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SCOTTISH BORDERS COUNCIL TWEEDDALE AREA PARTNERSHIP

MINUTES of Meeting of the TWEEDDALE
AREA PARTNERSHIP held Via Microsoft
teams on Tuesday, 13 July 2021 at 12.30 pm

Present:- SBC Councillors R. Tatler (Chairman), H. Anderson, S. Haslam and E. Small;
Ms E. Daborn (Skirling CC), Mr L. Hayworth (Peebles & District CC and
Peebles Community Trust), Mr J. Taylor (Eddleston & District CC).

Apologies:- Councillor S. Bell

Absent:- Councillor K. Chapman

In Attendance:- Clerk to the Council and Locality Development Co-ordinator (K. Harrow)

1. **WELCOME**

The Chairman welcomed everyone to the special meeting of the Area Partnership held via MS Teams and outlined how the meeting would be conducted and how those both in the meeting and watching via the Livestream could participate.

2. **TWEEDDALE COMMUNITY FUND ASSESSMENT PANEL**

- 2.1 With reference to paragraph 6 of the Minute of 15 June 2021, there had been circulated copies of a report by the Service Director Customer & Communities, seeking approval for the appointment process for members of the Tweeddale Community Fund Assessment Panel and how that Panel would operate with regard to meetings. In terms of appointments of applicants from the Tweeddale area public to the Assessment Panel, it was proposed that this be delegated to the Service Director Customer & Communities, in consultation with the Chair of the Tweeddale Area Partnership. The names of the successful candidates would then be notified at the next available meeting of the Area Partnership. Suitable training would be provided to all members of the Assessment Panel. Details of the proposed constitution and procedural rules for the Assessment Panel were contained in the Appendix to the report.
- 2.2 The Locality Development Co-ordinator, Mr Kenny Harrow, presented highlights of the report and advised that while it was hoped of the 6 members to be appointed from the community, that this would include a young person, an older person, a representative from the Access Panel, a representative from the environmental sector, and a representative from the social enterprise sector, this would depend on who submitted an application. Recruitment was open for 3 weeks, with details on the Council website, and Mr Harrow confirmed he would email the information out to the Area Partnership group so they could also help with publicity. A further 2 Community Council members could be part of the Panel, representing Community Councils in each Ward, but this additional membership would need formal approval at an Area Partnership meeting. Councillor Haslam asked that a further bullet point was added to the procedural rules that "SBC would provide officer support to record the decisions of the Panel meetings and provide support to the Group", and this was unanimously accepted. In response to some questions, it was confirmed that notes of the Panel members could be open to FOI enquiries and this would be covered in training of Panel members; no-one could be co-opted on to the Panel as the community members would all need to complete application forms and go through the recruitment process which could be re-opened as necessary, and all Panel members would require training. It was indicated that the Tweeddale Access Panel and the Youth Panel may struggle with capacity to become one the community members, but discussions were underway to see if they could observe or provide input to the process in some way.

DECISION

AGREED:

- (a) **To delegate authority to the Service Director, Customer & Communities, in consultation with the Chair of the Tweeddale Area Partnership, to appoint members of the Tweeddale community to the Tweeddale Community Fund Assessment Panel, following a suitable recruitment process; and**
- (b) **To approve the constitution and procedural rules for the Assessment Panel as detailed in the Appendix to this Minute.**

3. BUILD BACK A BETTER BORDERS FUND

Copies of an assessment form for an application to the Build Back a Better Borders Fund from Innerleithen, Traquair and Walkerburn Parish Church of Scotland had been circulated. The Church was seeking a grant of £5,634 to run weekly arts and crafts classes, predominantly for older residents in Walkerburn and Cardrona, with a total of 40 classes over 6 months. The classes, delivered in Cardrona and Walkerburn Village Halls, would offer a mixture of arts and crafts opportunities with each session finishing with refreshments and an opportunity to socialise in a safe space. The project was aimed at vulnerable people living the villages of Walkerburn, Traquair and Cardrona who had been isolated by poverty, age, mental and physical health, and it was estimated that 30 people from each village would be involved over the course of the project.

