Your Moray

# SPEYSIDE
# AREA FORUM

# HANDBOOK



Moray Community Planning Partnership

www.yourmoray.org.uk

For alternative formats, languages or further information, please ask an English speaking friend or relative to:

Phone:      01343 563319
Email:      equalopportunities@moray.gov.uk
Write to:   Project Officer
            Chief Executive's Office
            High Street
            Elgin
            IV30 1BX

如要索取其他的版式、各種語文的翻譯本，或需要更詳細的資訊，請叫一位會說英語的朋友或親屬與我們聯繫：

電話： 01343 563319

電郵： equalopportunities@moray.gov.uk

信件郵寄地址： 計劃主任(平等機會)
Project Officer
Chief Executive's Office
High Street
Elgin
IV30 1BX

Jeżeli chcieliby Państwo otrzymać informacje w innym formacie, języku lub dodatkowe informacje, mówiący po angielsku znajomy lub członek rodziny może do nas:
Zadzwonić na numer: 01343 563319
Wysłać mail: equalopportunities@moray.gov.uk
Adres korespondencyjny:
Project Officer
(Urzędnik ds. Jednakowego
Traktowania Mniejszości Narodowych)
Chief Executive's Office
High Street
Elgin
IV30 1BX

Para outros formatos, idiomas ou para obter mais informações, peça para um amigo ou parente que fale a língua inglesa entrar em contato conosco:
Telefone: 01343 563319
Email: equalopportunities@moray.gov.uk
Endereço:
Project Officer
Chief Executive's Office
High Street
Elgin
IV30 1BX

# LOCAL AREA FORUM HANDBOOK

**Contents**          **Page**

# INTRODUCTION

The Moray Council Community Support Unit has updated this handbook to help support members of the community to become involved in Moray Community Planning Partnership's Area Forums.

The handbook is designed for:

- All members of the community who are interested in becoming involved in Area Forums.
- Members of the community already involved in Area Forums.
- Any other group or organisation with an interest in the community's role in Community Planning.

The purpose of the handbook is:

- To let you know more about Area Forums.
- To let you know why community involvement in Community Planning is important.
- To help you understand the role of Area Forums in Community Planning.
- To let you know what support is available to help you to become involved.
- To let you know who and what Moray Community Planning Partnership is and what it aims to achieve.

## The Language

We have tried to use simple straightforward language; however it is sometimes impossible to completely avoid jargon. We have included a section at the end of the handbook that explains some of the current buzz words.

**This handbook can be made available in large print, Braille, audio tapes and other languages if required. Should you require another format please contact the Community Support Unit (contact details on page 16).**

# WHY DO WE HAVE AREA FORUMS?

Area Forums are where local members of the community can become involved in the Community Planning process in Moray.

Community Planning is a key Scottish Government initiative, aimed at improving public services and the lives of people who use them.  This is achieved by the local authority and other local agencies including community, voluntary, public and private sector organisations coming together to develop and implement a shared vision for promoting the wellbeing of the area.

The Local Government Scotland Act (2003) placed a statutory duty on local authorities and key partners to engage effectively in Community Planning and be held accountable for that engagement.

The **two main aims** of Community Planning can be described as:

- Making sure people and communities are alerted to or engaged in decisions which affect them, linked to:
- helping organisations to work together in providing better public services.

At a local level the Moray Community Planning Partnership (MCPP) recognises Area Forums as a means of engaging with local people in the Community Planning process.

The **key objectives** of local Community Planning are to:

- Empower local communities and make policy more understandable to those involved.
- Improve the connection and communication between national priorities and those at regional, local and neighbourhood levels.
- Develop local Area Action Plans.

The Moray Council, Community Support Unit

- Deliver quality and innovation by ensuring public and voluntary agencies work together to deliver more easily accessible services.
- Strengthen local accountability and enhance the role of elected members.

Community Planning is about the planning and delivery of services within local communities. It is therefore essential that members of the community are at the heart of it. People living in the local communities are best placed to inform service providers about the issues affecting them in their daily lives.

