MEMBERS OF
RENFREWSHIRE FORUM FOR EMPOWERING OUR COMMUNITIES

Notice is hereby given that a meeting of the RENFREWSHIRE FORUM FOR EMPOWERING OUR COMMUNITIES will be held in CORPORATE MEETING ROOM 1, SECOND FLOOR, RENFREWSHIRE HOUSE, COTTON STREET, PAISLEY on TUESDAY, 13th MAY, 2014 at 4.00pm.

The Agenda of business is attached.

Kenneth Graham
Head of Legal & Democratic Services

Encs
1. **APOLOGIES**

2. **MINUTE OF MEETING OF BOARD HELD ON 4TH FEBRUARY, 2014**

Submit Minute of meeting of Renfrewshire Forum for Empowering Communities held on 4th February, 2014. (Copy herewith, pages )

3. **ROLLING ACTION LOG**

Submit copy of Rolling Action Log. (Copy herewith, pages )

4. **RENFREWSHIRE FORUM FOR EMPOWERING OUR COMMUNITIES ACTION PLAN**

   (a) **Renfrewshire Forum for Empowering Our Communities Action Plan**

Submit report by Engage Renfrewshire relative to the outcomes from the Workshop held in February 2014. (Copy herewith, pages )

   (b) **Renfrewshire Forum for Empowering Our Communities Measures**

Submit report by Engage Renfrewshire relative to the Measures and Actions within the action plan.
5. CONSULTATION ON OPPORTUNITIES FOR UNPAID WORK AND OTHER ACTIVITY FOR COMMUNITY PAYBACK ORDERS.

Submit report by Social Work relative to the consultation on opportunities for unpaid work and other activity for community payback orders. (Copy herewith, pages)

6. ADVICE SERVICES REVIEW

Verbal update by Chair relative to update on the Advice Services Review.

7. UPDATE FROM THEMATIC BOARDS

Verbal update on the progress of the Thematic Boards.

8. TIMETABLE OF MEETINGS FOR THE FORUM FOR EMPOWERING COMMUNITIES – SEPTEMBER 2014 TO MAY 2015

Submit report by the Director of Finance & Corporate Services relative to proposed dates for future meetings of the Forum for Empowering Communities. (Copy herewith, pages)

9. ANY OTHER BUSINESS

10. DATE OF NEXT MEETING

Note that the next meeting of the Renfrewshire Forum for Empowering our Communities will be held on Tuesday 2nd September, 2014 at 4.00pm at Engage Renfrewshire, 10 Falcon Crescent, Paisley, PA3 1NS.
RENFREWSHIRE FORUM FOR EMPOWERING OUR COMMUNITIES

A McNiven (Engage Renfrewshire); S McLellan (RAMH); N Middleton (RCHP Public Participation Forum); I McLean (FLAIR); S Cruickshank (RAP); A Fraser (Linstone Housing Association); J Wilby (Paisley West End & Central Community Council); K Taylor (Renfrewshire Citizens Advice Bureau); and J Kiddie (Paisley Law Centre).

1. **APOLOGIES**

2. **MINUTE OF MEETING OF BOARD HELD ON 4TH FEBRUARY, 2014**

Submit Minute of meeting of Renfrewshire Forum for Empowering Communities held on 4th February, 2014. (Copy herewith, pages )

3. **ROLLING ACTION LOG**

Submit copy of Rolling Action Log. (Copy herewith, pages )

4. **RENFREWSHIRE FORUM FOR EMPOWERING OUR COMMUNITIES ACTION PLAN**

(a) **Renfrewshire Forum for Empowering Our Communities Action Plan**

Submit report by Engage Renfrewshire relative to the outcomes from the Workshop held in February 2014. (Copy herewith, pages )

(b) **Renfrewshire Forum for Empowering Our Communities Measures**

Submit report by Engage Renfrewshire relative to the Measures and Actions within the action plan.
### 2. ROLLING ACTION LOG

The Rolling Action Log was submitted for approval.

**RF.22.05.13(1a)**

A Bradford agreed to send out a profile template to new members for completion.

**RF.10.09.13(4)**

It was noted that the LAC Review was still ongoing and a report would be submitted to a future meeting.

**RF.12.11.13(9)**

It was noted that A McNiven and R Naylor met with members of Renfrewshire Youth Voice (RYV) some of whom were MSYPs. Discussion centred around the expansion of the RYV membership and how best to establish pupil forums to discuss issues relating to the Thematic Boards rather than attending the Board meetings. It was noted that further discussions would take place with the RYV membership to seek consultation on particular CPP issues as they were identified.

**DECIDED:**

- (a) That new members be sent a profile template for completion; and
- (b) That the LAC Review to be submitted to a future meeting.

**Noted**

A Bradford/ Forum Reps

A McNiven

### 3. RENFREWSHIRE FORUM FOR EMPOWERING COMMUNITIES ACTION PLAN

A report was submitted by Engage Renfrewshire relative to the development of an action plan to support the agreed community planning targets. It was noted that the actions identified by the Forum For Empowering Communities should have a specific focus on building the capacity of communities and voluntary sector organisations in order that they could contribute to community planning activity.

