



LOCAL COMMUNITY PLANNING

Protocols and Guidelines



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INTRODUCTION

National Context

Community Planning is a key Scottish Executive initiative, aimed at improving public services and the lives of people who use them.

The **two main aims** of Community Planning can be described as:

- Making sure people and communities are alerted to or engaged in decisions, which affect them, linked to
- Helping organisations to work together in providing better public services.

The Local Government in Scotland Act (2003) placed a statutory duty on local authorities and key partners to engage effectively in Community Planning and be held accountable for that engagement.

At the local level, Community Planning is about individuals, organisations and communities working together to influence the way in which services are planned and delivered in their area.

The **key objectives** of Local Community Planning are to:

- Empower local communities and make policy more understandable to those it involves
- Improve the connection and communication between national priorities and those at regional, local and neighbourhood levels.
- Develop local area action plans
- Deliver quality and innovation by ensuring public and voluntary agencies work together to deliver more easily accessible services
- Strengthen local accountability and enhance the role of Elected Members

Local Context

The **vision** for Community Planning in Moray is:

'To increase the quality of life and develop the well-being of everyone in Moray'

The **Moray Community Planning Partnership** (MCP) is the body responsible for Community Planning in Moray. There are currently 13 partners, as set out in the diagram below.

The **Community Planning Steering Group** oversees the work of the Partnership and makes strategic decisions about the progress of Community Planning. The Group comprises representatives of partner agencies at the highest level.

The **Moray Community Plan** (2006/10) sets out the strategic priorities to be addressed by the Partnership. These have been identified under the themes of Community Planning. The **Theme Groups** have delegated responsibility to address particular actions under each theme of the Community Plan.

A diagram setting out the **structure** of Local Community Planning in Moray is attached as **Appendix 1**.

The **Area Forums** represent a central focus for local people to engage in the Community Planning process. They bring together local residents and representatives of community organisations to address priority issues identified through local consultation. They are based around the eight secondary school catchments.

The Area Forums are supported by **Local Worker Groups**, comprising local officers of partner organisations in each area. Support Workers are also in place to look after the smooth running of the Forums and encourage and support local people to become involved.

A **Youth Participation Framework** has been adopted by the Partnership. This covers a variety of means, by which young people can be engaged in the Community Planning process and influence decisions impacting on their own lives and those of their communities. A diagram illustrating the Framework is attached as **Appendix 3**.

The **Moray Forum** has recently been established to provide a direct link between the Area Forums and the MCPP, through close liaison with the Theme Groups.

The rest of this document sets out detailed information about the roles and remits of the four main elements of the Local Community Planning structure, as outlined above. Particular emphasis is given to defining clearly the relationships between the various stakeholders.

1. AREA FORUMS

What is an Area Forum?

An Area Forum provides a platform for local people and community organisations to come together to influence the planning and delivery of services in their area and across Moray.

What does it do?

- Helps to identify key issues to be addressed in each local area and included within the Moray Community Plan
- Brings together the key community organisations and local residents in its locality to work in partnership and establish the key issues and concerns of local people
- Contributes to the production of an Area Action Plan in partnership with Local Workers' Groups and Youth Participation structures in the locality setting out how the key issues identified by the community and the Partnership for the area will be addressed
- Invites existing community groups, or newly-formed Action Groups, to address particular actions within the Area Action Plan
- Ensures local people are informed about the development of the Area Forum and progress with the Area Action Plan
- Provides a means and reference point for consultation by Community Planning partners
- Contributes to the long-term vision for Moray

Where are they?

There are 8 Area Forum areas based around the secondary school catchments. They are:

- Buckie
- Elgin North
- Elgin South
- Forres
- Keith
- Laich
- Milnes
- Speyside

The names of the Area Forum areas can only be altered with the approval of the MCPP.

Who can get involved?

Residents living within each Area Forum catchment are welcome to become members of their Area Forum and attend Forum meetings to ensure their own views, as well as the views of neighbours or friends, are represented on issues raised within the remit of the Forum.

Membership of each Area Forum is also open to all community groups and voluntary organisations active in the local area. Each group or organisation is invited to send one (or more) representatives to attend Forum meetings.

Membership of any Area Forum is conditional on completion of a membership form. Only members of the Forum are entitled to vote on matters raised at Forum meetings.

Any member of an Area Forum will be removed from mailing lists if they have not attended meetings or taken part in the work of the Forum for six successive main meetings. In exceptional circumstances, the Chair may override this clause.

Elected Members from the relevant wards are welcome to attend Forum meetings and encourage participation from their wards.

Each Forum will seek to ensure that its membership reflects the diversity of the local community, which it represents, and that all sections of the community, including groups such as migrant workers and ethnic minorities, have their views represented.

Relevant members from the Local Workers Groups will be expected to attend Forum meetings, when invited, to inform discussion around specific agenda items.

How often do they meet?

The Forums will meet a minimum of four times per year. They may meet more often, as required. Such a decision should be agreed in advance by the Forum membership.

All meetings of the Forums will be publicised in advance in the local media and on the Community Planning website.

The main work of progressing issues within the Area Action Plans will be carried out between meetings. This will involve a range of organisations identified to take responsibility for moving forward particular actions. These may be existing community organisations, individual residents or new groups established for the purpose of addressing a particular issue.

How will decisions be taken at meetings?