DECISION

AGREED to award Innerleithen, Traquair and Walkerburn Parish Church the sum of £5,634 from the Build Back a Better Borders Fund for an arts & crafts project covering Walkerburn, Cardrona and Traquair.

4. ANY OTHER BUSINESS

No other items of business were raised.

5. DATE OF NEXT MEETING

The next scheduled meeting of the Area Partnership was confirmed as Tuesday 21 August 2021 via MS Teams. The Chairman advised that should further applications for the Build Back a Better Borders Fund be received and assessed before then, an additional special meeting of the Area Partnership would be set up to consider those. The Local Development Co-ordinator confirmed that the application agreed at that day's meeting would receive publicity as the first approved application from the Fund from across the Borders.

The meeting concluded at 12.50 pm

Tweeddale Community Fund Assessment Panel

Membership

Six members of the Tweeddale community (appointed through a recruitment process) with. The term of office for Tweeddale public members of the Assessment Panel is 3 years.

Chairman

The Chairman of the Panel shall be one of the public members from the Tweeddale community and shall be elected by the Panel.

Quorum

Four members of the Panel shall constitute a quorum.

Meetings

Meetings of the Panel shall take place online via Microsoft Teams or some other such suitable online platform or in a pre-identified place when restrictions allow. Meetings will be held in private.

Voting

Decisions of the Panel should be reached by consensus where possible. Otherwise, each member of the Panel shall have equal voting rights, with the Chair having a casting vote if required.

Remit and powers

1. To assess applications for grants from the Tweeddale Community Fund in line with current criteria.
2. To question as necessary applicants and officers on the details of specific applications.
3. To complete a scoring matrix/assessment on the suitability or otherwise of an application for grant funding.
4. To make recommendations to the Area Partnership on applications to the Tweeddale Community Fund.
5. The Chair or other Member of the Panel shall present the Panel's recommendations, with appropriate, supporting paperwork to the Area Partnership meeting for decision.
6. An annual report shall be provided to the Area Partnership by the Panel with details of its work throughout the year.
7. Any such other matters, as delegated by the Area Partnership.

Procedural rules

1. All members of the Assessment Panel must behave respectfully at any meeting, and should not behave in a manner that is improper or offensive, or disruptive to the business of the meeting.
2. Meetings of the Panel shall be held online, hosted by SBC if MS Teams is the chosen platform, and likely quarterly.
3. An agenda and papers for each meeting shall be provided by SBC Officers.
4. At least 7 clear days before a meeting, the agenda and papers for the meeting will be issued by electronic means to members of the Panel.
5. Meetings of the Panel will be held in private to ensure a free and frank exchange of views.

6. A special meeting of the Panel may be called to deal with urgent business if necessary.
7. Members will be required to declare an interest in any application in which they have an interest (financial or otherwise) and may not participate in any debate or decision, whether it be by consensus or voting, around that particular application.
8. If the Chair is not present at a meeting, the meeting will be chaired by another member of the Panel appointed at the meeting.
9. No business will be carried out at a meeting unless a quorum of members is present.
10. No substitute members are allowed.
11. If a member fails to attend more than 3 meetings in any one calendar year, without suitable reason, then he/she will be deemed to have resigned from the Panel.
12. It is the duty of the Chair to ensure that meetings are held in accordance with these Procedural Rules and that a fair hearing is given to all participants.
13. The Chair shall have discretion to determine all questions of procedure where no specific provision is made under these Procedural Rules. The Chair may seek guidance from an SBC Officer. The Chair's decision in these matters shall be final.
14. Where one or more options for decision are before a meeting of the Panel, each of these options shall be proposed and seconded, and then voted on by individual members of the Panel. An SBC Officer will record the final decision.
15. A note of the decisions of the Panel about each application will be taken by an SBC Officer.
16. SBC would provide officer support to record the decisions of the Panel meetings and provide support to the Panel.
17. Only the Area Partnership may amend any of the above Procedural Rules.