It was noted that Appendix 2 contained a request from the Safer and Stronger Thematic Board for Renfrewshire Forum For Empowering Communities to work in collaboration to deliver items included in the Safer and Stronger Action Plan.

A McNiven advised an Action Plan workshop to develop the Forum’s Targets and Baselines would be held on Thursday 13th February, 2014 at Engage Renfrewshire at 2.30pm.
**DECIDED:**

(a) That an action plan workshop be held on 13\textsuperscript{th} February, 2014 to identify and prioritise actions to take forward from the list of actions detailed within the report;

(b) That the list of items identified in the Safer and Stronger Action Plan be included within the Forum’s action plan;

(c) That specific actions be developed in response to the views expressed by communities in the themed and area based conferences that contributed to meeting community planning outcomes and targets;

(d) That each Forum representative submit a presentation to their respective Thematic Board outlining the actions the Forum would deliver that contributed to the Themed targets; and

(c) That an investigation into third sector funding for community planning projects be carried out.

<table>
<thead>
<tr>
<th>A McNiven/Clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td>A McNiven</td>
</tr>
<tr>
<td>A McNiven/Forum Reps</td>
</tr>
<tr>
<td>Forum Reps</td>
</tr>
<tr>
<td>A McNiven</td>
</tr>
</tbody>
</table>

---

4. **ADVICE SERVICES REVIEW**

A McNiven intimated that a powerpoint presentation was given at the previous meeting outlining the objectives and aims of the Advice Services Review. He advised that this would be circulated to the new members.

Discussion took place on the timing of the Review and it was agreed to try to obtain some clarity around the timeline of the consultation process and the Review.

**DECIDED:**

(a) That the Advice Services Review presentation given on 12\textsuperscript{th} November be circulated to the new members: and

(b) Engage Renfrewshire be asked to obtain clarity around the timeline of the consultation process and the Review and report back to a future meeting.

<table>
<thead>
<tr>
<th>Clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td>A McNiven</td>
</tr>
</tbody>
</table>

---

5. **COMMUNITY PLANNING CONFERENCES SUMMARY AND NEXT STEPS**

There was submitted a report by Engage Renfrewshire which outlined the first phase of community engagement following the launch of the Renfrewshire Community Plan 2013-23 in September 2013. The report advised that the Forum had organised and delivered five conference events that generated a range of views and aspirations that had been fed directly into the development of community planning action plans, the development of the community planning website and the Digital Strategy For Renfrewshire.

It was noted that further engagement would take place in March/April 2014 in a number of area-based community planning conferences that would help shape action to address specific local issues.
Discussion took place on the Digital Strategy and it was agreed that information relating to the strategy would be circulated to members.

**DECIDED:**

(a) That the progress made regarding Community Planning Conferences be noted;

(b) That the next steps for progressing community engagement through conference events be agreed; and

(c) That information relating to the Digital Strategy to be circulated to members.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Noted</td>
<td>A McNiven</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A Bradford</td>
</tr>
</tbody>
</table>

### 7. UPDATE FROM THEMATIC BOARDS

The Forum heard feedback from the members who had been present at the various Thematic Boards.

**DECIDED:** That the feedback be noted.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Noted</td>
<td></td>
</tr>
</tbody>
</table>

### 8. ANY OTHER BUSINESS

A McNiven asked if there was any other business. No issues were raised.

**DECIDED:** That it be noted that there was no other business.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Noted</td>
<td></td>
</tr>
</tbody>
</table>

### 9. DATE OF NEXT MEETING

It was agreed that the next Forum meeting would take place on Tuesday 13th May, 2014 at 4.00pm within Engage Renfrewshire.

**DECIDED:** That the meeting date be noted.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Noted</td>
<td></td>
</tr>
</tbody>
</table>
**RENFREWSHIRE COUNCIL**

**RENFREWSHIRE FORUM FOR EMPOWERING COMMUNITIES**

**ROLLING ACTION LOG**

<table>
<thead>
<tr>
<th>Action No.</th>
<th>Action</th>
<th>Action Owner</th>
<th>Status</th>
<th>Expected Date of Completion</th>
<th>Actual Date of Closure</th>
<th>Update &amp; Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>RF.22.05.13(1a)</td>
<td>Members of the Forum to submit a biography for inclusion on the community planning website.</td>
<td>Lead Officer</td>
<td>Future meeting</td>
<td></td>
<td></td>
<td><strong>RF.10.09.13(2)</strong> Members were asked that outstanding profiles be sent to Engage as soon as possible. <strong>RF.12.11.13(2)</strong> Remaining profiles to be obtained. <strong>January 2014</strong> Profiles to be obtained for the new members. <strong>RF.04.02.14(3)</strong> Profile template to be sent to new members for completion.</td>
</tr>
<tr>
<td>RF.22.05.13(6)</td>
<td>Renfrewshire Community Planning Conference 2013 – A paper to be developed and circulated to the Forum for consideration.</td>
<td>Lead Officer</td>
<td>Future Meeting</td>
<td></td>
<td></td>
<td><strong>RF.10.09.13(5)</strong> Lead Officer to organise and develop Launch, Conferences and Information Events <strong>RF.12.11.13(7)</strong> Invitations sent out; 298 people signed up across all conferences. Update to CPP Board. Update and feedback to next meeting. <strong>RF.04.02.14(6)</strong> - Feedback from conferences reported to CPP and Thematic Boards. Sweep up conference held on 3rd Feb. Area based events to take place March and April 2014. - Information on Digital Strategy to be circulated to members – this was emailed to Members on 24/2/14.</td>
</tr>
</tbody>
</table>