The more people who get involved and work together, the stronger the communities voice is in influencing those who deliver services and the more impact the community have in making a difference to service delivery.

**ABOUT AREA FORUMS**

**What is an Area Forum?**

An Area Forum is a constituted group which provides a platform for local people and community organisations to come together to influence the planning and delivery of services in their area and across Moray.

**What does an Area Forum do?**

- Finds out the concerns of local people (individuals and community organisations) and listen to their views on the issues that affect them.
- Brings together local people and community organisations so that they can work in partnership.
- Identifies local priorities and works with others to produce a Area Action Plan.
- Encourages and supports existing and newly formed community groups to engage in and take responsibility for particular actions within the Area Action Plan.
- Lets people know about the Area Forum and the Area Action Plan.
- Responds to consultations from Community Planning Partners.
- Works with the other Community Planning Partners to achieve the long term goals as set out in the 10 Year Plan which can be viewed at www.yourmoray.org.uk/DocumentLibrary/PartnershipDocuments.htm

The Moray Council, Community Support Unit

**Where are they?**

The Area Forum areas are based around the secondary school catchment areas.  These areas are:

- Buckie
- Elgin South
- Forres
- Milne's
- Speyside.

Forums are not currently operating in Keith, Elgin North and Laich areas.  The names of the Area Forums can only be altered with the approval of MCPP.

**Who can get involved?**

Residents living within each Area Forum catchment area are welcome to become members of their Area Forum and attend Area Forum meetings to ensure their own views, as well as the views of neighbours and friends, are represented on issues raised within the remit of the Area Forum.

Membership of each Area Forum is also open to all community groups and voluntary organisations active in the local area.  Each group or organisation is invited to send one (or more) representatives to attend Area Forum meetings. Community group representatives would be expected to develop two-way communication between the Area Forum and the organisation or group they represent.

Each Area Forum should develop a close working relationship between itself and Community Councils, Village Hall Committees, Community Associations and other community groups and organisations in its area.  There is a clear and mutual benefit from such a relationship for all organisations in that the Area Forums will complement and enhance the role of groups and

The Moray Council, Community Support Unit

organisations locally.  For more information on Community Councils visit www.moray.gov.uk

Membership of any Area Forum is conditional on completion of a membership form.  Only members of the Area Forum are entitled to vote on matters raised at Area Forum meetings.  From the membership, the positions of Chair, Vice-Chair, Secretary and Treasurer are appointed annually at the Annual General Meeting.

Any member of an Area Forum, other than through ill health, not attending meetings or taken part in the work of the Area Forum for six successive main meetings will be deemed to have voluntarily resigned from the forum.  In exceptional circumstances, such as health, the Chair may override this clause.

Elected members from the relevant wards are welcome to attend Area Forum meetings and encourage participation from their wards.

Each Area Forum will seek to ensure that its membership reflects the diversity of the local community, which it represents, and that all sections of the community, including those protected under the 2010 Equalities Act and ethnic minorities, have their views represented.

Relevant members from Community Planning Partners will attend Area Forum meetings, when invited, to inform discussion around specific agenda items.  A reasonable notice in advance should be given.

**How often do they meet?**

The Area Forum will meet a minimum of four times a year. They may meet more often, as required. Such a decision should be agreed in advance by the Area Forum membership. All meetings of the Area Forum will be publicised 14 days in advance in the local media and on the Community Planning website. Where Area Forums regularly meet on a monthly basis, a minimum of 7 days in advance of a meeting can be applied and advertised as noted above.

A significant percentage of the work of progressing issues within the Forum and Area Action Plan may have to be carried out between meetings. This may also involve Forum members working and liaising with a range of organisations identified to take responsibility for moving forward particular actions. These may be existing community organisations, individual residents or new groups established for the purpose of addressing a particular issue.

