

**WEST DUNBARTONSHIRE COUNCIL**  
**Council Offices, Garshake Road, Dumbarton G82 3PU**

10 May 2013

**MEETING: COMMUNITY PARTICIPATION COMMITTEE**  
**WEDNESDAY, 22 MAY 2013 AT 2.00 P.M.**  
**COMMITTEE ROOM 3**  
**COUNCIL OFFICES**  
**GARSHAKE ROAD**  
**DUMBARTON**

Dear Sir/Madam,

Please attend a meeting of the **Community Participation Committee** to be held in **Committee Room 3, Council Offices, Garshake Road, Dumbarton** on **Wednesday, 22 May 2013 at 2.00 p.m.**

The business is as shown on the attached agenda.

Yours faithfully

**JOYCE WHITE**

Chief Executive

## **Distribution:**

### **Elected Members:-**

Councillor J Millar (Chair)  
Councillor G Black  
Councillor J Brown  
Councillor J McColl  
Councillor I Murray  
Councillor T Rainey  
Councillor G Robertson  
Councillor M Rooney  
Councillor K Ryall  
Councillor H Sorrell (Vice-Chair)

All other Councillors for information

### **Community Representatives:-**

Mr Murdoch Cameron, MBE, Community Councils Forum  
Mr Francis McNeill, Community Councils Forum  
Mr Gilbert Howatson, Community Councils Forum [Substitute]  
Ms Justeen Peacock, West Dunbartonshire Access Panel  
Mr Jackie Maceira, West Dunbartonshire Access Panel [Substitute]  
Mr Haji Munir, West Dunbartonshire Minority Ethnic Association  
Mr Mohammad Rafi, West Dunbartonshire Minority Ethnic Association [Substitute]  
Mr John Diamond, Bellsmyre Neighbourhood Forum  
Mr Tony Oliver, Bellsmyre Neighbourhood Forum [Substitute]  
Mrs Rhona Young, Clydebank Seniors Forum  
Mrs Mary McAleer, Clydebank Seniors Forum [Substitute]  
Mrs Barbara Barnes, West Dunbartonshire Community Care Forum  
Mrs Lily Kennedy, MBE, West Dunbartonshire Community Care Forum [Substitute]  
Mr Tom Wilmshurst, Association of Clydebank Residents Groups  
Association of Clydebank Residents Groups [Substitute]  
Ms Anne MacDougall, CHCP Public Partnership Forum  
Ms Hope Robertson, Clydebank Asbestos Group  
Mr David Colrairie, Clydebank Asbestos Group [Substitute]  
Mr Archie Thomson, Renton Community Development Trust  
Ms Gillian Kirkwood, Ysort-it

### **Voluntary Sector Members:-**

Ms Brenda Pasquire, West Dunbartonshire Citizens Advice Service  
Ms Kathleen Siddle, West Dunbartonshire Citizens Advice Service [Substitute]

# **COMMUNITY PARTICIPATION COMMITTEE**

**WEDNESDAY, 22 MAY 2013**

## **AGENDA**

### **1. APOLOGIES**

### **2. DECLARATIONS OF INTEREST**

Members are invited to declare if they have an interest in any of the items of business on this agenda and the reasons for such declarations.

### **3. PRESENTATION ON COMMUNITY PLANNING AND COMMUNITY ENGAGEMENT REVIEW**

Peter Barry, Head of Customer and Community Services, and Amanda Coulthard, Corporate and Community Planning Manager, will give a presentation on the issue of Community Planning and Community Engagement Review.

### **4. MINUTES OF PREVIOUS MEETING**

Submit, for approval as a correct record, the Minutes of Meeting of the Community Participation Committee held on 27 February 2013.

### **5. BRIEFING FROM TRANSPORT SCOTLAND CONCERNING ROUNDABOUTS AND ANCILLARY ROADS ISSUES**

(Item requested by Community Representative)

Mr Phil Hinchliff, Area Manager South, Transport Scotland and Evan Ferguson from the new Operating Company, Scotland Transerv, have been invited to the meeting to give a briefing on local transport issues.