*Updated 06/5/2014*
<table>
<thead>
<tr>
<th>Action No.</th>
<th>Action</th>
<th>Action Owner</th>
<th>Status</th>
<th>Expected Date of Completion</th>
<th>Actual Date of Closure</th>
<th>Update &amp; Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>RF.10.09.13(4)</td>
<td>Report back to the Forum on the agreed outcome for Local Area Committee Review.</td>
<td>Lead Officer</td>
<td>Future Meeting</td>
<td></td>
<td></td>
<td><strong>RF.12.11.13(5)</strong> Survey sent to LAC members; Report went to LACs in November; Forum has input into Review; Update paper to be submitted to Council; Area based meetings to be set up January-March 2014.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>RF.04.02.14(3)</strong> LAC Review ongoing and a report to be submitted to a future meeting.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>March 2014</strong> An options paper for different potential models for the future of Local Area Committees was drafted in March 2014 and submitted to politicians for their views. Further development work will be undertaken that incorporates the views of the politicians.</td>
</tr>
</tbody>
</table>
| RF.10.09.13(8)| Development of Targets & Baselines.                                     | Lead Officer | Future Meeting |                            |                        | **RF.12.11.13(6)** - Priorities for third sector work to be further discussed and a presentation to the relevant thematic Boards setting out potential third sector contribution to delivery of the action plans would take place;  
- "workshop event" to be organised to consider appropriate actions, priorities and targets for inclusion within the Action Plan;  
- Forum representatives on each of the relevant Boards takes responsibility for progressing the actions set out in each of the tables regarding Forum involvement;  
- Further action required to contribute to the action plans of the Children and Young People and Community Care, Health and Wellbeing action plans. |
<p>|               |                                                                         |              |               |                            |                        | <strong>RF.04.02.14(4)</strong> Action Plan workshop to be held Thursday 13\textsuperscript{th} February, 2014.                                                                 |</p>
<table>
<thead>
<tr>
<th>Action No.</th>
<th>Action</th>
<th>Action Owner</th>
<th>Status</th>
<th>Expected Date of Completion</th>
<th>Actual Date of Closure</th>
<th>Update &amp; Comments</th>
</tr>
</thead>
</table>
| RF.12.11.13(9) | Youth Employment – Engagement, Initiatives and Considerations - A McNiven to meet with Director of Education & Leisure Services and other partner organisations to discuss the matter and report back to a future meeting. | Lead Officer/ S Graham | Future Meeting |  |  | - list of items identified in the Safer and Stronger Action Plan be included within the Forum’s action plan;  
- Specific actions be developed in response to the views expressed by communities in the themed and area based conferences that contribute to meeting community planning outcomes and targets;  
- each Forum representative to submit a presentation to their respective Thematic Board outlining the actions the Forum will deliver that contribute to the Themed targets;  
- investigate third sector funding for community planning projects.  
A McNiven and Robert Naylor met with MSYPs. Discussion centered around MSYPs looking to expand their membership and establish pupil forums to discuss issues relating to the Thematic Board rather than attending the Board meetings. It was noted that MSYP’s agreed to develop a strategy and to keep the Lead Officer informed.  
**January 2014**  
Meeting with Director of Education and chair of Forum and Reps of Flair on 1st May, 2014 |
| RF.04.02.14(4) | Advice Services Review  
(a) Advice Services Review presentation given on 12th November be circulated to the new members:  
(b) Engage Renfrewshire to obtain clarity around the timeline of the consultation process and the Review and report back to a future meeting. | Clerk | Future Meeting | 13.05.14 | 11.02.14 |  |
To: Renfrewshire Forum For Empowering Our Communities  
On: 13th May 2014  

Report by:  
Engage Renfrewshire  

RENFREWSHIRE FORUM FOR EMPOWERING OUR COMMUNITIES ACTION PLAN  

1. Summary  
Renfrewshire Forum requires to develop an action plan setting out the tasks it aims to achieve in support of agreed community planning targets. A workshop session for members of Renfrewshire Forum For Empowering Communities was held in February 2014 identify actions that would contribute to delivering the four outcomes of the Forum. A second exercise was held with the Community and Voluntary Action Team of Engage Renfrewshire to gather further views on possible action. The output from these two workshop sessions is set out below.

2. Recommendations  
It is recommended that Renfrewshire Forum For Empowering Communities:

(a) Consider the output from the workshop sessions and agree the added value activities that should be part of the Forum’s Action Plan going forward.

(b) Agree that the Forum identify from reports from the themed and area-based conferences opportunities for communities in Renfrewshire to build capacity to develop their own contribution to the achievement of community planning outcomes and targets.
3. **Background**

Renfrewshire Forum For Empowering Communities has a responsibility to develop and deliver its own action plan to empower communities in Renfrewshire to make a positive impact in their communities. The Forum also has responsibility for ensuring that the third sector is supported to play a full role in shaping and delivering activity on the other five themes of the community plan.