**How are decisions taken at meetings?**

Every effort should be made to reach agreement on decisions taken at meetings to avoid the need for voting. Where agreement cannot be reached, issues will be decided by a vote being taken. Each organisation and individual member will be entitled to one vote.

Agenda items and associated papers will be prepared in advance, agreed by the Chair, and circulated by the Secretary at least two weeks before meetings, or one week, where Forums are meeting monthly. All agenda items must be received by the Chair at least one week before the agenda is sent out.

The Moray Council, Community Support Unit

**What is the status of Area Forums?**

Area Forums are recognised by the MCPP as a key means of engaging local people in the Community Planning process. A model constitution has been produced for all Area Forums in order to establish consistency. There is scope for local flexibility, whereby each Area Forum can add particular clauses to its constitution to reflect local circumstances or concerns.

**How are local priorities and needs addressed?**

Each Area Forum is encouraged to develop close relationships with staff and volunteers from partner agencies, particularly when creating an Area Action Plan. The Plan sets out the actions agreed by Area Forum members.

The process of identifying needs may involve consulting with groups and residents within the local community, as well as information provided by the MCPP via the 10 Year Plan to ensure that a full picture of needs is created.

The Area Action Plan should be put together following dialogue with local community representatives and should link directly to the 10 Year Plan. Once finalised, the Area Action Plan should be circulated to local community groups and organisations and posted on the individual Area Forum page on www.yourmoray.org.uk

Local groups should be identified, encouraged and supported by the Forum to take lead responsibility to progress actions within the Area Action Plan geographic area. Where no relevant groups exist, setting up and supporting new action groups should be considered. Targets and timescales should also be identified to ensure that the progress of the Plan can be monitored and reviewed. The progress on Plans should be reviewed regularly by the Area Forums and appropriate changes and additions made. Each Plan is therefore an evolving document, subject to changing local needs and priorities.

**How are Area Forums supported?**

It is important to remove any barriers which may prevent local people from getting involved and participating effectively. Area Forum meetings are held in venues which allow all members of the public easy access.
Practical support can be accessed via the Community Support Unit to promote the smooth operation of Area Forums. The Community Support Unit staff will work closely with Area Forum members to ensure a supportive structure which responds to the needs of members in addressing a wide range of issues, including building the capacity of the group.

The Moray Councils Community Support Unit is well practiced in utilising quality assurance tools to support Area Forum members and community groups and organisations in general to maximise the impact of their activity. The Community Support Unit is available to support Forum members to use the following quality assurance and planning tools.

- The National Standards for Community Engagement set out ten statements of commitment that can be used to develop and support better working relationships between communities and agencies delivering public services. Area Forums are encouraged to apply the standards when carrying out tasks associated with the work they do.

- Learning, Evaluation and Planning (LEAP) is a tool which supports people and organisations to plan more effectively identify and evidence changes that they hope to make, learn from their experiences and work in partnership with one another.

- Visioning Outcomes in Community Engagement (VOiCE) has been designed to assist individuals and organisations to design and deliver effective community engagement. It is a tool that supports us to plan community engagement and service user participation, conduct it effectively, monitor and record the process and evaluate the outcomes.

In addition to this handbook, the Community Support Unit has developed other handbooks to support Area Forums, as well as other community groups and organisations, on the subjects of Marketing, Increasing Your Membership and Funding.

**Is there any funding to assist Area Forums?**

A small amount of funding is provided to each Area Forum.  This finance is intended to cover administrative expenses, including the cost of secretarial assistance, meeting venues, stationery, promotional literature such as posters, news sheets etc.  It also covers relevant expenses incurred by Forum members, including childcare and carer's costs, travel to meetings, email, telephone and postage costs.

Opportunities for Area Forum members to attend local and national conferences or to access training on issues related to the work of the Forum locally and the outcomes contained within the 10 Year Plan will be encouraged.  Costs of attending any such conferences and training, including course fees can be covered from the annual administrative grant.

This funding is made available to each Forum at the start of the financial year and transferred into their bank accounts.  This finance could be subject to change due to budgetary constraints and priorities at any time.

