Joint Forum of Community Councils in West Lothian 2019 Action Plan

20th JUNE 2019 version

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| No. | ITEM | ACTIONS | LEAD |
| 1 | Establish Four Single Issue Forums | Established | JF |
|  |  |  |  |
|  | PLANNING FORUM | Bring together all the Planning officers from each Community Council - Convene Meeting and ask them to form the PF.  First Meeting held on 9th May with WLDC Official in Civic Centre … Report of Discussion submitted | JK |
|  | HEALTH FORUM | Existing CC reps who attend quarterly meeting with Hospital and Joint Partnership Board arrange to meet them and propose they become Health Forum for JF.  Heath Forum formed with 11 members and request made to Health Officials for resumption of meetings.  Health Forum reps involved in a consultative meeting with Health Board officials on new Short Stay Elective Surgery unit to be built at St Johns. | DS /IB |
|  | POLICE FORUM | Ask all CC’s to nominate one representative with an interest in the subject area to the CF  Convene Meeting of Reps and establish a workplan  No meeting of Police Forum organised yet | JS |
|  | TRANSPORT FORUM | Arrange establishment of TF meeting  Since we agree this the Council is arranging a transport forum and inviting Community Councils to send reps.  No meeting of JF Transport Forum held to date but two meetings of a WLC Transport forum has been held. 9 Volunteers have come forward. | AW |
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| 2 | Coordinate and Facilitate Activities of the Forums | Each Forum has an assigned Executive Committee Member. Reports from Forums should feature on Joint Forum Agendas and Conference Agendas | PP |
| 3 | Develop Workplans with Forums | Ask Chair and Secretary and assigned executive Member to discuss development with each forum … Arrange informal discussions for each forum subject | SC/PP |
| 4 | Encourage Forums to link into appropriate council meetings | Establish which committees they should monitor or attend  PDSP remits available. Community Councillors requested to indicate interest | JF |
| 5 | Spread Information on Joint Forum to all Community Councils | Establish Mailing list for all Community Councils. Done  Establish Mailing List for all Community Councillors Done  Encourage Community Councillors to like our Facebook Page Done  Generate regular posts on the Facebook Page  Publish Calendar of events on Forum Website actioned  Regular updates of Web Page contents  Newsletters established and three out so far with fourth in preparation in progress | JF |
| 6 | Organise Two Joint Forum CONFERENCES per year | Agree date and Venue of Conferences  Agree Agenda  Organise Conference arrangements  Publicise Conference to All Community Councils  Prepare Report of Conference and Circulate |  |
| 7 | Spread Good Practice, News and Ideas | Publish Good Practice News and Ideas on the Web Site  Draw attention to the web site using Facebook and Email  Kirknewton Good Practice highlighted on web site we need more examples |  |
| 8 | Establish Web/Social Media Sub Committee | Agree membership and set up calendar of meetings |  |
|  |  | Arrange first meeting … |  |
| 9 | Arrange formal meeting with WLC officials to discuss an agreement on consultation accommodation and representation. | Formal Meeting Held with Chief Executive WLC and requests submitted WLC consulting all Community Councils on recognition Over 20 Councils responded positively .. Report may come forward next week |  |
| 10 | Council Committees | Arrange representation on PDSP Committees if recognised as official body by WLC |  |
| 11 | Plan campaign of Reinvigorating WL Community Councils | Hopefully funded by WLC … First Meeting held, next to be organised soon | PP |