4. **Community Involvement/Engagement**

Communities and third sector organisations have been engaged in shaping community planning action through five conferences on the community planning themes and a further five conferences about community assets.

Further engagement work will be required to develop action that addresses the issues raised in the conference events.
OUTCOME 1: OUR COMMUNITIES WILL BE CONFIDENT, FULLY ENGAGED WITH AND REGULARLY CONSULTED BY PUBLIC SERVICES
Impact: Increase the percentage of people agreeing that they can influence decisions affecting their local area.

Currently Taking Place
- Local Area Committees.
- Engage Renfrewshire is a strong Third Sector Interface helping people to establish organisations.
- Community Health Partnership’s Public Partnership Forum.
- Holistic advice service delivered by Citizens Advice Bureau.
- Citizens Advice Bureau deliver to training groups and organisations.

Added Value Activities To Be Considered
- Communications about existing potential for influence. (Prioritised)
- Support people to have a “can do” approach to managing community assets. (Prioritised)

Impact: Increase the level of satisfaction with local public services.

Currently Taking Place
- Renfrewshire Public Services Panel gives an idea of this.

Added Value Activities To Be Considered
- More effective knowledge and scrutiny of public services.

Impact: Increase the percentage of people using the internet for engaging with the Community Planning Partnership.

Currently Taking Place
- Development of community planning website.
- Development of CLEAR project.

Added Value Activities To Be Considered
- Compliance with the AA rating for the community planning website to ensure accessibility for sensory impaired people.
Impact: Increase the percentage of people using the internet for personal use.

Currently Taking Place
- West College Scotland Learning Networks.
- Fear of technology is a drawback.
- Librarian support and college support.

Added Value Activities To Be Considered
- Intergenerational working to improve older people’s knowledge of technology. (Prioritised)
- Support for training and engagement for IT. (Prioritised)
- Future proofing of IT. Investment in Wi Fi as opposed to spend on PCs. (Prioritised)

Best Practice Examples From Elsewhere
- All day centres should have IT suites.
- Intergenerational practice where old people and young people learn skills from each other.

Impact: Increase the membership of Engage Renfrewshire with viable community anchor organisations.

Currently Taking Place
- Engage Renfrewshire’s job.
- Strong Third Sector Interface Network.

Added Value Activities To Be Considered
- Identify “family trees” of existing community and voluntary sector organisations and use this to identify potential Engage members.

OUTCOME 2: HAVE THE CAPACITY AND RESOURCES TO LEAD PROJECTS AND BE INVOLVED IN SERVICE DELIVERY

Impact: Social Enterprise and Community Business Growth

Currently Taking Place
- Mentoring from Chamber of Commerce members.
- Invest In Renfrewshire.
- Existing networks.
- Better use of current facilities. (Prioritised)

Added Value Activities To Be Considered
- Third sector to be able to tap into public sector governance and procurement capability. (Prioritised)
- Impact Hub – Network opportunity for small organisations. (Prioritised)
- Prioritisation of spend of third sector organisations within Renfrewshire and the third sector. (Prioritised)
Best Practice Examples From Elsewhere

- Supported self-employment, provide back office support
- Seek support from Institute of Directors.
- Social Enterprise Hub, such as the London Business Hub.
- Local third sector version of Linkedin. (Prioritised)
- Consistent approach across all Renfrewshire firms to referral to voluntary opportunities on retirement.

Outcome 3: Have the Capacity, Enthusiasm and “Right to Try” the Management of Local Assets

Impact: Increase the number of registered interests regarding the local control of community assets which are to be used and managed for sustainable local initiatives

Currently Taking Place

- Sharing information on existing best practice.
- Credit Unions.
- Money Advice Week.

Added Value Activities To Be Considered

- Aftercare from owner transferring asset to a community organisation. (Prioritised)
- Using expertise of significant asset managers e.g. Registered Social Landlords.
- Ensuring that Money Week events are located in the right places and are marketed appropriately. (Prioritised)

Best Practice Examples From Elsewhere

- Case studies from the third sector. (Prioritised)

Impact: Increase the number of registers of interest regarding local control of public spaces and under-used sites which are to be used and managed for sustainable local initiatives

Currently Taking Place

- Development of trusts.

Added Value Activities To Be Considered

- Asset map available. (Prioritised)

Best Practice Examples From Elsewhere

- Community Empowerment Act.
- Identify and publicise success stories from elsewhere.
- “Consultancy” from third sector projects elsewhere to inspire ideas locally.
OUTCOME 4: VALUE AND PROMOTE EQUALITY AND DIVERSITY AND THE ROLE OF CHARITABLE AND VOLUNTARY WORK

Impact: Increase the number of people registering to become a volunteer

Currently Taking Place
- Convert the people who are already volunteering but don’t consider themselves to be doing so into identifying themselves as volunteers.
- Engage’s Job.