Area Forums are asked as a condition of this funding to produce annual accounts and evidence of regular meetings.

Area Forums also have the opportunity to draw down funding from external sources.  However, duplication or competing with local groups and organisations should be avoided.  Applying for external funding should only be progressed where there are no existing local groups, either individually or collectively, in a position to do this.  Community Support Unit staff are

available to offer support to Forums and local community groups to identify and apply for sources of funding.

**How everyone is kept informed about the Area Forums?**

Each Area Forum should take steps to ensure that everyone in their area is kept up to date on the work of the Area Forum and the Area Action Plan.

Each Area Forum is encouraged to develop its own local publicity strategy to raise awareness and pass on information within its own geographic area.  Use should also be made of existing community newsletters, websites and social networks for this purpose.

Area Forums should submit regular updated information to the Community Planning website (www.yourmoray.org.uk).  Each Area Forum has its own home page on the site containing information about the area, membership of the Forum, minutes of meetings and all the latest news about Forum activity.  Area Forums should nominate a member of the Forum to take on this responsibility to ensure consistency is maintained.

Each Area Forum should also produce news stories, which celebrate the achievements of the Area Forum, to be featured in the local press and media.

Each Forum should also seek to develop a good relationship with the local press and other media outlets and seek coverage of events and initiatives which it is promoting.  All contact with the local press and media should take account of the Moray Community Planning Partnership's agreed Media Protocol available on www.yourmoray.org.uk

The Moray Council, Community Support Unit

**MORAY COMMUNITY PLANNING PARTNERSHIP**

**What is the Partnership?**

The Moray Community Planning Partnership (MCPP) was formed in 1999 and is the body responsible for Community Planning in Moray.  It is a partnership involving Moray Council, local public sector agencies, the voluntary and private sectors and the community.

**Who are the Partners?**

The Partners within MCPP are:

- The Moray Council
- NHS Grampian
-  Scottish Fire and Rescue Service
- Police Scotland
- Moray College (UHI)
- Highlands and Islands Enterprise
- Third Sector Interface Moray (TSI)
- Skills development Scotland.

**Single Outcome Agreement and the 10 Year Plan**

The initial task of the MCPP was to compile the first Moray Community Plan, which was launched in 2001.  The Moray Community Plan set out the strategic priorities to be addressed by the Partnership.  Since then, a number of Community Plans have been produced in line with the Single Outcome Agreement (SOA).  The Single Outcome Agreement is an agreement between Moray Community Planning Partnership and the Scottish Government where the Partnership outlines how it proposes to meet the key priorities and actions to be addressed under each of the themes within the Community Plan.

The Moray Council, Community Support Unit

A report was provided to the community planning board on 22 August 2013 where the board endorsed the work of the Area Based Review Working Party to prepare a 10 Year Plan for Moray.  The board also agreed that economic development is the most important priority to enable Moray communities to flourish in the years ahead.

In 2014, the Single Outcome Agreement will be replaced by the Moray 2013 - A Plan for The Future.  The 10 Year Plan is a partnership document for which all community planning partners are accountable.  Progress in achieving local outcomes and meeting local targets will be scrutinised by the Moray Community Planning Partnership Board, the Community Engagement Group and the five strategic Groups.  Individual public agencies which are part of the partnership will ensure that their plans reflect the priorities set out in this document and commit resources to deliver the outcome targets set.

In order to create and sustain a better quality of life and opportunity for all Moray citizens the partnership has established the following outcomes:

1. Healthier citizens
2. More ambitious and confident children and young people able to fulfil their potential
3. Adults living healthier, sustainable, independent lives safeguarded from harm
4. A more prosperous and fairer Moray
5. Employability and employment skills.

The five outcomes will be dealt with by the following partnership groups:

- Moray Economic Partnership

- Health and Social Care Partnership

- Public Protection Partnership

- Children and Young People's Partnership

- Communities and Sustainability Partnership.

- Community Engagement Group.

