

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Corporate Services

Community Participation Committee

Wednesday 18 April, 2012

Subject: Community Participation Committee - Evaluation

1. Purpose

- 1.1** The report provides information on the Community Participation Committee outputs over the last year and invites community members and elected members to respond to evaluation questionnaires.

2. Background

- 2.1** The Community Participation Committee was set up following the Local Government Elections in May 2003 at the Council meeting of 25 June.
- 2.2** Following a period of consultation, at its meeting of 7 May 2004, the CPC agreed on proposals for permanent membership and its role and remit, subsequently approved by Council.
- 2.3** The Committee's role and remit in the standing orders (revised July 2009) is as follows:
- To provide a forum for obtaining the views of community based organisations.
 - To co-ordinate discussion and action on issues raised by community groups and forums.
 - To consider comments and suggestions from community based organisations about Council services.
 - To consider, promote, and monitor Council consultation arrangements, participation structures and policies and also wider public involvement structures and community engagement arrangements.
 - To encourage Social Inclusion and Equality.
 - To encourage Health Improvement.
 - To co-ordinate community involvement in the ongoing development and review of the Council's Decentralisation Scheme – 'Involving Communities' - (in terms of the Local Government Etc. (Scotland) Act 1994, to monitor the progress of the Scheme, and to make recommendations to Council on the nature of decentralisation in West Dunbartonshire and on any delegation of power.
 - To promote community involvement in partnership working and to consider matters relating to community involvement in partnership working in West Dunbartonshire.

- To consider matters relating to Community Councils.
- To consider matters relating to the Voluntary Sector.
- To receive information about Council services, policies and associated business.

The Committee may make recommendations to Council or Committees on any, or all, of the above.

3. Main Issues

- 3.1** Some changes in membership have taken place during 2010 to 2012. An additional place was agreed for a representative from the West Dunbartonshire Partnership's Public Partnership Forum. There was recent agreement by Council for a place to represent young people via a worker from Y Sort-it. The rota places have also been refreshed and are filled by Renton Community Development Trust and Clydebank Asbestos Group. Faifley Neighbourhood Forum is no longer in existence and there is no one available to represent Gingerbread.

Committee Business

- 3.2** Committee business addressing key elements of the above remit over the last 10 meetings includes:

Presentations/Reports

- Council Tax and Tackling the Credit Crunch (item requested by Community Representative)
- Partial Housing Stock Transfer (item requested by Community Representative)
- Clydebank Women's Aid (item requested by Community Representative)
- Clydebank Crime Prevention Panel (item requested by Community Representative)
- Home Energy Action Team - Tackling Fuel Poverty.
- Shopmobility (item requested by Community Representative)
- Corporate Contact Centre (item requested by Community Representative)
- Local Development Plan
- Police Reassurance Model
- West Dunbartonshire Alcohol And Drug Strategy 2011-2014 (follow up on item previously requested by Community Representative)
- Regeneration In West Dunbartonshire (item requested by Community Representative)
- Council Tax and the effect of Welfare Reforms (follow up on item previously requested by Community Representative)

Reports/Agenda Items

- Proposal for a Petitions Committee
- A-Z Signpost to Services
- Community Participation Committee – Evaluation
- Report on Alexandria Health Centre (item requested by Community Representative)

- Tender for Delivery of Community Planning Partnership Community Engagement Support (item requested by Community Representative)
- Feedback on Costs incurred as a Result of Fly-Tipping (item requested by Community Representative)
- Petitions Report
- Community Participation Committee – Evaluation (Follow Up)
- West Dunbartonshire Citizens' Panel - Evaluation
- Regeneration of the Schools' Estate (item requested by Community Representative)
- Funding Provision for the PPP Schools Project
- Community Planning Partnership Community Engagement Support (item requested by Community Representative)
- Improved Recycling Services – Implementation of an Alternate Weekly Collection System – Progress Report (follow up on item previously requested by Community Representative)
- Integration of West Dunbartonshire Council Social Work Services with West Dunbartonshire Community Health Partnership – Progress (item requested by Community Representatives)
- Community Day Review 2010
- Community Planning Partnership Community Engagement Costs - Comparison Past and Present
- Annual Equality Report 2010
- Faifley Neighbourhood Forum (item requested by Community Representative)
- West Dunbartonshire Community Health and Care Partnership (WDCHCP) – Community Engagement Review
- Local Roads and Roundabouts (item requested by Community Representative)
- Provision of Mobile Crèche Facilities within West Dunbartonshire (item requested by Community Representative)
- “Digital Information; Driving Community Participation” – A Scottish Government Funded Project (item requested by Community Representative)
- Community Planning - Consultation on Single Outcome Agreement (SOA)
- Glass Collection Pilot Scheme – Clydebank Area (follow up on item previously requested by Community Representative)
- Community Day Review Follow Up
- Transfer of Services to Chief Executive's Department (follow up on item previously requested by Community Representative)
- Consultation/Engagement Training 2010-11
- Clyde Shopmobility (follow up on item previously requested by Community Representative)
- Management of Events (item requested by Community Representative)
- Scottish Social Housing Charter
- West Dunbartonshire Citizens' Panel – Evaluation
- Community Planning Partnership (CPP) Decision-Making (item requested by Community Representative)
- Regeneration of the Schools' Estate Update (item requested by Community Representative)