Every effort will be made to reach a broad consensus on decisions taken at meetings to avoid the need for voting. Where a consensus cannot be reached, issues will be decided by a vote being taken. Each organisation and individual member will be entitled to one vote.

Agenda items and associated papers will be prepared in advance by the Area Forum Support Worker, in agreement with the Chair, and circulated at least a week before meetings. All agenda items must be received at least one week before the agenda is sent out.

What is the status of Area Forums?

Area Forums are recognised by the MCPP as the main means of engaging local people in the Community Planning process. A model constitution will be produced for all Area Forums in order to establish consistency of operation. There will be scope provided for local flexibility, whereby each Forum can add particular clauses to its constitution to reflect local circumstances or concerns. Thereafter, each constitution must be approved by the MCPP to ensure that it meets its aims. Any amendments to the constitution will require the approval of a two-thirds majority of members of the Forum present at the meeting.

Each Area Forum will elect a chairperson, vice chairperson and a secretary on an annual basis and may appoint other officers, if it so wishes.

The quorum for any meeting of an Area Forum will be agreed within the model constitution.

The dissolution of an Area Forum will be the responsibility of the MCPP.

How will local priorities and needs be addressed?

Each Area Forum will work with their Local Workers Group and Local Youth Forum on the creation of an Area Action Plan to a format specified by the MCPP. The Plan will set out actions agreed by Forum members and endorsed by the MCPP to address identified needs in their area. This will be done in conjunction with Local Youth Forums and Local Workers Groups. The process of identifying needs will involve local consultation, as well as information provided by the MCPP partners and Theme Groups, to ensure that a full picture of needs is created.

The Plan will then be put together following dialogue and negotiation with MCPP representatives and should link directly to the strategic priorities under the seven themes of the Moray Community Plan. Once finalised, the Plan will be circulated to members of the Community Planning Steering Group for approval.

Local groups will be identified as having lead responsibility to progress actions within the Plan. Where no relevant local groups exist, new action groups should be created. Targets and timescales will also be identified to ensure that the progress of the Plan can be monitored and reviewed. The progress on Plans will be reviewed regularly by the Forum and appropriate changes and additions made. Each Plan is therefore an evolving document, subject to changing local needs and priorities.

How will the Forums be supported?

Each Area Forum will be supported by:

- (i) a Lead Officer
- (ii) an Area Forum Support Worker
- (iii) a Community Learning and Development Worker

The Lead Officers will be appointed by the MCPP. They will be senior representatives from the MCPP partner organisations and act as champions for developing the Forums and monitoring progress on the Area Action Plans.

The Area Forum Support Workers will facilitate and promote the smooth operation of the Forums. They will work closely with Forum members to ensure a supportive structure, which responds to the needs of Forum members in addressing issues.

The Community Learning and Development Workers will have a key role in the support of community groups, organisations and individuals, particularly those who do not traditionally engage in community issues, to participate fully in the process of Local Community Planning.

More detailed information about the roles of the above support functions can be found in **Appendix 2**.

Each Forum will also be supported by a Local Workers Group. More detailed information about the role and remit of Local Workers Groups can be found in Section 2.

Is there any funding to assist the Forums?

A small amount of funding is provided by the Partnership to each Area Forum. This is intended to cover administrative expenses only, including the cost of secretarial assistance, meeting venues, stationery and promotional media, such as posters, news sheets etc. It also covers the meeting of relevant expenses incurred by Forum members, including childcare costs, travel to meetings and email, telephone and postage costs. This funding will be made available to each Forum at the start of the financial year and transferred into their bank accounts.

Requests for possible funding for projects identified within the Area Action Plans, and/or identified by Theme Groups, will be channelled through the relevant Area Forum Support Worker.

Forums will also have the opportunity to draw down funding from external sources. However, this should only be done, where there are no existing local groups, either individually or collectively, in a position to do this. The Area Forum Support Workers and Community Learning and Development Workers will have a role in supporting the Forums to identify and make application to sources of funding.

There may be occasions when the Forums can access amounts of funding through particular funding streams. Where this is the case, the funding will be allocated through liaison with the funding provider and invoices submitted directly to them.

How will everyone be kept informed about the Forums?

Each Area Forum will take steps to ensure that everyone in their area is kept up-to-date with progress on developing the Forum and implementing the Area Action Plan.

Each Forum will be encouraged to develop its own local publicity strategy to raise awareness and pass on information within its own area. Use should also be made of existing community newsletters, websites and social networks for this purpose.

Each Forum will submit regularly updated information to the Community Planning website - www.yourmoray.org.uk. Each Forum has its own home page on the site containing information about the area, membership of the Forum, minutes of meetings and all the latest news about Forum activity.

Each Forum will also produce news stories, which celebrate the achievements of the Forum, to be featured in the local press and media. Each Forum will also seek to develop a good relationship with the local press and media and seek coverage of events and initiatives, which it is promoting. All contact with the local press and media should take account of the Partnership's agreed Media Protocol.

What is the relationship between the Forums and the Partnership?

(i) Steering Group

The Steering Group has responsibility to oversee and monitor the work of the Partnership, including the Area Forums.

Each Area Forum will provide quarterly progress reports to the Steering Group, highlighting the latest developments, achievements within their Area Action Plans and any barriers to future progress.

Each Area Forum will play an active part in informing the content of the Moray Community Plan. The Forum membership will be consulted over the priority issues to be addressed within the Community Plan and be able to demonstrate 'ownership' of the priorities selected. Such consultation will be coordinated by the Moray Forum.