To access information including key priorities and outcomes, key policy documents, statistical information, minutes of meetings, events etc (visit www.yourmoray.org.uk).

The Moray Council, Community Support Unit

**Moray Community Planning Partnership Structures**

The **Strategic Board** comprises four elected members and representatives of partner organisations at the highest level i.e. Chief Executive or equivalent. The Board provides effective leadership to the Partnership and facilitates agreement on the strategic priorities of the area and scrutinises the performance of the Partnership.

The purpose of the **Community Engagement Group** is to make sure that Moray has the right people, right skills and sets the right standards for effective community engagement.

The **Area Forums** represent a central focus for local people to engage in the Community Planning process.  They bring together local residents and representatives of community organisations to address priority issues identified through local consultation.  They are based around secondary school catchment areas.

The **Moray Forum** brings together representatives from each of the Area Forums and is represented on the Community Engagement Group.  Its members come together with a view to furthering the interests of Area Forums and dealing with common issues and concerns.

**LOCAL COMMUNITY PLANNING CONTACTS FOR AREA FORUMS**

**Community Support Unit Manager**

Ian Todd

Council Offices,

High Street

Elgin IV30 1BX

**Tel:** 01343 563 346

**Mobile:** 07800 670 669

**Email:** ian.todd@moray.gov.uk

**Community Support Unit**

**Email:** CSU@moray.gov.uk

**Community Planning and Development Manager**

John Ferguson

Council Offices

High Street

Elgin IV30 1BX

**Tel:** 01343 563 404

**Mobile:** 07967 748906

**Email:** john.ferguson@moray.gov.uk

**JARGON BUSTER**

**Terminology**

We have all been in situations where we feel as though other people are speaking a different language from us.  The use of plain English makes sure everyone understands what is being discussed, never the less, you can't avoid some jargon.  The following are explanations of some of the jargon, abbreviations and current buzz words.

| | |
|---|---|
| **Partnerships** | Partnerships are formal or informal arrangements to work together. |
| **Aims & Objectives** | Aims are a written description of what a group or organisation is trying to achieve, and the objectives are the methods by which they may do that. |
| **Process** | Something which takes place over time, through a series of actions rather than the result of one single event. |
| **Monitoring** | Monitoring is a process of keeping track of or measuring work against deadlines or targets. |
| **Evaluation** | This is a process of seeing how successful work has been and should be done on a regular basis. |
| **Outcomes** | The results of planned actions. |

**Abbreviations**

| | |
|---|---|
| **MCPP** | Moray Community Planning Partnership |
| **SOA** | Single Outcome Agreement |
| **VOiCE** | Visioning Outcomes in Community Engagement |
| **LEAP** | Learning Evaluation and Planning |

The Moray Council, Community Support Unit

## REFERENCES

- Moray 2023 - A Plan for the Future (10 Year Plan).

- Nationals Standards for Community Engagement – Scottish Government (2005).

- Learning Evaluation and Planning (LEAP) – Scottish Government (2007).

- Visioning Outcomes in Community Engagement (VOICE) – Scottish Community Development Centre (2010).

The Moray Council, Community Support Unit
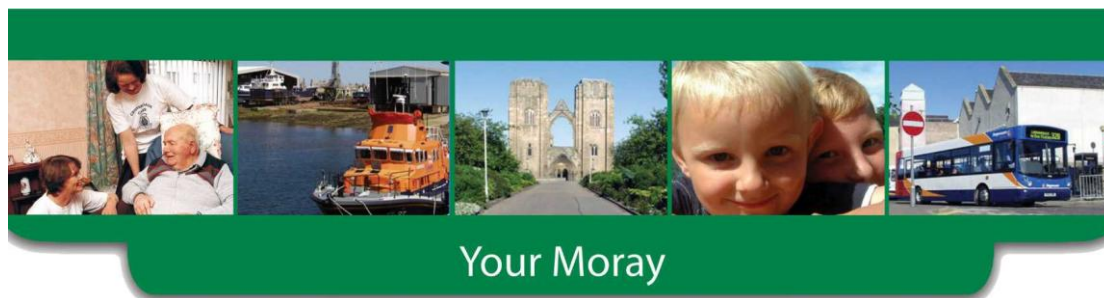
**Your Moray**