- Winter Maintenance Programme for 2011/12 (item requested by Community Representative)
- Community Participation Committee – Membership Update
- Community Forum Public Budget Consultation Events
- Update On Roads And Roundabouts Issues (item requested by Community Representative)
- Community Participation Committee (CPC) – Rota Membership Places
- Community Planning Progress Update (item requested by Community Representative)
- Setting Equality Outcomes – Involving the Community
- Consultation/Engagement Training 2011-12
- Social And Economic Profile 2011/12

Notification of Events

- Budget Forum Meetings

3.3 Items directly requested by Community Representatives featured 28 times out of 54 – this represents 52% of the committee business and demonstrates a good level of input from the community on choice of agenda items, and is a substantial increase on the 41% figure for 2009-10.

3.4 The agenda covered a wide range of Council services and policies, addressing the different aspects of the remit of the Committee quite comprehensively.

Recommendations from the CPC accepted by Council/ Actions taken

3.5 The members of the CPC made suggestions and recommendations to Council on a range of the topics covered:

Topic	CPC Recommendation/ Suggestion	Action Taken
Proposal for a Petitions Committee	Maintain the status quo – don't introduce a separate Petitions Committee	Recommendation accepted by Council
CPC Evaluation	New rota groups should give a presentation to the CPC on their group's role and activities	Presentations given to CPC by Clydebank Women's Aid and Clydebank Crime Prevention Panel
West Dunbartonshire Community Health and Care Partnership – Community Engagement Review	Member of Public Partnership Forum to have a place on the CPC	Recommendation accepted by Council
Community Day Review 2010	Following evaluation and consultation, agreement that Community Day no	Recommendation accepted by Council

	longer runs	
Budget Forum Meetings	Suggestion that future budget forum meetings should involve Community Forums in the organisation	Acted on - with Community Forums hosting meetings during November
West Dunbartonshire Community Planning Partnership (CPP) Decision-Making	Suggestion that CPP Strategic Board should have representation from DWP/Jobcentre Plus	Co-option of representative from Jobcentre Plus approved at CPP Strategic Board November 2011
Winter Maintenance Programme	Concerns expressed about excess grit on paths during preceding winter	Concerns noted by Roads and Transportation Manager and action to minimise use of grit factored into procedures for 2011/12
Community Participation Committee – Membership Update	Suggestion that young people should have a voice on the committee	Recommendation for a young people's advocate on the CPC approved by Council and Y Sort-it worker now fills the place

3.6 Community members of the CPC will be asked to complete and return an evaluation form, providing feedback on the working of the committee (see Appendix 1).

3.7 Elected Members will also be invited to respond to a short evaluation form (see Appendix 2).

4. Personnel Issues

4.1 There are no personnel issues.

5. Financial Implications

5.1 There are no additional financial implications.

6. Risk Analysis

6.1 There is a risk that the CPC will not fulfil its complete remit effectively, if it fails to provide evidence of influencing Council decisions.

7. Equalities Impact Assessment (EIA)

7.1 During the period since the last evaluation, we have extended the representation on the committee to include an advocate for young people. Equalities considerations will be taken into account during the next stage of the evaluation when feedback is sought from committee members.

8. Strategic Assessment

- 8.1** This work contributes to the Fit for Purpose Services Strategic Priority, by contributing to community engagement.

9. Conclusions and Recommendations

- 9.1** The committee is fulfilling its role in information provision effectively.
- 9.2** The Committee has the opportunity to comment on and input to a range of service developments and relevant policies and strategies. There are some examples of the committee's role in influencing decisions, but they are limited.
- 9.3** Feedback from the evaluation will gain views on the above and will be used to inform future development of the Committee.
- 9.4** Committee members are invited to comment on points 3.1 - 3.5.
- 9.5** Community Representatives on the committee are asked to return the evaluation forms which they will receive in the post with a pre-paid envelope. It is proposed to include the recent past rota group members and the new rota group members.
- 9.6** Elected Members are asked to return the evaluation forms which they will receive electronically.
- 9.7** A report providing feedback on the evaluation process will be made to the June CPC.

Angela Wilson
Executive Director Corporate Services

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Appendices: Appendix 1, Community Participation Committee – Your Views
Appendix 2, Community Participation Committee – Your Views (Elected Members)

Background Papers: CPC Evaluation, Community Participation Committee, Wednesday 14 April 2010; CPC Evaluation, Community Participation Committee, Wednesday 16 June, 2010

Wards Affected: All Wards

Community Participation Committee – Your views

Please read the CPC Evaluation Report (18/04/2012) before completing this form (feedback will be reported in a way that maintains your confidentiality)

1. Providing information

How useful is the information provided about Council services through the CPC?