The direct links between the Area Forums and the MCPP are through:

- the Area Forum Support Worker, part of whose responsibility is to ensure an effective two-way communication and information flow on relevant matters.
- the Local Workers Group, whose members can liaise with relevant contacts within their own organisations about issues raised by the Forums.
- the Moray Forum, which will report to the Area Forums as well as coordinate responses from the Forums to the MCPP.

In order to avoid possible confusion, approaches from the Area Forums to any MCPP Group should be directed through the Chair or Vice Chair of the Forums.

The views and interests of the Area Forums will be represented on the Steering Group by the two appointees of the Moray Forum.

(ii) Theme Groups

There are several Theme Groups within the Partnership, responsible for addressing identified priorities within the themes of Community Planning.

Each Area Forum, through its Moray Forum representative, will work closely with the Theme Groups in addressing strategic issues within its Area Action Plan. Each Area Forum will receive easily understood and up-to-date information from the Theme Groups, via their Moray Forum representative, to inform discussion and debate on these issues. Representatives of the Theme Groups should make themselves available to attend Forum meetings, if invited.

Each Area Forum will be consulted on the strategic plans of the Theme Groups. Information from the Theme Groups will be provided through their Moray Forum representative and feedback submitted to the Theme Groups through these same representatives.

Each Area Forum will be consulted in the same way on strategic issues raised by the Theme Groups.

What is the relationship between the Forums and the Local Workers Groups?

Each Area Forum will work closely with its own Local Workers Group to address issues identified within the Area Action Plan.

Each Area Forum will be able to request attendance at its meetings from appropriate members of the Local Workers Group. This will be dependent on items on the agenda and should enable a more informed discussion to take place.

The key link between the Forums and Local Workers Groups will be provided through the Area Forum Support Workers.

What is the relationship between the Forums and the Elected Members?

Each Area Forum will develop strong links with the Elected Members covering its area. Given the establishment of the new multi-member wards, meetings of the Forums should provide an important focal point for keeping Elected Members up-to-date on local issues and concerns. It is therefore appropriate for Elected Members within each ward to agree how they should be represented at Forum meetings.

The key link between the Forums and Elected Members will be provided through the Area Forum Support Workers.

It is not appropriate for Local Elected Members to be appointed as Chair of their Area Forum.

A key role of the Elected Members in the Forum will be to assist MCPP staff, Community Learning and Development staff and Area Forum Support Workers to encourage Forum members to take on direct responsibility for responding to issues, which affect the community. This will promote active citizenship, enabling local residents to develop their own skills, experience and knowledge.

What is the relationship between the Forums and Community Councils?

Each Area Forum should develop a close working relationship between itself and the Community Councils in its area. There is clear mutual benefit from such a relationship for both organisations in that the Forums will complement and enhance the role of Community Councils.

However, it is important to recognise the distinction between Area Forums and Community Councils. The following table sets out the key differences:

Area Forums	Community Councils
Wider area geographical remit	Several Community Councils cover each Forum area (except in Elgin)
Cover the whole of Moray	Some areas not covered
Identify strategic issues and plan how they will be addressed over a 3-5 year period Additional issues may be raised through the Forums by local groups and residents and passed to the appropriate group to be addressed	Identify local issues and respond to these
Normally meet every 6-8 weeks	Normally meet monthly
Involve and empower all members of the community, particularly those not	Finite number of councillors elected through formal election process to fulfil

previously involved, to become active citizens	their statutory function
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Each Forum will also encourage representatives of the Community Councils to become members of the Forum and play a key role in the Forum's development.

Each Forum should be aware of the considerable contribution, which Community Councils can make to help it achieve its objectives. The links established by Community Councils with a wide variety of groups and organisations through their statutory role should be maximised. The experience gained by Community Councils in committee skills and running effective meetings should also be utilised.

Each Forum may invite Community Councils to address particular issues within Area Action Plans. This is particularly important where Community Councils are already seeking to move forward specific issues. Every effort will be made to find out whether a particular Council is active on a specific issue. In order to avoid misunderstanding, minutes will be exchanged and regular updates provided by Community Council members already represented on the Forum to their respective Community Councils. Community Council minutes will be passed on to the Forum in the same way.

If Community Councils are not able to take on particular issues, other organisations involved in the Forum may be invited to do so. Where Community Councils agree to take responsibility for particular issues, they will provide reports on progress to each Forum meeting.

What is the relationship between the Forums and Young People?

Each Area Forum will develop strong relationships with young people in its area in order to gain their views.

The Partnership is in process of developing a Youth Participation Framework in each Forum area. Currently there are representative groups of young people meeting in each area on either a formal or informal basis. These include Pupil Councils, Youth Action Groups and Youth Café Groups. Virtual Forums have also been set up in each area to allow young people to express and exchange views with their peers over the Internet. It is important that the young people involved in all of these groups have the opportunity to feed their views into their Local Forum, either through membership of the Forum or through liaising with the Area Forum Support Worker or the Community Learning and Development Youth Worker.

Any agenda item at Forum meetings relating to young people should have a young person input, where possible. If not possible, young people can be represented in their absence by a local youth agency.

What is the relationship between the Forums and Voluntary Interest Groups and Networks?

Each Area Forum will involve representatives of voluntary interest groups and networks within its area, including Village Halls, Tenants' Forums, Footpath Networks, Carer's Groups etc.

