

# North Lanarkshire Council Report

## Communities Committee

Does this report require to be approved?  Yes  No

Ref SP/MC

Date 28/10/24

## Community Boards and Partnership Communications Strategy

**From** Stephen Penman, Chief Officer (Strategic Communication and Engagement)

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### Executive Summary

This report provides an update on key progress linked to supporting the development of the Community Boards model including updates on the 17<sup>th</sup> cycle of Community Board meetings which took place throughout August/September 2024.

- Progress with the delivery of the nine Local Outcome Improvement Plans (LOIPs) and the implementation of an associated Monitoring and Management Framework and Partnership delivery approach
- Progress with the Community Board Development Programme
- Work to commence development of a Partnership Communications Strategy
- Continued development of a Partnership Communications Strategy

As previously agreed by committee, reports on the work of the nine Community Boards are provided to the committee relating to each committee cycle. Progress is also reported to the North Lanarkshire Community Planning Partnership Strategic Leadership Board to reflect the statutory nature of the Boards in Community Planning terms in providing local governance for the Local Outcome Improvement Plans. This report covers cycle 17 Community Board meetings.

The process and focus of reporting on the work of the Community Boards will continue to be reviewed and elements included within the Local Outcome Improvement Plan monitoring and management framework.

### Recommendations

It is recommended that the Communities Committee:

- (1) Recognises work to continue to develop and improve the integrated approach to supporting the local Community Board model.

## The Plan for North Lanarkshire

Priority	Enhance participation, capacity, and empowerment across our communities
Ambition statement	(20) Improve the involvement of communities in the decisions, and development of services and supports, that affect them
Programme of Work	All Programmes of Work

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### 1. Background

- 1.1 Community Matters - A Framework for Working with Communities set out the Community Planning Partnership's commitment to engaging with communities underpinned by a set of principles and approaches designed to deliver on key priorities associated with working with communities which included the creation of Community Boards. The framework was approved by the Policy & Strategy Committee at its meeting on 19 March 2020.
- 1.2 The Community Boards are integral to supporting community participation and providing a single coordinated approach to governance for local communities, reflecting statutory and regulatory requirements. The Boards continue to develop in a manner consistent with influencing and delivering the Plan for North Lanarkshire outcomes at local level. This is being driven through the Local Outcome Improvement Plans (LOIPs) for each of the nine areas, ensuring a partnership focus on supporting service design, delivery and community action reflecting both the ambitions within The Plan for North Lanarkshire and the priorities and circumstances of individual areas. The LOIPs are published on the North Lanarkshire Council website and were circulated to all Community Boards.
- 1.3 The monitoring and management framework for the delivery of the LOIPs is in place and operational along with supporting partnership delivery approach through the establishment of Local Partnership Teams. This is being used to inform reporting to Committee, the North Lanarkshire Partnership (NLP) Strategic Leadership Board and individual Community Boards. A separate LOIP update is provided to the Communities Committee and the NLP Strategic Leadership Board on a 6 monthly basis providing a snapshot of highlights and future priorities for each of the board areas and a detailed progress report is submitted to each of the 9 Community Boards annually.
- 1.4 The seventeenth cycle of Board meetings has now taken place, and an example of an agenda is included in Appendix 1.

**Table 1 – Cycle 17 Community Board Meetings**

Area	Meeting Date & Time	Location
Shotts	21/05/2024 at 6:30pm	Shotts Community Centre
Northern Corridor	22/05/2024 at 7:00pm	Chryston Parish Church
Coatbridge	23/05/2024 at 6:30pm	Coatbridge Community Centre
Cumbernauld	28/05/2024 at 6:30pm	Pollock Hall, Condorrat
Kilsyth & Villages	29/05/2024 at 6:30pm	St. Patrick's Primary School
Wishaw	30/05/2024 at 6:30pm	Cleland Community Centre
Airdrie	05/06/2024 at 6:30pm	Cairnlea Church, Airdrie
Bellshill	06/06/2024 at 6:30pm	Tannochside Primary School

## 2. Report

### Community Boards – Cycle 17

#### Representation at Community Board Meetings

- 2.1 At the 17th cycle of Community Board meetings, attendance reflected a good mixture of partners, elected members, community groups and local people at all Board meetings. Approximately **245** people attended this cycle of meetings which was an increase on the previous cycle of meetings with **64** community organisations and **89** community representatives in attendance. In addition, **37** individual local people attended meetings which was a slight increase from the previous cycle of Board meetings.
- 2.2 A broader range of community representation is generally in evidence at Community Board meetings. **9** new organisations attended Community Boards in Cycle 17.
- 2.3 The categories of participants in Cycle 17 Community Boards are as set out in Table 2 below:

**Table 2 - Participants (Cycle 17)**

<b>Participants at Community Boards (Cycle 17)</b>	
Community Councils	Tenants and Residents Associations
Historical/Cultural Groups	Community Forums
MSYP/Youth Fora	Police Scotland
Scottish Fire & Rescue	NHS Lanarkshire
Voluntary Action North Lanarkshire	NL Disability Access Panel
Elected Members	Council Officers
Faith Groups	Parent Councils
Local people/residents	Voice of Experience Forum
Community Organisations	African Collaborative

#### Participation in meetings

- 2.4 Work is continuing by all Community Planning Partners to encourage wider representation at Community Board meetings. Meeting information is circulated across social media channels including NLC website and My Town pages four weeks in advance of each meeting with additional promotion scheduled 1 week in advance and on the day of the Board Meeting. Posters are also circulated to approximately **1300** Community Board members and local groups and organisations for wider local

circulation; to Community Councils and Tenants and Residents Associations and wider networks to raise awareness about Community Board meetings. All Community Planning Partners, Elected Members, and Board members have responsibility for encouraging wider participation at Board meetings and for using information from wider engagement activity through LOIP subgroups and community networks to represent the views of the wider community as appropriate.

- 2.5 There was an increase in participation at this cycle of Board meetings overall in comparison to the previous cycle in February/March 2024. There was a marked increase in the number of Community Groups represented for example, in the number of Parent Council's, Tenants and Residents associations, Community Council's represented.

### **Agenda items**

- 2.6 During Cycle 17, **seven** out of **nine** Community Boards had agenda items put forward by community groups and organisations in advance of Board meetings. Examples of Agenda items put forward included: Pivot Centre, Community Forum Evidence Report in the Northern Corridor, Flood Prevention and Town Action Plan in Kilsyth; School transport follow up in Cumbernauld; Citizen's Advice Bureau (CAB) presentation in Airdrie, Parking issues in Wishaw; Vandalism and Recycling Centre Access in Shotts and School Transport in Motherwell.
- 2.7 In addition to the agenda items above, local community groups provided updates at some Boards including Pet Pantry and Cornerstone House at Cumbernauld Board, Moodiesburn Community Action Group in Northern Corridor Board, Kirkwood Tenants and Residents at Coatbridge Board and Hartwood Community Development Group in Shotts.
- 2.8 Council officers were also asked to attend or provide updates to Board meetings in response to agenda items and issues raised by community representatives. Council and Community Planning Partnership Partners will continue to be invited to attend in relation to specific agenda items raised. External organisations are also invited to attend Board meetings in response to agenda items raised by communities as required. For example, in this cycle, the Team Leader for Water Management was asked to attend the Kilsyth Community Board and NLC Greenspace and Country Parks Manager was asked to attend Northern Corridor Community Board.

### **Opportunities to provide updates and share views**

- 2.9 As previously reported, all **nine** Community Boards endorsed Local Outcome Improvement Plans (LOIPs) which have been published and can be accessed via this [link](#). Community Board agendas are now organised around LOIP priorities and updates from communities and partner agencies are linked to priorities where possible to ensure clear focus on progress towards achieving actions to address the key priorities that were identified by local communities. Local people can also raise ad hoc issues or share local information through the Community Matters section of the agenda.
- 2.10 Positive progress continues to be made with subgroups meeting to progress agreed actions to address local priorities where this is the most appropriate mechanism. Work is ongoing and meetings are taking place and scheduled with local community groups and organisations to further develop subgroups.
- 2.11 Community Board Self Evaluation Workshops were carried out across 9 Community Boards throughout August and September 2024. Community Board Chairs were

invited to participate in a working group to discuss the findings of the Self Evaluation that was previously carried out. The purpose of these workshops was to enable Community Board members to discuss these findings and agree proposals for improvements moving forward.

### **Special Board Meetings**

2.12 No special Board Meetings were requested at this round of Community Boards.

### **Community Board Local Development Programme (LDP) Projects**

2.13 As previously reported, community organisations requested a positional statement regarding outstanding Local Development Programme projects. The LDP report, continues to be split by Community Board area, and detailing the status of projects, was circulated in advance of Cycle 17 Board Meetings. The project proposal form identified in previous reports to committee, continues to be utilised to record LDP project ideas and suggestions put forward from local communities. LDP continues to be a set item on the agenda at all Community Board meetings and is subject to a separate report to this committee.