(e.g. waste services and recycling, Council Tax arrangements, regeneration in West Dunbartonshire; management of events; A-Z Signpost to Services)

Circle

Very Useful Useful Fairly Useful Not useful

Your comments:

2. Commenting on policies

How useful is the opportunity to comment on Council Policies?

(e.g. Annual Equality Scheme, West Dunbartonshire Alcohol and Drug Strategy)

Circle

Very Useful Useful Fairly Useful Not useful

Your comments:

3. Commenting on Consultation mechanisms and arrangements

How useful is the opportunity to comment on consultation mechanisms and arrangements? (e.g. WD Citizens' Panel; Community Forums; Consultation Training)

Circle

Very Useful Useful Fairly Useful Not useful

Your comments:

4. **Is there sufficient opportunity to put items on the CPC agenda?**
(through the standing item "Future agenda items for community representatives")

Circle

Yes

No

Undecided

Your comments:

5. **During CPC meetings do you feel you are treated with respect?**

Circle

Yes

No

Undecided

Your comments:

6. **During CPC meetings do you feel that you get the opportunity to contribute to the discussion of the agenda items when you want to?**

Circle

Yes

No

Undecided

Your comments:

7. **During CPC meetings do you feel that community views, questions and issues are listened to?**

Circle

Yes

No

Undecided

Your comments:

8. **Do you think community views expressed at the CPC have any influence over decisions taken by Council and other committees?**

Circle

Considerable Influence Some Influence A little influence No influence Undecided

Your comments:

9. **Do you receive the information and support you need to participate fully in the business of the committee?**

Circle

Yes

No

If no, what additional information or support do you need?

Please provide your name and contact details:

10. **Do you think the Community Membership of the CPC reflects the diversity of the community in West Dunbartonshire?**

Circle

Yes

No

Undecided

If no, are there are specific interest groups who you feel should be included?
Please state:

11. **About your group and your role as a representative on the CPC**

Tick as appropriate

Question	Yes Always	Yes Sometimes	No
Is the CPC included as a standard item on your group's agenda?			
Do you ask your group for agenda items for the CPC?			
Do you feedback information to your group on CPC agenda items?			
Do you ask your group for views on CPC agenda items?			
Do you ask your group for items for the Community News standing item on CPC agenda?			
Do you circulate the CPC Newsletter to your group?			

- 12. Finally, have you any Ideas for improving the CPC – including anything that would help you fulfil your role in relation to question 11?**

Your Name (Optional):

Your Organisation(Optional):

Community Participation Committee (CPC) – Your views

Please read the CPC Evaluation Report (18/04/12) before completing this form
(feedback will be reported in a way that maintains your confidentiality)

The CPC has been set up to get the views of our communities through key groups. It focuses on:

Providing information e.g. waste services and recycling, Council Tax arrangements, regeneration in West Dunbartonshire; management of events; A-Z Signpost to Services.

Commenting on policies e.g. Annual Equality Scheme, West Dunbartonshire Alcohol and Drug Strategy.

Commenting on Consultation mechanisms and arrangements e.g. WD Citizens' Panel; Community Forums; Consultation Training.

The effectiveness of the CPC

1. Are CPC Agenda Items useful?	Very useful	Useful	Fairly Useful	Not Useful
Providing information				
Commenting on policies				
Commenting on Consultation mechanisms and arrangements				
Your comments:				

2. During CPC meetings do you feel that community views, questions and issues are listened to?
Yes <input style="width: 30px; height: 20px;" type="checkbox"/> No <input style="width: 30px; height: 20px;" type="checkbox"/> Undecided <input style="width: 30px; height: 20px;" type="checkbox"/>
Your comments:

3. Do you think community views expressed at the CPC have any influence over decisions taken by Council and other committees?

Considerable Influence Some Influence A little influence No influence Undecided

(please underline your choice)

Your comments:

4. Overall, how effective is the CPC in getting community views?

Very effective ☐ Effective ☐ Not very effective ☐ Not effective at all ☐

Your comments:

5. Do you think the Community Membership of the CPC reflects the diversity of the community in West Dunbartonshire?

Yes ☐ No ☐ Undecided ☐

**If no, are there are specific interest groups who you feel should be included?
Please state:**

Your own experience of the CPC

6. During CPC meetings do you feel you are treated with respect?

Yes ☐ No ☐ Undecided ☐

Your comments:

7. During CPC meetings do you feel that you get the opportunity to contribute to the discussion of the agenda items when you want to?		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Undecided <input type="checkbox"/>
Your comments:		

8. Do you receive the information and support you need to participate fully in the business of the committee?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, what additional information or support do you need?	
Please provide your name and contact details:	

Improving the CPC

9. Finally, have you any Ideas for improving the CPC – including how we can improve responsiveness to community views?

Your Name (Optional):