Each Forum will be aware of the important contribution these groups can make to help it achieve its objectives. Such groups have an important role to play in disseminating information about the activities of the Forum as well as providing a means of further consultation on relevant matters.

Local interest groups can also play a key role in taking responsibility for moving forward particular projects or initiatives identified within each of the Area Action Plans of the Forums. Where groups take on this responsibility, they should provide regular reports on progress to each Forum meeting.

There may be specific issues affecting communities, where local interest groups have a view. Such issues may be discussed through Area Forums, but there will also be opportunity for views to be channelled through local interest groups, such as Tenants' Forums.

What is the relationship between the Forums and Other Public Involvement Forums?

Other Public Involvement Forums have been set up to provide potential beneficiaries of public services with a platform to comment on and ask questions of bodies providing such services.

Where any major change to local services is proposed, it is possible for an appropriate member of a Public Involvement Forum to go along to an Area Forum meeting to provide information and support to the group and inform the consultation and decision making process on that issue. An example of this would be where a local hospital was identified for closure, the relevant Area Forum could approach the NHS Public Participation Forum, which is a Statutory Forum, with a view to a representative coming along to an Area Forum meeting to inform discussion of the matter.

Similarly, the Area Forums can also identify what they need from Public Involvement Forums and can attend their meetings to ask for support, guidance or information.

2. LOCAL WORKERS GROUPS

What is a Local Workers Group?

A Local Workers Group provides a platform for local representatives of partner and other local organisations to come together to support the activities of the Area Forum in its area and work with the Forum to create the Area Action Plan.

What does it do?

- Assists the Area Forum to identify its key priorities for action and work with it to create the Area Action Plan
- Keeps the Forum informed about relevant developments within their own service or organisation, which have a potential impact on the work of the Forum
- Carries out a regular audit of service provision within each area and makes this available to inform the work of the Forum
- Informs the production of area profiles, containing regularly updated statistical information about the area
- Addresses issues raised by the Forum through the intervention of relevant members of the group
- Shares information and networks informally to ensure that issues are dealt with in a coordinated and inclusive manner

Where are they?

There are 7 Local Workers Groups based around the secondary school catchments. These are:

- Buckie
- Elgin
- Forres
- Keith
- Laich
- Milnes
- Speyside

It will be noted that the Elgin Local Workers Group supports both the Elgin North and Elgin South Area Forums.

Who can get involved?

The members of each Local Workers Group comprise local area officers or managers of partner organisations. Where local area officers are not in place for certain services, officers with a Moray-wide remit may be invited to attend a Workers Group. Given the time commitment for such officers to attend meetings across all seven areas, it is likely that they will attend meetings, where there are items on the agenda, relevant to their service.

The membership of each Local Workers Group will be agreed by the appropriate partner representatives on the Theme Groups and held accountable to the Partnership through the Theme Groups.

How often do they meet?

Each Local Workers Group will meet at least quarterly to fit in with the cycle of Area Forum meetings. Sub group working parties may be formed and meet more frequently to work alongside Forum sub groups. Local Workers Groups may also meet more frequently to address related issues, for example joint staff training and networking, to be better placed to respond to the needs of the Forums.

Dates of all meetings will be arranged and publicised well in advance and agendas posted on the Community Planning website.

How will the Groups be supported?

Administrative and coordination support for each Workers Group will be provided through the Partnership and arranged by the Lead Officer in each area.

How will everyone be kept informed about Workers Group activity?

Each Group will produce accurate minutes of meetings and regular updates of work undertaken, which should be made available on the Community Planning website.

Each Group will make use of locally available communication channels, including community newsletters, websites and events to publicise its achievements.

What is the relationship between the Workers Groups and the Partnership?**(i) Steering Group**

The Steering Group has responsibility to oversee and monitor the work of the Partnership, including the Local Workers Groups.

Each Local Workers Group will provide quarterly progress reports to the Steering Group, highlighting the latest developments and achievements within their Area Action Plans and any barriers to future progress.

(ii) Theme Groups

Each Local Workers Group will have clear direction provided to it by the Theme Groups, who oversee appointments to the Group.

Each Workers Group will be aware of the strategic priority issues being addressed by each of the Theme Groups and feed relevant information to them to inform their own Plans.

Each Theme Group, through the Moray Forum, will also ensure that appropriate information is passed on to the Workers Groups to assist their decision-making processes.

What is the relationship between the Workers Groups and the Elected Members?

Elected Members will be encouraged to attend and chair the meetings of the Local Workers Groups to discuss issues raised by the Area Forum and the local Youth Participation structure.

Elected Members will be expected to take the opportunity to listen to issues raised by members of the Group. This should assist Elected Members in gaining knowledge and understanding of how local issues are being tackled on a partnership basis.

What is the relationship between the Workers Groups and Area Forums?

Each Workers Group will work closely with its Area Forum to address issues identified within the Area Action Plan.

Each Workers Group will assist Forum members to deal with issues by passing on relevant information.

The Area Forum Support Worker will ensure issues raised by the Area Forum are placed on the agenda of meetings of Workers Groups.

Members of Workers Groups will be prepared to attend Forum meetings, when invited or directed by their line manager, to present information or contribute to discussion of relevant items.

What is the relationship between Worker Groups and Local Community Networks?