### **6. /**

**6. UPDATE ON VALE OF LEVEN ACADEMY – TRAFFIC CONGESTION**  
(Item requested by Community Representative)

Members are asked to note:-

- (a) that the Traffic Section of Housing, Environment and Economic Development is unaware of previous representations on this issue and that this location benefits from an improved junction with Main Street, increased capacity on the school leg, internal parking, internal pick-up and drop-off and bus drop-off;
- (b) that a segregated pedestrian entrance, two controlled crossings and a school crossing patroller are also provided;
- (c) that in common with any school or similar premises the operational hours focus trip generation (particularly in the p.m. peak) and localized increases in journey time may occur. It has been observed that there can be a small queue of exiting traffic from the school, but this has not resulted in any significant problems or delays; and
- (d) that as part of the recent exercise instructed by both Council and the Housing, Environment and Economic Development Committee, a review was undertaken in and around our schools estate and no issues were identified at this school that required action.

**7. CONSULTATION/ENGAGEMENT TRAINING 2012-13**

Submit report by the Executive Director of Corporate Services informing on the consultation training carried out for employees during 2012-13.

**8. UPDATE ON PROGRESS TOWARDS FAIRTRADE ZONE STATUS IN WEST DUNBARTONSHIRE**

Submit report by the Executive Director of Corporate Services advising on further actions needed to progress West Dunbartonshire Council towards Fairtrade status in the context of Scotland achieving Fairtrade nation status in February 2013. In this respect, a Fairtrade Networking Group has been set up to co-ordinate the campaign, which builds on activities taking place in schools, churches and local communities.

## **9. FUTURE AGENDA ITEMS FROM COMMUNITY REPRESENTATIVES**

Community Representatives are invited to raise topics for inclusion on future agendas. This is a list of possible items for future consideration.

### **Standing Item**

- Development of the CPC

### **Additional Proposed Workshop**

- How do we improve participation from our Communities?

### **Presentation/Reports**

- Presentation on Pub Watch Scheme (Licensing)
- Regular update on Recycling and Waste Minimisation
- Update on Council Tax position
- 2012 Social & Economic Report (published in January 2013)

### **Other proposed Items**

- Update on Educational Estates.

## **10. QUESTIONS FROM THE PUBLIC GALLERY**

Members of the public are invited to ask questions of officers during the Open Forum Session.

For information on the agenda please contact Craig Stewart, Committee Officer, Legal, Democratic and Regulatory Services, Council Offices, Garshake Road, Dumbarton, G82 3PU Tel: (01389) 737251 or e-mail: [craig.stewart@west-dunbarton.gov.uk](mailto:craig.stewart@west-dunbarton.gov.uk)

## **COMMUNITY PARTICIPATION COMMITTEE**

At a Meeting of the Community Participation Committee held in Committee Room 3, Council Offices, Garshake Road, Dumbarton on Wednesday, 27 February 2013 at 2.00 p.m.

**Present:** Councillors George Black, Jim Brown, Jonathan McColl, John Millar, Ian Murray, Tommy Rainey, Gail Robertson, Martin Rooney, Kath Ryall and Hazel Sorrell; Francis McNeill, Community Councils' Forum; Justeen Peacock, West Dunbartonshire Access Panel; John Diamond, Bellsmyre Neighbourhood Forum; Barbara Barnes, Vale of Leven Community Forum; Tom Wilmshurst, Association of Clydebank Residents Groups; Tom Woodbridge, Dumbarton Community Forum; Neil Etherington, Clydebank Community Forum; Anne MacDougall, CHCP Partnership Forum, Gillian Kirkwood, Ysort-it and Brenda Pasquire, West Dunbartonshire Citizens Advice Service.

**Attending:** Angela Wilson, Executive Director of Corporate Services; Peter Barry, Head of Customer and Community Services; Marion Smith, Section Head (Revenues & Benefits) and Arun Menon, Business Support Manager (in attendance for the item 'Presentation – Welfare Reform' only) and Craig Stewart, Committee Officer, Legal, Democratic and Regulatory Services.