### **Involving Communities**

2.14 Cycle 17 meetings saw continued involvement of seldom heard voices in Community Board meetings. The Community Partnership team will continue as a priority to proactively work with local community groups and people with lived experience to support this objective.

2.15 Work is ongoing with youth groups to encourage them to provide a presentation/ update to Community Boards in Community Board areas. At this cycle of meetings, two MSYPs attended both Northern Corridor and Coatbridge Community Boards to provide an update on their role and involvement in youth engagement activity. Further information will be provided in due course.

### **Our Lives – An exploration of the lived experiences of North Lanarkshire’s**

2.16 Black, Asian, and other Minority Ethnic People  
Community Planning Partner organisations continue to progress the work associated with the recommendations set out in the Our Lives Research with Lead Officers coming together to develop an action plan.

2.17 The findings of the work that was undertaken by the Community Partnership Team and the Council’s Equality Team to understand the make-up of the community representatives of the Community Boards and how representative they are of the local population was fed back to Community Boards at this cycle of Board meetings.

### **Moving Forward**

2.18 Community Board Chairs  
In cycle 17, **8** out of **9** Community Board meetings were chaired by Community representatives with Motherwell Board being chaired by a local elected member.

**Community Board Development Programme**

- 2.19 Community Board Members have finally been removed from the NLC employee mandatory e-learning list and will no longer receive enrolment or reminder emails to complete the e-learning. We now have two hubs - one for Community Board Members only, where a specific setting has been added to the audience set up removing them from the mandatory e-learning. The second hub is an exact replica which is for NLC staff and Elected Members where the audience settings still assign members the mandatory e-learning.
- 2.20 An activity report run on the 11 September 2024 identifies we have 129 members with login details. 70 have logged in and accessed different areas of the hub with the latest activity being the 10<sup>th</sup> September 2024.
- 2.21 Following a meeting that took place on the 16<sup>th</sup> July 2024, the possibility of having a PageTiger interaction digital document relating to induction topics on the hub. The PageTiger document will have direct links to topics areas within the hub for ease of access. Although this was discussed, further meetings will need to take place to identify the exact content of the PageTiger document.

**The Role of Chief Officers as Community Coordinators**

- 2.22 As previously reported, Community Coordinators are in place and attending their designated Community Board Meetings. Community Coordinator updates continue to be a standing item on all Community Board agendas as well as participation in discussion relating to a range of local matters. Community Coordinators meet with key senior partners between Board cycles to discuss common matters, any leadership action required, and to collectively consider input to future meetings.

**Future Board Meetings**

- 2.23 The next cycle of Community Board meetings will be held in November/December 2024. Following consultation with community group representatives and elected members who attend Community Boards, it was identified that most Boards preferred a mix of online and face-to-face meetings moving forward and during Cycle 17, all Board meetings took place face-to-face in Community Facilities.

Cycle 18 meeting dates are set out in Table 3 below.

**Table 3 – Community Board Meeting Dates (Cycle 18)**

Community Board	Day	Date
Shotts	Tuesday	19/11/2024
Northern Corridor	Wednesday	20/11/2024
Coatbridge	Thursday	21/11/2024
Cumbernauld	Tuesday	26/11/2024
Kilsyth & Villages	Wednesday	27/11/2024
Wishaw	Thursday	28/11/2024
Airdrie	Wednesday	04/12/2024
Bellshill	Thursday	05/12/2024
Motherwell	Tuesday	10/12/2024

**Local Outcome Improvement Plans – Partnership Delivery, Monitoring, and Management Framework**

- 2.24 As previously reported, the online LOIP monitoring, and evaluation framework is in place. This management tool is being used by community planning partners to ensure that progress towards addressing key priorities that were agreed with local communities is monitored, recorded, and reported.

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**3. Measures of success**

- 3.1 Delivery of LOIP outcomes and increased levels of engagement with local communities and partners, resulting in generally positive impacts on communities across a variety of priorities and key issues identified through effective locality planning and the implementation of the Community Boards, particularly in areas where further consultation has been required.

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**4. Supporting documentation**

- 4.1 Appendix 1 – Example of Cycle 17 Community Board Agenda.