Each Local Workers Group will work closely with its Local Community Network and invite representatives of the Network to attend meetings of the Group.

It is important to recognise the distinction between Local Workers Groups and Local Community Networks. The table below sets out the key differences:

Local Workers Groups	Local Community Networks
Cover all 7 Community Planning themes	Major on Investing in Children and Young People theme with some input on others
Wide representation from all Community Planning partner organisations	Representation from partners focussing on issues around children and families
Central focus for the development of 'joined-up' services across all themes of Community Planning	Sub working group of the Local Workers Group

Each Workers Group will ensure that existing Group members already on the Local Community Network will report back regularly to meetings. It is recommended that a standard Local Workers Group/Local Community Network report update appears as an agenda item at each meeting.

What is the relationship between Workers Groups and Young People?

Each Workers Group should be aware of the different elements of the Youth Participation Framework and keep up-to-date with key issues concerning young people in their area.

3. YOUTH PARTICIPATION FRAMEWORK

A Framework for Youth Participation in Moray has been adopted by the Community Planning Partnership. From a European, national and local perspective a definition of young people includes those up to the age of 26.

In Moray the central means for engaging with all young people is the Moray Youth Council. However there are a wide range of methods and approaches for engaging young people, which can contribute to the process.

These include:

- Area Youth Forums
- Youth Action Groups
- Pupil Councils
- Scottish Youth Parliament
- Area Forums
- Virtual Forums
- Detached Youth Work

Moray Youth Council

The Youth Council was set up in October 2006 as a strategic representative body to engage with and reflect the views of young people across Moray.

The Council is made up of the following representatives:

- 2 Moray Scottish Youth Parliament members
- 2 representatives from each of the Secondary Pupil Councils
- 2 representatives from each of the Area Youth Forums
- 1 representative from Moray College
- 1 representative from the Young Carers
- 1 representative from Looked After Children
- 2 representatives from Voluntary Sector
- 2 representatives from Thematic Youth Forums
- 1 representative from uniformed organisations

It is planned to expand the Youth Council to include representation from the 16+ age group (particularly those young people in need of more choices and chances). As a framework develops, representation will be sought from other means of engagement, such as from young people involved in Area Forums, the LGBT group, travellers and young people with additional support needs.

Area Youth Forums

In some areas Youth Forums have been established as open, democratic structures, whereby young people have the opportunity to voice concerns and opinions and where they can be supported to participate actively in changing the situation within their community.

It is anticipated that there will eventually be 8 Youth Forums, covering each secondary school catchment area in Moray.

It is the remit of Youth Forums to:

- Act on issues that have been identified by young people in the area
- Aim to make a positive difference to young people's lives
- Influence the decisions, which adults make on their behalf
- Contribute to an improved quality of life for people in their community

The Forums meet regularly at intervals determined by the young people involved. Any young person between the ages of 12 and 25 can be a member of a Forum.

Pupil Councils

All 46 primary and 8 secondary schools have pupil councils with a variety of structures and remits.

Each school has been provided with a toolkit of ideas to engage children and young people in meaningful activities and discussion. There is increasing engagement of school councils with health and environmental issues within their local communities.

Youth Action Groups

Groups of young people have formed Action Groups to address a specific local need or interest within their local community e.g. youth shelter, music project, area environments clean up. These groups are supported by Community Planning Partners and Area Forums.

Scottish Youth Parliament

Around 150 young people between the ages of 14 and 25 are elected to be the national collective voice of young people. The Parliament usually meets four times a year to discuss issues that affect young people and to propose solutions to these issues. The Parliament has cross-party support.

Two young people from Moray are elected every two years to sit on the Parliament. It is proposed that 'deputy' representatives should be appointed to spread the workload and allow more young people to be directly involved. The current cycle covers the period May 2007 to April 2009.

Area Forums

Young people, who are involved in youth groups or activities, are encouraged to attend their Area Forum, either representing a group or as individuals.

Virtual Forums

8 Virtual Forums have been set up in each of the Youth Forum areas through the Moray pages of the Young Scot website. This facility enables young people to share views and opinions on issues of concern and complements other avenues of participation.

Youth Work Services

Through the work of various Youth Work services young people are encouraged to identify their issues and supported to participate in taking their actions forward.

What is the relationship between Young People and the Partnership?

(i) Steering Group

The views of young people should be reflected in the priority issues identified within the Moray Community Plan. These views should be gathered from various outlets within the youth participation framework and fed in, via the Moray Youth Council, to consultations around the Plan.

Progress on local activities and developments involving young people should be communicated to the Steering Group through quarterly updates provided by the Community Learning and Development youth staff.

(ii) Theme Groups

The views of young people should be reflected in the priority issues identified within the strategic plans of each Theme Group. These views should be gathered from various outlets within the participation framework and fed in, via the Youth Council, to consultations around the plans.

There is a particularly close relationship between young people and the Children and Young People's Partnership, given its responsibility for the Integrated Children and Young People's Services Plan and the Youth Strategy. The Youth Council has representation on the Strategic Group of the Partnership.

What is the relationship between Young People and the Area Forums?

Young people are given the opportunity to become members of the Area Forums, if they choose to do so.

The views of young people, derived from the participation framework, will be included in the Area Action Plans produced for each Forum area.

Young people should be encouraged and supported to attend Area Forum meetings or have their views represented at meetings by local Youth Workers.

What is the relationship between Young People and the Local Workers Groups?