# MODEL AREA FORUM

# CONSTITUTION



www.yourmoray.org.uk

The Moray Council, Community Support Unit

## 1. Name
1.1 The name of the organisation shall be the _____ Area Forum.

## 2. Area
2.1 The area covered by the Forum shall take in the catchment of _____ High School and include the communities of *a, b, c, d, e,* and surrounding settlements.

## 3. Purpose
3.1 The _____ Area Forum shall provide a platform for local people and community organisations to come together to influence the planning and delivery of services in their area and across Moray.

## 4. Objectives
4.1 The _____Area Forum shall be:
   (i) To identify and support the implementation of the strategic issues to be addressed by the Moray Community Planning Partnership (MCPP) and included within the Moray 2023 – A Plan For The Future 10 year Plan.
   (ii) To engage with all sectors of the community across the area to establish the key issues and concerns of local people.
   (iii) To bring together the main community organisations and local residents in the locality to work in partnership.
   (iv) To identify local priorities and contribute to the production of a _____ Area Action Plan.
   (v) To invite existing community groups or newly-formed action groups to take responsibility for addressing particular actions within the _____ Area Action Plan.
   (vi) To ensure local people are informed about the development of the _____ Area Forum and progress with the _____ Area Action Plan.
   (vii) To provide a means and reference point for consultation by Community Planning Partners.

## 5. Membership
5.1 Membership of the _____ Area Forum shall be conditional on satisfactory completion and receipt of a membership form. Only members of the Forum shall be entitled to vote on matters raised at Forum meetings.

5.2 All residents living within the _____ Area Forum catchment shall be eligible to become members of the Forum and attend Forum meetings, to ensure their own views, as well as the views of neighbours or friends are represented on issues raised within the remit of the Forum.

5.3 Membership of the _____ Area Forum shall also be open to all community groups and voluntary organisations active in the Forum catchment area. Each group or organisation may send one (or more) representatives to attend Forum meetings.

The Moray Council, Community Support Unit

5.4    The Forum shall seek to ensure that its membership reflects the diversity of the local community, which it represents, and that all sections of the community have their views represented.

5.5    The Forum will take reasonable steps to ensure that the issues / views / concerns of the local community have been identified and considered through reasonable means having being prioritised by the group".

5.6    Any member of an Area Forum not attending meetings or taken part in the work of the Area Forum for six successive main meetings will be deemed to have voluntarily resigned from the forum.  In exceptional circumstances, such as health, the Chair may override this clause.

## 6.    Office Bearers

6.1    The _____ Area Forum shall elect a Chairperson, Vice-Chairperson, Treasurer and a Secretary from its membership.

6.2    The Forum may elect other office-bearers from its membership, if it so wishes.

6.3    All office-bearers shall be re-elected annually at the Annual General Meeting of the Forum. Office-bearers shall be entitled to hold the same office for a maximum period of three years, unless no other Forum members are prepared to stand in their place. Office-bearers shall be entitled to seek election to any another office after that time for the same maximum period.

## 7.    Meetings

7.1    The _____ Area Forum shall meet a minimum of four times per year. It may meet more often, as required. Any such decision shall be agreed in advance by the Forum membership.

7.2    All meetings of the Forum shall be held in local, accessible venues.

7.3    Each meeting of the Forum shall decide the date and place of the next meeting.

7.4    All meetings of the Forum shall be publicised in advance through the local media and on the Community Planning website.

7.5    Action Groups shall meet, as and when required, between the main meetings of the Forum and shall report back to the Forum at each meeting.

7.6    Equalities - The Forum will take reasonable steps to ensure that the issues/views/concerns of the local community have been identified and considered through reasonable means having being prioritised by the members. (See Appendix 3).