Added Value Activities To Be Considered
- Need external champions to promote volunteering e.g. Chamber of Commerce, Rotary, Public Bodies. (Prioritised)
- Day release of people in pre-retirement stage to volunteer in organisations. (Prioritised)
- Using community planning website to publicise volunteering

Impact: Increase the number of registered volunteers who have been placed

Added Value Activities To Be Considered
- Non Executive Director Matching List. (Prioritised)
- Use all our different organisations’ networks and communications.
- Community planning endorsement of local organisations and best corporate social responsibility.

Best Practice Examples From Elsewhere
- Competitive league for volunteering.
- “We Want You” publicity based around different skills that may be required by voluntary organisations.
- Recognition for organisations and individuals.
EMPOWERING COMMUNITIES ACTION PLAN WORKSHOP: CAVA TEAM

OUTCOME 1: OUR COMMUNITIES WILL BE CONFIDENT, FULLY ENGAGED WITH AND REGULARLY CONSULTED BY PUBLIC SERVICES

Impact: Increase the percentage of people agreeing that they can influence decisions affecting their local area.

Currently Taking Place
- REEM/DEAR Engaging Minorities.
- Community Councils.
- Community Learning and Development Meetings (Linwood Group).
- Issue – people don’t like to be imposed upon. They like to be consulted.
- Tenants and Residents Association.
- Local Area Committees.
- Senior Forums.
- Responding to community requests – Foxbar Initiative.
- Development Trusts.
- Councillors surgeries.
- Inform people of outcomes to build trust.
- Renfrew Community Council.
- Moorpark Tenants Associations.
- Kirklandneuk Tenants Association.
- Arkleston and Newmains Tenants Associations.

Added Value Activities To Be Considered
- School sessions around “modern studies”, “politics”, “community planning” linked in with school elections.
- Build trust and keep trust.
- Improve language.
- Communications database like CLEAR etc. (Prioritised)
- School media presence.
- Events – local galas with interactive activities.
- Language – keep it simple. (Prioritised)
- Build trust to overcome Council/Officialdom scepticism in community.
- Link in with Forum - volunteering opportunities to help put in place ideas put forth by Forum.
- Renfrew West – model of good practice – single dedicated officer per area.
- “Idiots Guide” to community planning. (Prioritised three times)
- A walk-in forum/meetings advised by a member of community planning/Council.
- Maintain communications.
- Develop personal relationships.
- Evaluate and make recommendations based on fact.
- If it works don’t change it.
Impact: Increase the level of satisfaction with local public services.

Currently Taking Place
- Families First.
- Local Health Centres.
- Credit Unions.
- Advice Works.

Added Value Activities To Be Considered
- Twin track communication – don’t assume everyone has internet. (Prioritised)
- Our Place Our Families – universal job searches, CVs, Referrals, Advice Works.
- More positive promotion on Community Planning Partnership meeting targets i.e. low unemployment.
- Better evaluation methods including users. More qualitative.
- YMCA Renfrew – activities for young people/Leaders.
- Case studies – sound bites.

Best Practice Examples From Elsewhere
- Councillor surgeries.

Impact: Increase the percentage of people using the internet for engaging with the Community Planning Partnership.

Currently Taking Place
- Text messages to school pupils.
- More than one method of getting the message out there.
- Libraries.
- Adult Learning and Literacies. (Prioritised)
- College.
- Kipco and other learning centres.
- Schools.
- Skills Development Scotland.

Added Value Activities To Be Considered
- More areas for internet use for everyone to use and courses on internet uses. (Prioritised)
- Increase online presence through social media. (Prioritised)
- Phone app.
- Link with other websites which local people access. (Prioritised)
- Internet points in local areas (shopping centre etc).
- Television app – Virgin media, Sky etc.

Impact: Increase the percentage of people using the internet for personal use.

Currently Taking Place
- Private sector – fibre optic installation.
- Job centre wi fi.
- Realistic facilities to help people.
- Information Portal, Public Access, More Than £10,000.
- Renfrew YMCA – Leaders (teens) holding IT classes for older people.
- Library wi fi access. Internet cafes.
• Engage wi fi.
• Public transport wi fi.

Added Value Activities To Be Considered
• More internet based facilities.
• Basic information use (not ECDL/formal training). Upskill community residents to complete forms etc (Welfare reform/Poverty agencies). **(Prioritised twice)**
• Volunteers who have knowledge of internet use to provide support to users on a “friendly” based relationship.
• Renfrewshire is a wi fi covered area.
• More learning facilities/courses.

**Impact: Increase the membership of Engage Renfrewshire with viable community anchor organisations.**

Currently Taking Place
• CAVA. (Community and Voluntary Action Team)
• Events (hosting, attending).
• Members promoting/networking.
• Marketing of Engage communications strategy.
• Paisley Daily Express features.