Young people should have the full support of the Local Workers Groups in each area in taking forward identified projects and initiatives. Within each Group particular support should come from Local Community Network representatives, Dialogue Youth staff and Community Learning and Development Youth Work staff.

What is the relationship between Young People and the Elected Members?

The Youth Council, through its membership on the Children and Young People's Partnership has direct access to Elected Members. A formalised relationship between the Moray Scottish Youth Parliament representatives and Elected Members is being pursued.

4. THE MORAY FORUM

What is the Moray Forum?

The Moray Forum provides a direct link between the 8 Area Forums and the Moray Community Planning Partnership (MCPPI).

What will it do?

- Represents the views and interests of Area Forums on the MCPPI through two nominated appointees
- Enables key issues common to all Area Forums to be shared with a view to establishing a Moray-wide perspective on these
- Provides the MCPPI with collective feedback on the views of the Area Forums
- Establishes a direct link between the Area Forums and the Theme Groups through the appointed Lead Officers
- Disseminates information from the MCPPI partners and Theme Groups directly to the Area Forums
- Provides a forum for exchanging ideas, information and good practice amongst the Area Forums

Who can get involved?

Each Area Forum will nominate the Chair and one other representative from its membership to sit on the Moray Forum.

How often will it meet?

The Moray Forum will meet at least quarterly to fit in with the cycle of meetings of the MCPPI Steering Group.

How will it be supported?

Administrative support in organising meetings, taking minutes etc will be provided by officers from the MCPPI.

How will everyone be kept informed about the Moray Forum?

The Community Planning Officer will ensure that agendas are distributed to all Forum members before each meeting and draft minutes after each meeting. All meetings and minutes of the Forum will be posted on the Community Planning website and passed on to Area Forum Support Workers. Brief updates on progress will be provided quarterly to the MCPPI Steering Group.

What is the relationship between the Moray Forum and the Area Forums?

The Moray Forum will keep in close touch with issues raised through each of the Area Forums. This should be done through regular input from the nominated representatives of the Area Forums on the Moray Forum.

The Moray Forum will be the means of collating information, data and intelligence regarding issues being addressed by the Area Forums, which will inform and assist the work of the Steering Group and the Theme Groups.

The Moray Forum will not seek to direct the work of the Area Forums. However, it can make them aware of potential issues, which might have an impact on what they are doing in the light of information available to it from other Forums or the MCPPI.

The Moray Forum will encourage the Area Forums to be aware of relevant information from the MCPP in order that the strategic priorities of the MCPP are included within Area Action Plans.

The Moray Forum will coordinate consultation through the Area Forums over the priority issues to be addressed within the Moray Community Plan.

What is the relationship between the Moray Forum and the MCPP?

(i) Steering Group

Two representatives from the Moray Forum will attend the Steering Group as full members of the Partnership. The representatives should not be from the same Area Forum and will be nominated annually on a rolling basis.

The representatives will represent the views of the Moray Forum.

The representatives will inform the Area Forums via the Moray Forum of the work and decisions of the Steering Group and facilitate links between national and regional priorities.

(ii) Theme Groups

The Moray Forum will maintain a close working relationship with the Theme Groups as a means of ensuring effective two-way communication between the Area Forums and the Partnership.

The Moray Forum representatives will liaise with the Theme Groups in assisting the Area Forums to address strategic issues within their Area Action Plans.

The Moray Forum representatives will pass on easily understood and up-to-date information from the Theme Groups to inform discussion and debate on these issues.

Representatives of the Theme Groups should make themselves available to attend Moray Forum meetings, if invited, to interpret information provided to the Moray Forum.

The Moray Forum will facilitate consultation with the Area Forums on the strategic plans of the Theme Groups. Information from the Theme Groups will be provided to the Area Forums through their Moray Forum representative and feedback submitted to the Theme Groups through these same representatives.