## 8.    Quorum

8.1 The quorum of a meeting of the _____ Area Forum, and any Action Groups set up under it, shall consist of 30% of the membership, as defined in 5.1.

**9. Annual General Meeting**

9.1 An Annual General Meeting of the membership of _____ Area Forum shall be held each year at a time determined by the Forum.

9.2 The purpose of the Meeting shall be to
   (i) Consider and adopt an Annual Report of Forum activity and achievements over the previous year.
   (ii) Consider any other business submitted in writing not less than fourteen days before the meeting and printed on the agenda.
   (iii) Elect a Chairperson, Vice-Chairperson, Treasurer and Secretary and other office-bearers, as deemed necessary.

**10. Area Action Plan**

10.1 The _____ Area Forum shall contribute to the production of a _____ Area Action Plan.

10.2 The Plan shall set out actions agreed by Forum members and link directly to the strategic priorities of the MCPP 10 year plan, Moray 2023 – A Plan for the Future.

10.3 The process of identifying needs shall involve consultation with local people in the Forum area, as well as information provided by the MCPP partners to ensure that a full picture of needs is created.

10.4 The Forum will take reasonable steps to ensure that the issues / views / concerns of the local community have been identified and considered through reasonable means having being prioritised by the group.

10.5 The Plan shall be finalised following dialogue and negotiation with MCPP partner representatives and link directly to the strategic priorities under the themes of Community Planning.

10.6 Local groups should be identified, encouraged and supported by the Forum to take lead responsibility to progress actions within the Area Action Plan geographic area. Where no relevant groups exist, setting up and supporting new action groups should be considered. Clearly defined targets and timescales shall also be identified to ensure that the progress of the Plan can be monitored and reviewed.

10.7 The progress on the Plan shall be reviewed at each Forum meeting and appropriate changes and additions made.

## 11. Finance

11.1 A small amount of funding shall be provided by the MCPP to the _____Area Forum. This is intended to cover all administrative expenses. This funding shall be transferred into the bank account of the Forum at the start of the financial year, which shall run from 1$^{st}$ April until 31$^{st}$ March.

11.2 An agreed number of signatories (normally four) shall be appointed to sign cheques. Two signatories must sign each cheque.

11.3 Community Support Unit staff will be available to assist the Forum in facilitating links between the appropriate partners to ensure that criteria agreed by the Partnership is strictly adhered to.

11.4 The Forum shall draw down funding from external sources only where there are no existing local groups, either individually or collectively, in a position to do this.

11.5 There may be occasions when the Forum can access amounts of funding through particular funding streams. Where this is the case, the funding shall be allocated through liaison with the funding provider and invoices submitted directly to them.

11.6 The Forum shall keep proper account of its finances and all monies raised shall be applied to further the purposes of the Forum and for no other purpose. The accounts shall be independently examined as soon as possible after the end of the financial year.

## 12. Dissolution

12.1 The dissolution of the _____ Area Forum must be approved by the MCPP.

## 13. Changes to Constitution

13.1 An Extraordinary General Meeting (EGM) must be called to consider any proposal to alter this Constitution.

13.2 Any proposal to alter the Constitution must be delivered in writing to the Secretary of the _____ Area Forum not less than twenty-eight days before the date of the EGM, at which it is to be considered.

13.3 Any alteration shall require the approval of a two-thirds majority of members of the Area Forum present at the meeting and referred to the MCPP.
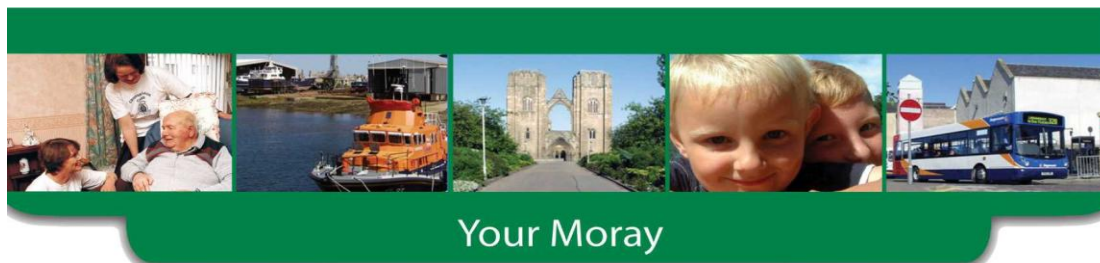
## Your Moray

