



Protocol for Ward events

As at 27 September 2017

Protocol for Ward Events

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1. Deciding the topic for individual Ward events

1.1 Inviting suggestions

Elected Members, Community Councils, third sector organisations and residents in the Ward are invited to submit suggestions for relevant topics using the form at Appendix 1 that are:

- within the boundary of the Ward
- an issue where community engagement is required to inform or influence a change in a project or service area
- an issue where community volunteers can work with our Council to improve the local area

Topics which would not be appropriate are:

- issues which are currently underway or planned as part of an engagement or development programme by another Council Committee or partner organisation

1.2 Making the decision

The suggestions will be notified to the Ward Members and their feedback sought. No fewer than two Members (in three Member Wards) and no fewer than three Members (in four Member Wards) need to agree the topic before it is selected.

Where a topic is proposed that affects more than one Ward, then the neighbouring Ward Members will be advised and a conjoined event can take place if the majority of the Members in each Ward agree to this approach.

The final decision will be made by the Director Communities in conjunction with the Ward Members.

2. Deciding the format

2.1 A wide range of formats is encouraged and different approaches will be appropriate for different topics.

Examples could be:

- A visit/tour to a facility or project
- A public 'Question Time' Panel of Elected Members
- A facilitated focus group discussion
- Individual interviews (chat show format) between Elected Members and members of the public/community groups/officers
- Presentations by community group(s) in the Ward area in receipt of Area Committee funding

2.2 In all instances there will be some preparatory work undertaken so that maximum value can be secured from the engagement. This could be in the form of background papers and/or pre-meetings.

3. Making the arrangements

3.1– Ward Members – The final programme and invitees will be approved by no fewer than two Members in a three Member Ward and three Members in a four Member Ward. Each Ward Member will have the opportunity to be the lead for one of the Ward Events (this will be undertaken alphabetically based on Ward Members surnames during the course of the year) The role will be: chair/host the event and approve the Event Note for issue.

3.2 Council Officers - The Ward Officer will be the primary organiser. The lead officer(s) for the subject matter will also be involved in the planning and delivery of the event and officers trained in engagement across partners will also be involved as required.

3.3 Dates of events – events could take place during the daytime, evenings or weekends, depending on the topic. Three or four events will take place during the year and it is intended that they will have a lead in time of six weeks so that there is plenty notice for attendees.

3.4 The Events will be open to the public but registration is sought required (up to 48 hours before the event) to ensure that the building security/health and safety, seating and catering arrangements are adequate to support the number of people attending and any access needs can be accommodated.

4. Resourcing the events

4.1 Modest light refreshments (e.g. Fairtrade tea, coffee, soft drinks, biscuits and fruit) will be provided at the events, using local the Council's Enterprising Services or local social enterprise businesses as the first choice. These costs will be paid for from the Members Services Budget.

4.2 Elected Member travel expenses will be charged in the usual way as this fulfils the Role Description; officers' costs will be accommodated within their Service budget; and community representatives who are part of the Event Programme will be offered travel expenses, consistent with the Council's Participation and Engagement Strategy

4.3 Council premises and free premises will be sought in the first instance but there may be a requirement for some room hire, equipment or interpretation hire; and there will be some costs associated with printing.

5. Communication

5.1 Dates, times and venue will be entered onto the Council's Calendar of Meetings and sent to Elected Members as a calendar invite.

5.2 The final Programme will be circulated to Ward Members and officers as an update to the calendar invite at least one week in advance; and posted on the website.

5.3 The Council's Facebook page and Twitter feed will advertise the Events; and photos and comments made at the Event could be posted throughout its duration

5.4 Where appropriate, there will be live social media as an integral part of the engagement – e.g. Facebook and Twitter comments shared on a large screen and responded to by Elected Members during the Event.

5.5 Local print media are welcome to attend and report live on the Event; the usual arrangements for radio and tv coverage will apply whereby interviews and library shots/material can be recorded before or after the Event.

6. Recording the discussion and recommendations

6.1 There will be a note taken by the Communities Directorate officers in a 'community friendly' format which will record the key issues raised during the Event relating to the topic. This will be sent to Elected Members and attendees (should they choose to provide an email address) and will also be posted on the Council's website.

6.2 Any recommendations for action will be reported to the relevant officer, Area or service Committee for consideration.