Added Value Activities To Be Considered
• “Reach out” programmes to go out and meet and speak to groups of people and a bigger variety of volunteering opportunities.
• Better marketing. **(Prioritised)**
• More accessible information – utilise and share skills of member organisations to disseminate, share and upskill the community. **(Prioritised)**

**OUTCOME 2: HAVE THE CAPACITY AND RESOURCES TO LEAD PROJECTS AND BE INVOLVED IN SERVICE DELIVERY**

**Impact: Social Enterprise and Community Business Growth**

Currently Taking Place
• Community capacity training and events £10k plus.
• Encourage third sector to provide support.
• Programmes which help community groups plan ahead.
• Strategic thinking.
• Robust training need analysis.
• Engage.
• Funding – Lottery, LAC etc.
• Social Work

Added Value Activities To Be Considered
• Develop the links with public and private sector.
• Programme events on what is Public Social Partnership.
• Access to professional support. **(Prioritised 3 times)**
• Making more accessible (flexible approach), marketing, Business Plans etc. Business Gateway can be too rigid.
• Get ready for business type events for for Social Enterprises on what’s out there.
• Develop a “register” of “Social Enterprise” and enhance delivery ability to support future sustainable service delivery.
• Trained experts in third sector.
• Link the development of service delivery to funding opportunities – dialogue with funders to ensure connectivity to the ability to do service delivery.
• Reshaping care agenda – future: look to ensure community understand the efforts of service delivery here and how to contribute. End of Change Fund (March 2015). Link to care budgets for 2015.
• Link with chamber “mentors” programme. 700 mentors at disposal.
• Advice Networks to pass on experience. **(Prioritised twice).**
• More retired professionals to volunteer.

**Best Practice Examples From Elsewhere**

- Involve and learn from key organisations currently delivering services successfully e.g. Kibble, West College Scotland, Recovery Across Mental Health.
- Use of Change Fund to date – Audit Scotland Report issued February 2014. Utilise good examples for future delivery.
- Our Place Our Families – by community, for community, trusted by community.
- Community nurseries – Kilbarchan, Linwood, Paisley.
- Funding for resources £10k+ (Prioritised).
- Johnstone Community Sports complex, Loud N Proud, Fitting-In.

**Added Value Activities To Be Considered**

- Provide/deliver workshops on how to asset transfer. **(Prioritised twice)**
- Inform and disseminate policy/strategy on procurement reform – Community Empowerment Bill.
- Income generation and philanthropy training.
- Show good practice initiatives.
- Training on property management. **(Prioritised twice)**

**Best Practice Examples From Elsewhere**

- Beechwood Community Centre and Foxbar Community Building.
- Kipco, Johnstone Community Sports Complex, Sea Cadets. (Prioritised)
- Renfrewshire Association for Growing Grounds – happening, relevant and progressing.

**OUTCOME 3: HAVE THE CAPACITY, ENTHUSIASM AND “RIGHT TO TRY” THE MANAGEMENT OF LOCAL ASSETS**

**Impact:** Increase the number of registered interests regarding the local control of community assets which are to be used and managed for sustainable local initiatives.

**Currently Taking Place**

- Support from Council in “Right To Try” process. – training, financial, legal etc.
- Provide clear and concise conditional surveys for each building.
- Enthusiasm and commitment from both Council and community groups.
- Hand buildings over that are fit for purpose (good condition).
• Asset register available to all.
• Provide long term leases. Remove red tape.
• Registered Social Landlords estate assets and liabilities.
• Openness – Public Bodies and assets and plans.
• Realistic process – it’s not necessarily a straightforward process. (Prioritised)

Impact: Increase the number of registers of interest regarding local control of public spaces and under-used sites which are to be used and managed for sustainable local initiatives

Currently Taking Place
• Local authority to pledge to funders that assets are locked for community use and not brought back into Council.

Added Value Activities To Be Considered
• Pressure on funding bodies to fund asset transfers, long term leases etc.
• Consider and raise awareness of options or projects to “control” public spaces or underused sites e.g. Public Social Partnerships. Commercial/community/third sector plans/initiatives.
• Empty land in Linwood could be used more efficiently.
• More businesses/practical spaces i.e. recording studio, gym etc.
• Take ideas/proposals to the community.
• More places for people of all ages and more stuff for people aged 12-18. (Prioritised)
• Raise awareness of unused buildings /land able to be bought or used. (Prioritised)
• Present feasibility studies to communities and link in with most appropriate groups. (Prioritised)
• An advisor for anyone wishing for land/buildings to help them through it.
• Link asset requests to asset plans, organisation governance and to appropriate funding opportunities tied to funding bodies and ability to support.

OUTCOME 4: VALUE AND PROMOTE EQUALITY AND DIVERSITY AND THE ROLE OF CHARITABLE AND VOLUNTARY WORK

Impact: Increase the number of people registering to become a volunteer

Currently Taking Place
• DEAR Group – signposting, marketing, consideration of “issues”/positive actions.
• Training requirements to be effective for organisation and volunteers – governance, Human Resources, Continuing Professional Development, Employability.
• Saltire Ambassadors (promotion of).
• Case studies of good practice.
• Help groups with volunteer recruitment processes i.e. Best Practice.
• Volunteer handbook.
• Volunteers need to feel developed. (Prioritised)
• Help groups with their volunteering requirements – i.e. help them identify what their needs are.