## AREA FORUM MEMBERSHIP REGISTRATION

Please complete the form below to enable you to become a registered member of the XYZ Area Forum and return it to the Area Forum Secretary

| | YOUR DETAILS (PLEASE USE BLOCK CAPITALS) | |
|---|---|---|
| 1 | Name | |
| 2 | Address | |
| 3 | Post Code | |
| 4 | Telephone | |
| 5 | Email Address | |
| | **OTHER INFORMATION** | |
| 6 | Do you wish to join the Area Forum as an individual or as the representative of a community group /organisation? (*please circle*) | **Individual**<br><br>**Group Representative**<br>Name of Group _____ |
| 7 | Are you happy to receive occasional information from the Area Forum about its activities? (*please circle*) | **YES/NO** |
| 8 | If yes, how would you like to receive this information? (*please circle*) | **By email**<br><br>**By post** |
| 9 | Would you appreciate any assistance to make it easier for you to attend Area Forum meetings? (*please circle as many as wish*) | **Childcare**<br>**Dependant Care**<br>**Transport** |
| 10 | Are you currently a member of any community groups /organisations? (*please circle*) | **YES/NO**<br>If yes, please list them below |
| 11a. | Would you like the opportunity to attend free information and awareness sessions relating to the Area Forum (*please circle*)? | **YES/NO**<br><br>Detail: |
| 11b. | Please detail anything you feel you can bring to the Area Forum | |
| 12 | What do you want to achieve as an Area Forum Member? (Please use overleaf if required) | |

All personal data in this file is held and processed by XYZ Area Forum in accordance with all current legislation relating to data protection and the database is registered under the terms of the 1998 Data Protection Act. XYZ Area Forum will only use this data for the purpose for which you provide it and will not pass it to any parties without your permission.

The Moray Council, Community Support Unit

**Equal Opportunities Officer,**
Don Toonen
Council Offices
High Street
Elgin IV30 1BX

<u>Questions Forum members should ask themselves:</u>

If Forum procedures are questioned or challenged, particularly from an aggrieved local resident not having being informed or consulted with, forum members should have considered how important the issue could be to the wider community:

**HIGH**         i.e. major impact on the community
**MEDIUM**    i.e. hall refurbishment / extension or similar
**LOW**           i.e. changing the date of an event.

A proposed clause within the forum constitution ensuring current legislation is taken into account could be:

*"The Forum will take reasonable steps to ensure that the issues / views / concerns of the local community have been identified and considered through reasonable means having being prioritised by the group".*

When planning local initiatives, reasonable means for the forum to take into consideration when informing local groups and residents in the area could include:

- Newsletter (MEDIUM)
- Leaflet (MEDIUM)
- Letter to household (HIGH)
- Website – survey monkey or comments received (if available) (HIGH / MEDIUM)
- Posters (LOW)
- Proxy vote (HIGH) – arrangements would need to be made for this option
- Verbal communication (HIGH / MEDIUM / LOW) directly to group members.

This would cover:

**Scotland Act 1998**    Defines Equal Opportunities.
**Equality Act 2010**    Defines protected groups.
                      Defines general duty to pay due regard to the need to:
                      - Eliminate discrimination, harassment, victimisation and other prohibited conduct.
                      - Promote equality of opportunity.
                      - Foster good relations.
**Equality Act 2010**    - (Specific Duties) (Scotland).
**Regulations 2012**    - Specifies how we can meet the general duty.

The Moray Council, Community Support Unit