6.3 Any other issues raised outwith the Event topic will also be recorded and sent to the appropriate Council Service or partner for consideration.

6.4 A report will be submitted to the Communities Committee on a six monthly basis, providing information on the recommendations arising from the Ward Events during that period and any follow up action by officers or Committees; and a progress report after the first six months of operation to the Sub Committee on Standing Orders.

7. Reporting on progress

7.1 Performance information - a feedback form will be issued to all participants about their satisfaction with various aspects of the Event. This information will form part of the Communities Directorate Business Plan and therefore will be publicly reported and available.

7.2 Equality Monitoring information – the feedback form to be issued to all participants will include equality monitoring information (agreed by all local partners on the Community Planning Equality and Diversity Working Group) and this will contribute to our Council's Equality Outcomes and Audit Scotland Annual Performance report.

7.3 A Progress Report is to be submitted to the Review of Standing Orders Sub-Committee to consider the Events held; the recommendations and resultant action; the satisfaction level of participants; and the spread of participation.

PROPOSAL FOR A WARD EVENT

Name of Ward (if known):

Name of proposer (optional):

Postcode (essential):

Description of the proposal (no more than 400 words) (essential)

Purpose of the engagement: (no more than 400 words) (essential)

Proposed location and timing (optional)

Proposed additional invitees (optional)

Any other comments (optional)

Date submitted:

PROPOSAL FOR A WARD EVENT

Name of Ward (if known):

Castle Douglas South

Name of proposer (optional):

Ms S Smith

Postcode (essential):

DG7 8ZX

Description of the proposal (no more than 400 words) (essential)

Castle Douglas is the Food Town and so it would be good to look at how local people can grow more of their own food; and then how we can use it, share it out or sell it.

There's a lot of people with really big gardens who can't look after them and maybe other people would use them to grow things – the schools could be involved in that too (I think they are maybe eco schools). The local Church does a potato harvest each year and maybe we could expand on that?

Purpose of the engagement: (no more than 400 words) (essential)

This would be for the all the Council services who have an interest – like the gardens who will have equipment and maybe some spare plants; the Health Service (there's an allotment run by for the alcohol and drugs service), community groups and private businesses to come together to talk about who can help with what.

Proposed location and timing (optional)

The Town Hall or the churches have got big spaces that everyone could be together in the one place.

Proposed additional invitees (optional)

Local shopkeepers and farmers could come too so they know we are not going up in competition but they might have some tips and ideas

There's groups in other towns in the region that could maybe help us –there's a voluntary group that plants things in Dumfries; and people who have allotments.

Date submitted: 31 August 2017

PROPOSAL FOR A WARD EVENT

Name of Ward (if known):

Langholm and Canonbie West

Name of proposer (optional):

Rev Dr J Brown, Presbytery Clerk South Annandale and the Borders

Postcode (essential):

DG13 9GO

Description of the proposal (no more than 400 words) (essential)

There is a burial ground beside our church which is extremely overgrown and although there are no longer burials taking place here, it is a matter of respect and dignity for the area to be tidy and maintained. We get a lot of family history visitors, including from abroad so it is regularly accessed.

In addition, there is a lot of work goes on in the town to make the place look attractive for visitors and so to have this site in such a state, means that the rest of their hard work is affected negatively.

We do of course know that the Council is strapped for cash and that we can't just expect there to be a grass cutting and weed clearing every two weeks, although that would be ideal. We know that ex-offenders can be used to help with this work, and maybe there's some local people who would be willing to help. The Kirk Session is quite elderly so it's unlikely we could offer much assistance.

We'd like to know what other people do

Purpose of the engagement: (no more than 400 words) (essential)

We would like to speak to our local councillors about what they are doing about this; and also the senior people from the Council who decide where is cut and where isn't and how often.

Speaking to local groups and perhaps all the churches and areas that have the same problem would mean that we could see if there are other ways of tackling the problem because we really can't go on as it is just now.

Proposed location and timing (optional)

A walk round of the places affected that would be good – if not then perhaps having a meeting in the Town Hall or Buccleuch Centre with maps and photographs?

Proposed additional invitees (optional)

Local businesses that do garden maintenance might be seen by you to have a vested interest but it would be good to have them there as they are experts.

We'd like the team who do the work to be there too so we can talk to them.

Other areas that have solved this problem could come along if that was possible too.

Date submitted: 31 August 2017