**Apologies:** Apologies were intimated on behalf of Haji Munir, West Dunbartonshire Minority Ethnic Association; Rhona Young, Clydebank Seniors Forum; Hope Robertson and David Colrairie, Clydebank Asbestos Group.

**Councillor John Millar in the Chair**

### **DECLARATIONS OF INTEREST**

It was noted that there were no declarations of interest in any of the items of business on the agenda.

### **PRESENTATION – WELFARE REFORM**

Marion Smith, Section Head (Revenues & Benefits), gave a presentation on the issue of Welfare Reform and copies of handouts were circulated to Members for their interest and information. Mr Arun Menon, Business Support Manager was also in attendance to answer any specific questions following the presentation.

The Committee noted the content of the presentation which specifically drew attention to planned housing benefit changes and how they might impact on the community of West Dunbartonshire and outlined measures which the Council was taking in an effort to safeguard and minimise adverse impact on residents, Council services and partners, the economy and Council personnel.

Following a question and answer session, the Chair, Councillor Millar, thanked Ms Smith for the interesting and informative nature of her presentation. Ms Smith and Mr Menon then left the meeting.

### **MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the Community Participation Committee held on 28 November 2012 were submitted and approved as a correct record, subject to the sederunt of the meeting being amended to include the apology of Anne MacDougall, CHCP Public Partnership Forum.

In relation to a question raised by Mr Etherington, concerning the post of Corporate & Community Planning Manager, the Head of Customer and Community Services advised the Committee that the vacant position had now been filled and that the new appointee would shortly be taking up the post.

### **PUBLIC BUDGET CONSULTATION ARRANGEMENTS**

A report was submitted by the Executive Director of Corporate Services outlining the approach to public budget consultation for the 2013/14 budget and inviting comment and feedback.

After discussion and having heard the Executive Director of Corporate Services in elaboration and in answer to Members' questions, the Committee agreed:-

- (1) to pass on thanks to officers who were involved in facilitating the budget consultation process, which had been carried out very well and successfully prior to the budget setting meeting;
- (2) having heard the Head of Customer and Community Services, to pass on thanks to Y-Sortit for providing their bus for the Budget Consultation and for the excellent input of their workers;
- (3) having heard Mr Woodbridge, to note his suggestion that the Council should consult on its capital budget, and not just the revenue budget;
- (4) that it would be helpful and beneficial if the budget consultation could take place earlier in future, in order to try and engage more widely and effectively with communities and achieve an even better response than was the case this time; and
- (5) otherwise to note the contents of the report.

## **EQUALITY MAINSTREAMING REPORT AND EQUALITY OUTCOMES 2013-2017**

A report was submitted by the Executive Director of Corporate Services summarising the proposed West Dunbartonshire Council Equality Outcomes and Equality Mainstreaming Report for 2013-2017, which was considered by the Corporate Services Committee at its meeting on 13 February 2013.

After discussion and having heard the Head of Customer and Community Services and the Equalities Policy Officer in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note the terms of the discussion that had taken place concerning this issue; and
- (2) otherwise to note the contents of the report.

## **BRIEFING FROM TRANSPORT SCOTLAND CONCERNING ROUNDABOUTS AND ANCILLARY ROADS ISSUES**

It was noted that due to an internal restructure the officer in Transport Scotland, who had responsibility for the A82 Trunk Road, was only recently in post and had not been able at this time to submit a briefing paper to this meeting of the Committee on roundabouts and ancillary roads issues.

After discussion, it was agreed that a letter be drafted advising Transport Scotland of the Committee's concern at how this matter had dragged on for a considerable length of time, and requesting that a representative be in attendance and/or an update provided at the next meeting of the Committee in May.

## **COMMUNITY NEWS**

Committee members were invited to provide information for the Community News item in advance of meetings on an on-going basis.

In this respect, it was noted that none had been notified at this moment in time.