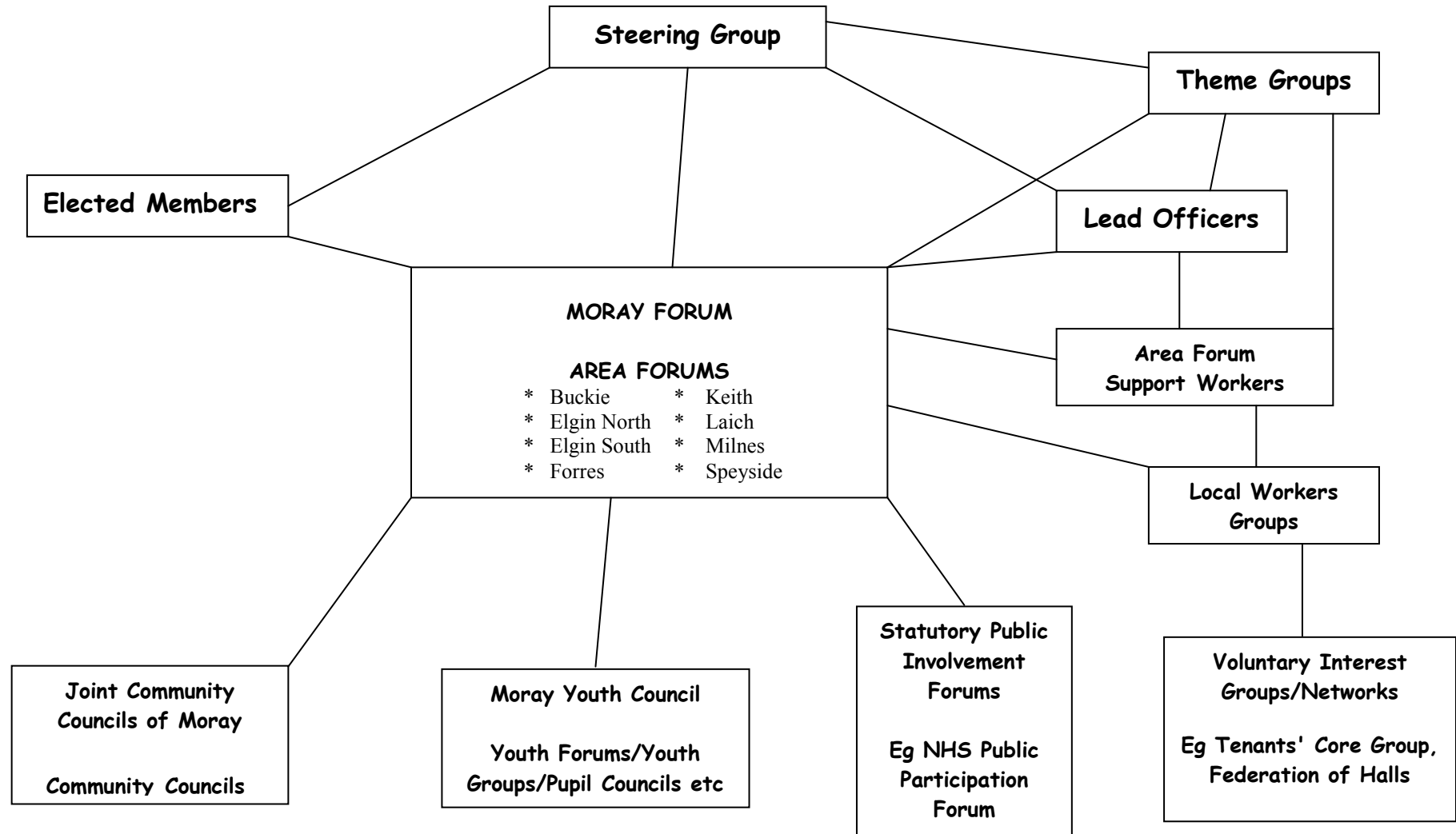
The Moray Forum will also facilitate in the same way consultation with the Area Forums on strategic issues raised by the Theme Groups.

The Moray Forum will hold occasional meetings with Theme Group representatives to exchange information and review the effectiveness of the relationship between the Area Forums and the Theme Groups.

What is the relationship between the Moray Forum and Young People?

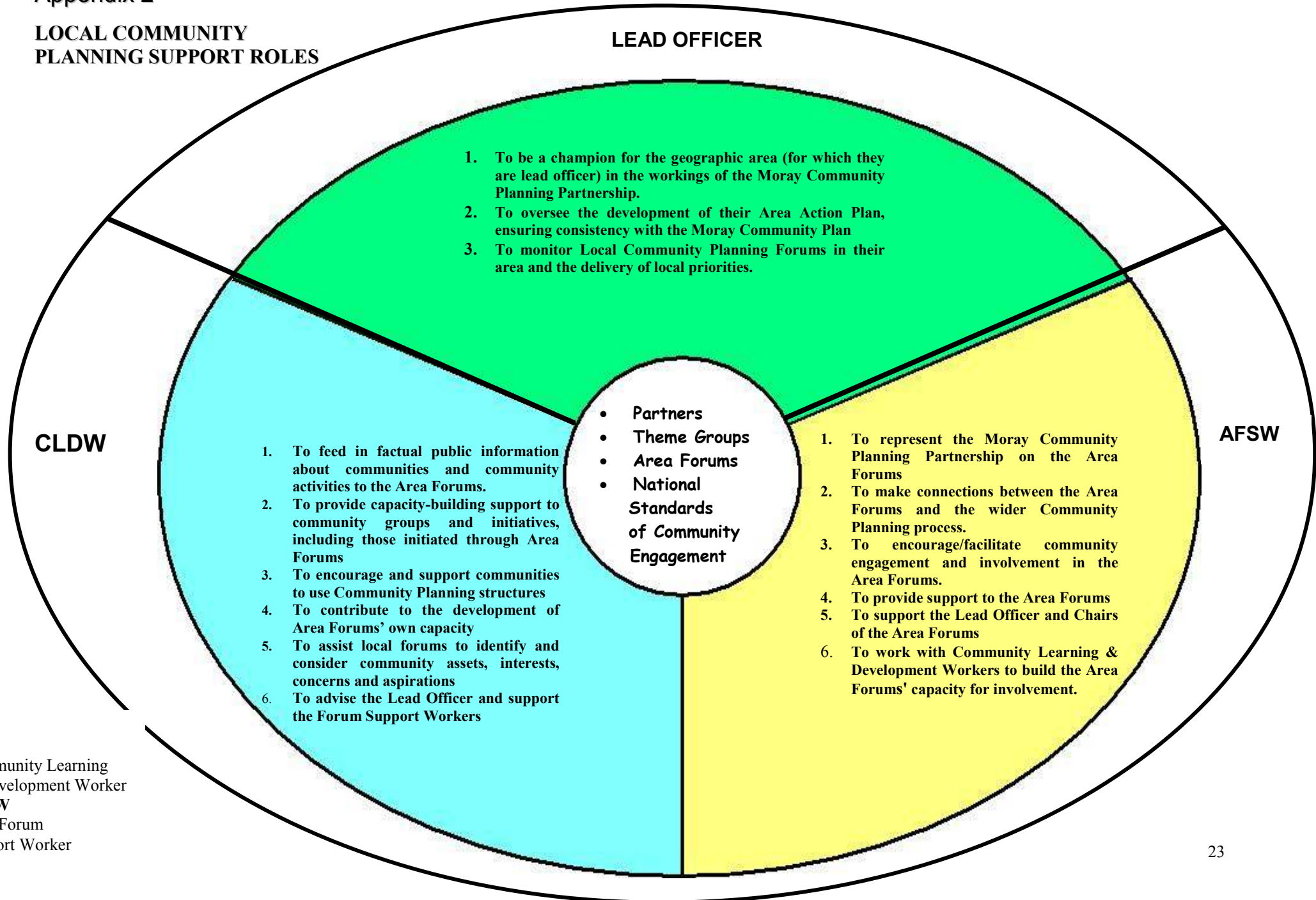
The Moray Forum will develop close links with the Moray Youth Council to ensure that the views of young people are reflected at this strategic level.