Added Value Activities To Be Considered
• Link “recruitment” to e.g. Local Area Committee areas or 3 towns or community localities or learning communities.
• Awards ceremony - build on Provost Awards or a 3rd sector ceremony.
• Provide more motivation to register as a volunteer.
• Create standards and “badge” organisations.
• Public Relations marketing “buy-in”.
• Local Press – Paisley Daily Express monthly page on volunteering stories and opportunities.
• Increase variety of opportunities.
• Encourage through other public services – Jobcentre Plus, Skills Development Scotland, libraries, community planning website.
• Link opportunities with employment trends.
• Antipoverty “alliance” – links to changes in economy: welfare reform, benefits system, skills to sustain.
• “Reach out” programmes and different kinds of volunteer opportunities.
• Break down the social barriers of volunteering. (Prioritised)
• Raise awareness of the third and what volunteering actually is.

Best Practice Examples From Elsewhere
• People can reduce their taxes depending on how many volunteering hours did a month (Matt Cameron – Ayrshire College committee member’s idea). (Prioritised)
• Your time to give. (Prioritised)

Impact: Increase the number of registered volunteers who have been placed

Added Value Activities To Be Considered
• “Induction Path” training for organisations. Sustainability and employability. (Prioritised)
• Skills banks – peer sharing – promotion by volunteers. (Prioritised)
• Evaluation process that is more efficient and receiving feedback. (Prioritised)
• Create a matching service based on organisation requirements and volunteers’ abilities. (Prioritised twice)
• Matching process. (Prioritised)
• Staff resource for roll specific.

Best Practice Examples From Elsewhere
• Targeted recruitment campaigns.
• Statistical review of Engage results to date.
1. Summary

Renfrewshire Forum For Empowering Communities has four outcomes to deliver within the context of the wider community planning outcomes. Each outcome has a number of agreed measures that will be used to track progress made by Renfrewshire Community Planning Partnership. Proposed sources for each of the ten measures assigned to Renfrewshire Forum for Empowering Communities is set out below for agreement by the Forum.

2. Recommendations

It is recommended that Renfrewshire Forum For Empowering Communities agree the sources of measures as set out in the table below and establish a process for collecting the information on a regular basis.

3. Community Involvement/Engagement

The measures included above will help quantify at a strategic level the engagement of communities and third sector organisations in community planning activity in Renfrewshire.
# Impact Measures for Renfrewshire Forum for Empowering Our Communities

## Outcome 1: Our communities will be confident, fully engaged with and regularly consulted by public services

<table>
<thead>
<tr>
<th>Measure</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase the percentage of people agreeing that they can influence decisions affecting their local area.</td>
<td>Source: Renfrewshire Public Service Panel.</td>
</tr>
<tr>
<td>Increase the level of satisfaction with local public services.</td>
<td>Source: Renfrewshire Public Services Panel.</td>
</tr>
<tr>
<td>Increase the percentage of people using the internet to engage with the Community Planning Partnership.</td>
<td>Source: Number of hits on Renfrewshire Community Planning partnership website and facebook.</td>
</tr>
<tr>
<td>Increase the percentage of people using the internet for personal use.</td>
<td>Source: Renfrewshire Public Services Panel.</td>
</tr>
<tr>
<td>Increase the membership of Engage Renfrewshire with viable community anchor organisations.</td>
<td>Source: Engage Renfrewshire - 290 members.</td>
</tr>
</tbody>
</table>

## Outcome 2: Have the capacity and resources to lead projects and be involved in service delivery

<table>
<thead>
<tr>
<th>Measure</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase social enterprise and community business growth.</td>
<td>Source: Trends in relation to public sector contracts in Renfrewshire which third sector organisations (a) bid for (b) were awarded.</td>
</tr>
</tbody>
</table>

## Outcome 3: Have the capacity, enthusiasm and “right to try” the management of local assets

<table>
<thead>
<tr>
<th>Measure</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase the number of registered interests regarding local control of community assets which are to be used and managed for sustainable local initiatives.</td>
<td>Source: Numbers of interest in community assets registered with local authority (and other partners).</td>
</tr>
<tr>
<td>Increase the number of registered interests regarding local control of public spaces and under-used sites which are to be used and managed for sustainable local initiatives.</td>
<td>Source: Numbers of interest in public spaces registered with local authority (and other partners).</td>
</tr>
</tbody>
</table>

## Outcome 4: Value and promote equality and diversity and the role of charitable and voluntary work

<table>
<thead>
<tr>
<th>Measure</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase the number of people registering to become a volunteer.</td>
<td>Source: Engage Renfrewshire. 2014/15 target - 600</td>
</tr>
<tr>
<td>Increase the number of registered volunteers who have been placed.</td>
<td>Source: Engage Renfrewshire. 2014/15 target - 300</td>
</tr>
</tbody>
</table>
1. Summary

1.1 On 1 February 2011 the Criminal Justice and Licensing (Scotland) Act came into force. This act contained a presumption against the imposition of short sentences of 3 months or less, and created a Community Payback Order (CPO) to replace Probation, Community Service and Supervised Attendance Orders; the aim being to replace the complex range of sentences enabling greater understanding and confidence by courts and the public. The CPO consists of 9 requirements:
  • Supervision
  • Unpaid work and other activity
  • Programme i.e. groupwork programme
  • Residential
  • Mental health
  • Drug treatment
  • Alcohol treatment – refers to alcohol dependency
  • Conduct requirement
  • Compensation requirement

1.2 This consultation refers to the unpaid work and other activity requirement. Offenders are sentenced to between 20 and 300 hours, of this 30% or 30 hours maximum can be other activity, the remainder should be visible unpaid work to repay the community for their offending.