**Stephen Penman**  
**Chief Officer (Strategic Communication and Engagement)**

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## 5. Impacts

<b>5.1 Public Sector Equality Duty and Fairer Scotland Duty</b> Does the report contain information that has an impact as a result of the Public Sector Equality Duty and/or Fairer Scotland Duty? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, please provide a brief summary of the impact?  If Yes, has an assessment been carried out and published on the council's website? <a href="https://www.northlanarkshire.gov.uk/your-community/equalities/equality-and-fairer-scotland-duty-impact-assessments">https://www.northlanarkshire.gov.uk/your-community/equalities/equality-and-fairer-scotland-duty-impact-assessments</a> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>5.2 Financial impact</b> Does the report contain any financial impacts? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, have all relevant financial impacts been discussed and agreed with Finance? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide a brief summary of the impact?
<b>5.3 HR policy impact</b> Does the report contain any HR policy or procedure impacts? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, have all relevant HR impacts been discussed and agreed with People Resources? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide a brief summary of the impact?
<b>5.4 Legal impact</b> Does the report contain any legal impacts (such as general legal matters, statutory considerations (including employment law considerations), or new legislation)? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, have all relevant legal impacts been discussed and agreed with Legal and Democratic? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide a brief summary of the impact?
<b>5.5 Data protection impact</b> Does the report / project / practice contain or involve the processing of personal data? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, is the processing of this personal data likely to result in a high risk to the data subject? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, has a Data Protection Impact Assessment (DPIA) been carried out and e-mailed to <a href="mailto:dataprotection@northlan.gov.uk">dataprotection@northlan.gov.uk</a> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>5.6 Technology / Digital impact</b> Does the report contain information that has an impact on either technology, digital transformation, service redesign / business change processes, data management, or connectivity / broadband / Wi-Fi? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, please provide a brief summary of the impact?



Where the impact identifies a requirement for significant technology change, has an assessment been carried out (or is scheduled to be carried out) by the Enterprise Architecture Governance Group (EAGG)?

Yes  No

**5.7 Environmental / Carbon impact**

Does the report / project / practice contain information that has an impact on any environmental or carbon matters?

Yes  No

If Yes, please provide a brief summary of the impact?

**5.8 Communications impact**

Does the report contain any information that has an impact on the council's communications activities?

Yes  No

If Yes, please provide a brief summary of the impact?

The report makes reference to communication activities in relation to community engagement and promotion of the community boards.

**5.9 Risk impact**

Is there a risk impact?

Yes  No

If Yes, please provide a brief summary of the key risks and potential impacts, highlighting where the risk(s) are assessed and recorded (e.g. Corporate or Service or Project Risk Registers), and how they are managed?

**5.10 Armed Forces Covenant Duty**

Does the report require to take due regard of the Armed Forces Covenant Duty (i.e. does it relate to healthcare, housing, or education services for in-Service or ex-Service personnel, or their families, or widow(er)s)?

Yes  No

If Yes, please provide a brief summary of the provision which has been made to ensure there has been appropriate consideration of the particular needs of the Armed Forces community to make sure that they do not face disadvantage compared to other citizens in the provision of public services.

**5.11 Children's rights and wellbeing impact**

Does the report contain any information regarding any council activity, service delivery, policy, or plan that has an impact on children and young people up to the age of 18, or on a specific group of these?

Yes  No

If Yes, please provide a brief summary of the impact and the provision that has been made to ensure there has been appropriate consideration of the relevant Articles from the United Nations Convention on the Rights of the Child (UNCRC).

If Yes, has a Children's Rights and Wellbeing Impact Assessment (CRWIA) been carried out?

Yes  No

**Community Board Agenda (Cycle 17)**

**AGENDA (example)**

1. **Welcome and Introduction:**
  - CPT to record the minutes of Board meetings.
2. **Apologies**
3. **Minute of previous meeting and matters arising**
4. **Local priorities** Local Outcome Improvement Plan (LOIP) updates:
  - Local priorities for each Community Board Area
  - Local partner updates from Police Scotland and Scottish Fire & Rescue Service, NHSL, VANL related to LOIP priorities.
5. **Cervical Screening Presentation (NHS Lanarkshire)**
6. **Community Matters**
7. **Local engagement/investment**
  - Local engagement/consultation
  - Funding opportunities
8. **Standing agenda items**
  - Community Coordinator update
  - Local Development Programme (LDP) update
9. **AOCB**
10. **Date and time of next meeting.**