Any motion to suspend Standing Orders shall state the number or terms of the Standing Order(s) to be suspended.

## **18. Minutes/Action Log**

- 18.1** The names of the Members and others present at a meeting shall be recorded in the minutes/Action Log of the meeting.
- 18.2** The minutes/Action Log of the proceedings, including any decision or resolution made by that meeting, shall be drawn up and submitted to the next ensuing meeting for agreement of their accuracy after which they will be signed by the person presiding at that meeting. A minute/Action Log purporting to be so signed shall be received as evidence without further proof.
- 18.3** The minutes/Action Log will also be referred to the Community Planning Partnership for noting by them. Any recommendations made by the Locality Partnership in relation to a matter where they do not have decision making powers delegated to them from the body whose function is to be exercised, will be referred to the Community Planning Partnership for ratification. If ratified, the recommendation will be submitted to the relevant body or bodies for their consideration. This is without prejudice to the powers of Community Planning Partners or officers authorised by them to agree to implement Locality Partnership recommendations prior to the Community Planning Partnership ratifying the minute. It is expected that this will normally be the case in relation to Locality Partnership grant determinations made within the scope of the relevant grant scheme.

## **19. Task and Finish Groups**

- 19.1** The Locality Partnership may establish any Task and Finish Group as required from time to time but each Working Group shall have a limited time span as may be determined by the Locality Partnership.
- 19.2** The Membership, Chair, remit, powers and quorum of any Working Group will be determined by the Locality Partnership.
- 19.3** Agendas for consideration at a Working Group will be issued by electronic means to all Members of the Working Group no later than two days (not including Saturday and Sunday) prior to the start of the meeting.

### Functions of the Community Matters (Locality Partnership)

The function of the Locality Partnership is to develop, review and implement the priorities of the Locality Plan for its area and as part of this to:

- Develop a Locality Plan(s) based on agreed local priorities (evidenced from data analysis and ongoing community engagement) which aligns with *The Plan for North Lanarkshire* priorities and ambition statement and has regard to the plans of Community Planning Partners
- Monitor and review actions to progress the Locality Plan(s)
- Engage regularly with CPP Board to review developments and share success
- Report directly to CPP Board
- Prepare an annual local outcomes improvement progress report containing an assessment of whether there has been an improvement in the achievement of the outcomes of the Locality Plan(s)
- Promote and consider the impact of Community Planning partner strategies, and policies at locality level.
- Receive reports from Community Planning Partners on matters affecting the locality and respond to strategic issues in relation to service delivery at locality level to support their alignment with the Locality Plan(s).
- Influence and improve delivery of services provided within the Locality to support their alignment with the Locality Plan(s)
- Inform the work of elected members within the Locality
- Develop and implement Participatory Budgeting in relation to monies allocated to the Locality Partnership
- Promote and support activities that address local issues and grow community capacity, empowerment and volunteering (ie participation requests, community asset transfer, community lottery, crowdfunding)
- To support local communities and organisations in aligning their work in support of the priorities of the Locality Plan(s)
- Listen to, consult and represent local communities in the Locality
- Support the role of Community Councils in aligning their work in support of the priorities of the Locality Plan(s)
- To make recommendations regarding new street/facility names within the Locality
- To administer the disbursement of any grant or other financial payment to local organisations or individuals from within the area in terms of the relevant grants schemes.
- Respond to consultations on matters affecting the Locality.

**Local Government (Scotland) Act 1973**

**SCHEDULE 7A: DESCRIPTIONS OF EXEMPT INFORMATION**

For the purposes of these Standing Orders the word “authority” in this Appendix shall mean any of the bodies detailed in paragraph 2.1 of these Standing Orders.

1. Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office holder, former office-holder or applicant to become an office-holder under, the authority.
2. Information relating to any particular occupier or former occupier of, or applicant for, accommodation provided by or at the expense of the authority.
3. Information relating to any particular applicant for, or recipient or former recipient of, any service provided by the authority.
4. Information relating to any particular applicant for, or recipient or former recipient of, any financial assistance provided by the authority.
5. Information relating to the adoption, care, fostering or education of any particular child or relating to the supervision or residence of any particular child in accordance with a supervision requirement made in respect of that child under the Social Work (Scotland) Act 1968.
6. Information relating to the financial or business affairs of any particular person (other than the authority).
7. Information relating to anything done or to be done in respect of any particular person for the purposes of any of the matters referred to in section 27(1) of the Social Work (Scotland) Act 1968 (providing reports on and supervision of certain persons).
8. The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services.
9. Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.
10. The identity of the authority (as well as of any other person, by virtue of paragraph 6 above) as the person offering any particular tender for a contract for the supply of goods or services.
11. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office-holders under, the authority.
12. Any instructions to counsel and any opinion of counsel (whether or not in connection with any proceedings) and any advice received, information obtained or action to be taken in connection with:-

- (a) any legal proceedings by or against the authority, or (b) the determination of any matter affecting the authority,  
(Whether, in either case, proceedings have been commenced or are in contemplation).
13. Information which, if disclosed to the public, would reveal that the authority proposes -
- (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - (b) to make an order or direction under any enactment.
14. Any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.
15. The identity of a protected informant.

### **Petitions**

1. The Locality Partnership will be requested to consider whether it wishes to proceed with consideration of the petition or not. If the Locality Partnership agrees that it will consider the petition further, it has a number of options open to it, namely (a) to agree that no further action be taken; (b) agree that the outcome being sought by the petition can be achieved within the existing budget and authority provided to the Locality Partnership, or (c) agree that the petition be submitted to the appropriate Committee of North Lanarkshire Council for consideration.
2. In line with effective community engagement principles, it would be appropriate for Locality Partnerships to invite, if they so wish, the petitioner(s) to address the Locality Partnership to outline the basis of the request being made.
3. Where a Locality Partnership agrees that it has sufficient budget and authority to agree to the terms of a petition, it would need to carefully consider the request being made and to take advice from professional officers and any other interested or appropriate persons/organisations before taking a final decision.
4. Where the outcome being sought requires the Council to formally make a decision, for example, the introduction of a lower speed limit on a particular road, then the Locality Partnership would be required to make a recommendation to the Council in the form of an officers' report to the appropriate Committee of the Council.
5. It is envisaged that the majority, if not all, petitions received and considered by Locality Partnerships will fall into the category outlined above. However, the Locality Partnerships will give empowerment value to the process by permitting the matter to be considered at a local level and, should the Locality Partnership take the view that the petition has no merit, then it can agree that no further action be taken and the petitioner be notified accordingly.

### **Petition is Not Applicable to a Single Locality Partnership**

6. Where a petition is received which either is not related to a specific geographical area (i.e. a Council policy matter) or would be applicable to two or more Locality Partnership areas, then the petition would be submitted directly to the appropriate Committee of the Council for consideration.

### **Petitions on Which Consensus Agreement Cannot be Achieved**

7. Should a situation arise whereby the Locality Partnership is unable to reach a consensus decision – i.e. non-determination – it will be necessary for the petition to be remitted to an appropriate Committee of the Council for determination with no recommendation being provided by the Locality Partnership.