Mr Etherington suggested that this part of the agenda could perhaps be populated with information that was available via the Community Engagements Calendar. After discussion, it was agreed that this item should be reviewed in future to ensure it still adequately fitted with the purposes of the Committee.

## **FUTURE AGENDA ITEMS FROM COMMUNITY REPRESENTATIVES**

It was agreed to note the following items for future meetings of the Community Participation Committee.



**Wed 22 May, 2013**

**Presentation/Reports**

- Key Strategic Priorities for the Council; and CPP Development
- Presentation on Pub Watch Scheme (Licensing)
- Discussion with Transport Scotland regarding roundabouts and ancillary roads issues
- Regular update on Recycling and Waste Minimisation
- Update on Council Tax position
- 2012 Social & Economic Report (published in January 2013)

**Other proposed Items for future meetings:**

Update on Educational Estates;

Update on the issue of Vale of Leven Academy – traffic congestion;

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**Additional Proposed Workshop**

How do we improve participation from our Communities?

**QUESTIONS FROM THE PUBLIC GALLERY**

No questions were asked by members of the public of officers during the Open Forum Session.

The meeting closed at 3.56 p.m.

# **WEST DUNBARTONSHIRE COUNCIL**

## **Report by Executive Director of Corporate Services**

### **Community Participation Committee**

**Wednesday 22 May, 2013**

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**Subject: Consultation/Engagement Training 2012-13**

#### **1. Purpose**

- 1.1** The report informs committee members about the consultation training carried out for employees during 2012-13.

#### **2. Recommendations**

- 2.1** It is recommended that the committee note the contents of the report.

#### **3. Background**

- 3.1** West Dunbartonshire Council has been working along with the Consultation Institute, (a national body of expertise in consultation practices), to deliver a programme of training for employees leading to the Institute's Certificate of Professional Development. The benchmark for all our engagement activity is the National Standards for Community Engagement. This consultation training will also help our employees to work to the National Standards.
- 3.2** Since 2008, 96 employees have taken part in a range of training. 35 of these participants completed courses to gain the Consultation Institute's Certificate of Professional Development including six staff from partner organisations.
- 3.3** During 2012-13 further training has taken place to build on this. The training and evaluation and impact are described below.

#### **4. Main Issues**

- 4.1** During 2012-13, 64 training places were delivered to 25 participants, the majority being Council employees, with three individuals from voluntary sector organisations.
- 3.1** Courses are practical and interactive in style. They included:
- Making Consultation Meaningful: covering *stakeholder mapping* and *consultation methods*

- Consultation Before and After: how to *plan* and take forward a consultation from start to finish – including the important stages of *feedback* and *evaluation*
- Evaluating Public Engagement: looking at the growing need for evaluation, and equipping staff to apply best practice principles.
- Effective Surveys & Questionnaires: a practical course on using survey techniques in the context of public and stakeholder consultations, and public engagement generally.
- Effective Focus Groups and Facilitation Skills: no longer the exclusive tool of market researchers and high-powered consultants - all public bodies now need to use them. This course covers all key aspects.
- Effective Public Meetings and Deliberative Events - focuses on public meetings and the alternatives including when might it be better to run a structured Deliberative Event, a Public Exhibition or a Drop-In event.

**4.2** The evaluation from the training was very positive on average giving an overall rating of 8.7 out of 10 for the course content, 9.2 out of 10 for the trainer and 8.8 out of 10 for the relevance to participants. The following provides a flavour of the feedback from employees:

- “Very informative, giving a new perspective on the requirements for a successful consultation.”
- “Outstanding course overall. Very glad to have attended.”
- “Excellent. Very informative and will enhance my own practice.”
- “Thoroughly enjoyable, very useful handouts and useful exercises. Enjoyed the pace and participatory discussions.”
- “I thought the course activities were simplified yet effective at applying to lots of types of surveys – great course.”