1.3 Other activity is attendance at other agencies to work with the offender on areas which contribute to their offending directly or by limiting their ability for social inclusion. Presently clients attend addiction services, employability or literacy services, and Renfrewshire criminal justice groupwork services provides assessment and lifeskills groups.
2. **Recommendations**

2.1 It is recommended that the Forum for Empowering Our Communities consider the consultation document and opportunities for unpaid work and other activities for unpaid work service users in Renfrewshire.

3. **Background**

3.1 S227ZL of the Criminal Procedure Act 1995 [as amended by the Criminal Justice and Licensing (Scotland) Act 2010], effective from 1 February 2011 requires that local authorities consult prescribed persons about the nature of unpaid work and other activities to be undertaken by offenders upon whom CPOs are imposed.

3.2 The criminal justice social work (CJSW) manager is responsible for making sure that the consultation required by the 1995 Act is carried out at least annually. Those requiring to be consulted include:

   a) the Chief Constable for the area of the local authority;
   b) the Sheriff Principal within whose jurisdiction the local authority area lies;
   c) organisations representative of victims of crime;
   d) voluntary organisations within the local authority’s area;
   e) one or more community council within the local authority’s area;
   f) one or more community planning partnership within the local authority’s area; and
   g) one or more community safety partnership within the local authority’s area.

3.3 Allowing community partner organisations and community members to make suggestions as to the nature of the unpaid work and other activities that offenders are undertaking can have a number of benefits, including:

   a) Giving communities more understanding and knowledge of the criminal justice process and of the work being undertaken through the local authority;
   b) Making communities aware of good work that is already taking place;
   c) Innovation for new projects from local people who can provide creative suggestions based on knowledge of their own local areas;
   d) Opportunity to invite support and involvement of local businesses and other organisations – e.g. in suggesting or providing placements or sources of materials.
3.4 Unpaid work clients already undertake significant work within the community i.e. over 35,000 hours of joinery, painting and decorating, environmental work, gardening etc is undertaken per annum. There are some limits to the service i.e. health and safety, capacity to provide labour but not materials, and this service cannot deprive others of paid employment. However people are eligible to receive this service where they are elderly, disabled, single parents, are unable to undertake work themselves, or pay for someone to do it for them. They provide materials and community service provides the labour supervised by Unpaid Work Service staff. Appropriate unpaid work clients also undertake placements e.g. charity shops, Unpaid work Service staff support the staff on site through regular contact.

3.5 Renfrewshire has consulted informally for some time, establishing relationships with housing colleagues, the wardens service and community resources. Consultation has been undertaken with amongst others Local Area Committees, Community Councils, and the Sheriff Principal. The Changing Lives Social Work Event at Paisley Town Hall on 19 September, 2013 also allowed for further consultation with the general public.

3.6 To date consultation with agencies, groups and communities has informed that litter collection and gardening/clearing waste areas is what is important to the public. However all suggestions will be considered in relation to feasibility.

Contact should be made in the first instance with Archie White, Unpaid Work Co-ordinator 842 1001.

4. Resources

4.1 The introduction of Community Payback Orders and the assumption against short sentences means that unpaid work by criminal justice service users is a disposal increasingly used by the court for those committing a wide range of offences. The service has recently been redesigned and extended to meet the increasing expectations of immediacy and public visibility. It is important that Renfrewshire residents inform and recognise the work undertaken by Renfrewshire criminal justice clients.

5. Prevention

5.1 The aim of criminal justice community disposals are rehabilitation and thus a reduction in reoffending, to reduce the impact of offending on the public in Renfrewshire.
6. **Community Involvement/Engagement**

6.1 Unpaid work consultation provides a direct opportunity for communities to both inform opportunities which assist rehabilitation, and to benefit from the labour provided by unpaid work clients.
To: Renfrewshire Forum for Empowering Communities
On: 13th May, 2014

Report by:
Director of Finance & Corporate Services

CALENDAR OF MEETINGS FOR THE FORUM FOR EMPOWERING COMMUNITIES – SEPTEMBER 2014 TO MAY 2015

1. Summary

1.1 The purpose of the report is to submit for consideration the proposed calendar of meeting dates for the Forum for Empowering Communities for the period September 2014 to May 2015.

2. Recommendations

2.1 It is recommended that the Board approves the timetable of meetings to May 2015.

3. Background

3.1 The timetable takes account of all meetings of which the dates have been determined but does not take into account any ad-hoc meetings which might be held as and when necessary.

3.2 All meetings will be take place at 4pm and will be held within Engage Renfrewshire, 10 Falcon Crescent, Paisley unless otherwise notified.

3.3 The proposed date and time of meetings are:

- Tuesday 2nd September, 2014
- Tuesday 11th November, 2014
- Tuesday 27th January, 2015
- Tuesday 5th May, 2015