LOCAL COMMUNITY PLANNING IN MORAY



Appendix 2

LOCAL COMMUNITY PLANNING SUPPORT ROLES



LEAD OFFICER

1. To be a champion for the geographic area (for which they are lead officer) in the workings of the Moray Community Planning Partnership.
2. To oversee the development of their Area Action Plan, ensuring consistency with the Moray Community Plan
3. To monitor Local Community Planning Forums in their area and the delivery of local priorities.

CLDW

1. To feed in factual public information about communities and community activities to the Area Forums.
2. To provide capacity-building support to community groups and initiatives, including those initiated through Area Forums
3. To encourage and support communities to use Community Planning structures
4. To contribute to the development of Area Forums' own capacity
5. To assist local forums to identify and consider community assets, interests, concerns and aspirations
6. To advise the Lead Officer and support the Forum Support Workers

- Partners
- Theme Groups
- Area Forums
- National Standards of Community Engagement

AFSW

1. To represent the Moray Community Planning Partnership on the Area Forums
2. To make connections between the Area Forums and the wider Community Planning process.
3. To encourage/facilitate community engagement and involvement in the Area Forums.
4. To provide support to the Area Forums
5. To support the Lead Officer and Chairs of the Area Forums
6. To work with Community Learning & Development Workers to build the Area Forums' capacity for involvement.

Key:
CLD
 Community Learning & Development Worker
AFSW
 Area Forum Support Worker

LOCAL COMMUNITY PLANNING SUPPORT REMIT

LEAD OFFICER	AREA FORUM SUPPORT WORKER	COMMUNITY LEARNING & DEVELOPMENT WORKER
<p style="text-align: center;">1.</p> <p>➤ Attend Community Planning Steering Group on request to promote or discuss Area Forum issues and input into the quarterly performance report to the Steering Group</p> <p style="text-align: center;">2.</p> <p>➤ Attend Area Forum meetings, when necessary, and liaise with Area Forum Chair, and Chair of Local Workers Group on a quarterly basis</p> <p style="text-align: center;">3.</p> <p>➤ Oversee the development and progress of the Area Action Plan</p>	<p style="text-align: center;">1.</p> <p>➤ Attend Area Forum meetings. ➤ Provide quarterly updates for Steering Group meetings. ➤ Share outcomes from Steering Group and Theme Group meetings.</p> <p style="text-align: center;">2.</p> <p>➤ Make links with partner organisations and Theme Groups, as appropriate.</p> <p style="text-align: center;">3.</p> <p>➤ Understand and apply National Standards for Community Engagement. ➤ Undertake community engagement activities/consultation, as appropriate, on behalf of the Partnership.</p> <p style="text-align: center;">4.</p> <p>➤ Facilitate the Area Forums to achieve their goals by:</p> <ul style="list-style-type: none"> • Organising meetings and taking minutes • Liaising with partner organisations to progress local priorities • Supporting development of local projects • Assisting in signposting for funding <p style="text-align: center;">5.</p> <p>➤ Have regular contact/meetings with Chairs and Lead Officers to progress local priorities and actions from Area Forum meetings.</p> <p style="text-align: center;">6.</p> <p>➤ Liaise closely with CLDWS to reach/engage the wider community and build the capacity of members of the Area Forums.</p>	<p style="text-align: center;">1.</p> <p>➤ Undertake community engagement activities/consultation, as appropriate, on behalf of the Partnership. ➤ Identify and build on opportunities.</p> <p style="text-align: center;">2.</p> <p>➤ Identify needs for capacity building training. ➤ Provide capacity building training in relation to skills, knowledge etc.</p> <p style="text-align: center;">3.</p> <p>➤ Engage with groups and communities, particularly those who do not actively participate in community life ➤ Understand and apply National Standards for Community Engagement.</p> <p style="text-align: center;">4.</p> <p>➤ Share CLD local knowledge and coordinate area profile information.</p> <p style="text-align: center;">5.</p> <p>➤ Share knowledge and expertise in relation to community engagement and capacity building.</p>

STRUCTURE FOR YOUTH PARTICIPATION IN MORAY