**4.3** Impact of training information was gathered from participants and there were several examples of improved practice in relation to training including:

- “Gave a useful overview of methods of consultation and thinking about who to consult in a way to get the most from them. Generally useful when considering our next participation strategies.”
- “We have applied the lessons in relation to constructing questions within questionnaires and to answer scales.”
- “I felt better equipped to undertake the consultation comprehensively - before, during and after. I was not only able to determine the level of support for the proposed play park within the wider community, but also gained the community’s preference with regard to the type of play equipment they wished to be installed and able to address any concerns highlighted.”
- “It has improved my understanding of the range of methods which can be used, the importance of ensuring thorough processes are used and giving feedback .”
- “It widened my thinking in terms of being more creative with methods/tools to use” ....”and it has given me clarity around the meaning of ‘consultation’ and ‘information sharing’ – we often badge the latter as the former.”

**4.4** Executive Directors will receive a record of training showing employees who have participated.

## **5. People Implications**

**5.1** There are no personnel issues.

## **6. Financial Implications**

**6.1** Training was delivered within budget. Providing the training in-house is cost effective and a significant saving over staff attending the Consultation Institute national courses.

## **7. Risk Analysis**

**7.1** There is a risk that if we don't continue to provide appropriate training and support, we may fail to deliver best practice in our consultation activities.

## **8. Equalities Impact Assessment (EIA)**

**8.1** Training is arranged in a way that is accessible to all participants and the core values of the training take into account equalities considerations. An EIA has been carried out and is available as a background paper.

## **9. Consultation**

**9.1** Before developing the training programme, an exercise is carried out to identify training needs.

## **10. Strategic Assessment**

**10.1** This work helps deliver on the strategic aim to improve the well-being of communities and protect the welfare of vulnerable people.

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Angela Wilson  
Executive Director, Corporate Services  
Date: 22-05-13

**Person to Contact:** Anne Clegg, Policy Officer, Community & Consultation, tel. 01389 737149, email: [anne.clegg@west-dunbarton.gov.uk](mailto:anne.clegg@west-dunbarton.gov.uk)

**Appendices:** None

**Background Papers:** Consultation Training Arrangements, Community Participation Committee, Wednesday 22 May, 2012  
Equality Impact Assessment, Consultation Training Arrangements

**Wards Affected:** All wards.

# **WEST DUNBARTONSHIRE COUNCIL**

## **Report by Executive Director of Corporate Services**

**Community Participation Committee: 22 May 2013**

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**Subject: Update on Progress towards Fairtrade zone status in West Dunbartonshire**

### **1. Purpose**

- 1.1** This report advises the Committee regarding further actions needed to progress West Dunbartonshire towards Fairtrade status in the context of Scotland achieving Fairtrade nation status in February 2013.

### **2. Recommendations**

- 2.1** It is recommended that the Committee note the content of the report and the progress made and consider how this can be developed into a community, rather than council led, model.

### **3. Background**

- 3.1** The Fairtrade Networking Group aims to promote Fairtrade, raise awareness of Fairtrade products and make progress in achieving Fairtrade Zone status for West Dunbartonshire within 2013. It seeks to involve community representatives, community planning partners and the voluntary sector, also linking with the Scottish Fairtrade Forum and other councils as appropriate. This builds on existing Fairtrade activity developed by the previous steering group between 2006-9.
- 3.2** The Networking group was established in September 2012 in response to renewed focus on Fairtrade. The group includes representatives from relevant Council departments, such as Education and procurement, as well as local churches and retailers. A Fairtrade Networking group has been set up to co-ordinate the campaign, which builds on activities taking place in schools, churches and local communities. There is already a lot of activity within local churches and schools and there is some scope to expand membership of the group and possibly set up local groups in Dumbarton, Clydebank or Alexandria.
- 3.3** The group has developed a constitution and an Action Plan and has secured some funding to assist with meeting the criteria to achieve Fairtrade Zone status.

The criteria to meet Fairtrade status are:

- **Goal 1** Local council passes a resolution supporting Fairtrade, and agrees to serve Fairtrade products.
- **Goal 2** At least four Fairtrade product ranges are readily available in the area's retail outlets and two products in local catering outlets.
- **Goal 3** Local workplaces and community organisations support Fairtrade and use Fairtrade products wherever possible.
- **Goal 4** Media coverage and events raise awareness and understanding of Fair trade across the community.
- **Goal 5** A local Fairtrade steering group is convened to ensure that the Fairtrade Town campaign continues to develop and gain new support.

**3.4** In all of these areas there has been some previous work done, or there is some activity ongoing which can be developed in submitting an application for Fairtrade zone status.

**3.5** Links have been made with East Dunbartonshire Council, who are more advanced and have had Fairtrade Zone status for a number of years, to share information on how the campaign in West Dunbartonshire can be progressed, and how this can further develop once zone status has been achieved.

#### **4. Main Issues**

**4.1** The Networking Group has secured some funding from the Community Planning development fund and the Scottish Fairtrade Forum to assist with materials and publicity to promote activities and progress towards Fairtrade status.

**4.2** A recommendation will be remitted to a future meeting of the Council, supporting the use of fair trade products. This will assist the achievement of goal 1, and it is intended to involve schools in carrying out the research for goal 2, the group is also developing links with local businesses and churches.

**4.3** A programme of events were held during Fairtrade Fortnight 2013, including a hamper competition and a visit to schools by Malawian farmers, which generated some publicity in the local press. A Fairtrade page has also been set up on the Council's website: <http://www.west-dunbarton.gov.uk/business-and-trade/commercial-land-and-property-availability-and-hire/asset-management/energy-compliance/fairtrade/>

**4.4** The group is planning to co-ordinate the campaign towards achieving Fairtrade zone status based on what is already happening at the neighbourhood level, within schools, nurseries, churches and so on. However, the challenge involves making this happen on the ground.

- 4.5 A survey was done of schools and Early Education centres and there is already plenty of Fairtrade interest and activity, including a number of establishments with or working towards Fairtrade School status. However, there is a need to co-ordinate what is going on in schools, generate interest among schools not currently involved, to link this in with the wider campaign, and also to confirm whether schools and nurseries will assist with the research to meet goal 2.
- 4.6 Links are being developed with local businesses via the Chamber of Commerce, a representative from the local Co-op and a survey of local businesses is also planned. The group is also currently trying to identify suitable contacts from Clydebank College and the Beardmore hotel.
- 4.7 Progress has been slow with only a relatively small number involved in the Networking group. Consideration should be given to how progress can be made at a more localised level, perhaps having Fairtrade groups for the 3 towns, or smaller areas within these, which can feed into the Networking group and the wider campaign.
- 4.8 The Community Participation Committee provides a link to a range of groups within the community and some of these groups may have an interest or already be involved in Fairtrade activity. It may be helpful to use these links to disseminate information and generate fresh interest.

## **5. People Implications**

- 5.1 There are no people implications.

## **6. Financial Implications**

- 6.1 There are no financial implications.

## **7. Risk Analysis**

- 7.1 There is no need to carry out a risk assessment.

## **8. Equalities Impact Assessment (EIA)**

- 8.1 This report has been screened, and has been judged not to be relevant to general equality duty as it is for information only. A screening of the Action Plan for the group will be carried out.

## **9. Consultation**



**9.1** A survey of schools and nurseries has been carried out and one is planned with local businesses.

## **10. Strategic Assessment**

**10.1** Whilst there is no direct link to the Council's strategic priorities, by promoting Fairtrade and working towards Fairtrade zone status there should be a positive impact on the local area and community.

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Angela Wilson  
Director of Corporate Services  
Date:

**Person to Contact:** Suzanne Greer, Community Planning Co-ordinator,  
Corporate & Community Planning, 01389 737580,  
suzanne.greer@west-dunbarton.gov.uk.

**Appendices:** There are no appendices

**Background Papers:** Fairtrade Networking Group Action Plan  
Equality Impact Screening of Action Plan

**Wards Affected:** All council Wards.