

BLACK ISLE LOCAL AREA PARTNERSHIP (Draft Operating Methods)

1. The Highland LEADER Programme is to be delivered through the Highland LEADER Local Action Group (LAG), which consists of a strategic LAG and a number of local area partnerships (LAPs). The strategic LAG, which is responsible to the Highland Community Planning Partnership, manages and administers the overall Programme and will take responsibility for approving larger projects, projects which are transnational or transregional, and projects that span more than one LAP area. However, a significant share of the project budget is to be delegated to LAPs, and this will provide a strong local focus for the new LEADER Programme.
2. The LAP will decide on its own operating methods and will elect a chairperson and other relevant office holders as necessary. The LAP may also wish to co-opt relevant individuals and organisation representatives from time to time in order to draw on specific areas of expertise or community interest and knowledge.
3. LAPs will have the following responsibilities throughout the life of the Development Plan:
 - Co-ordinate the preparation of a Local Development Plan for their area which meets the aims of the Highland LEADER Business Plan, and implement this local plan
 - Work with local groups to take advantage of opportunities offered through LEADER and other funding streams
 - Work closely with and support the relevant central LEADER Development Officer
 - Meet on a regular basis (at least 4 times per year)
 - Promote the Programme across the local area
 - Assist in developing local project proposals/plans
 - Once the local development plan is approved, consider and make recommendations on applications seeking grant assistance up to £50,000. (Applicants seeking grant assistance over £50,000 will be assessed by the Strategic LAG)
 - Comment on project applications which are seeking grant assistance of more than £50,000 or that have an impact wider than the LAP area

- Ensure wide community involvement in line with the National Standards of Community Engagement
 - Comment to the strategic LAG on projects which will have an impact locally but cover a wider area
4. For the Black Isle Ward, the nominated LAP is the Black Isle Local Area Partnership – a new group.
 5. Membership of a LAP must reflect public, private and voluntary sector interests in its area. Reflecting the overall requirements for LEADER groups, a maximum of 50% of a LAP's members can be from public organisations and agencies. It has also been seen as important to ensure a geographic spread of members across the communities in the Black Isle Ward.
 6. The membership of the Black Isle Local Area Partnership:

PRIVATE		PUBLIC	
Bill Taylor	Black Isle Partnership	David Jardine	Forestry Commission Scotland
Wanda Mackay	Cromarty Youth Action Group and Youth and Community Representative	Andrew Thin	Scottish Natural Heritage
Alan Hunter	Cromarty Bowling Club and Community Representative	Dr David Alston	Councillor , The Highland Council
Caroline Eccles	Ross-shire Waste Action Network (RoWAN) and Community Representative	Billy Barclay	Councillor , The Highland Council
Hamish MacCulloch	Busingess and Community Representative, Culbokie/Resolis	Craig Fraser	Councillor , The Highland Council
Paige Shepherd	Youth and Pupil Representative (Ward Forum and Fortrose Academy)	Isobel McCallum	Councillor , The Highland Council
Fraser Thomson	Youth and Pupil Representative (Ward Forum and Fortrose Academy)		
Ian MacLennan (Nominated)	Business Representative – Director MacGregor Industrial Supplies		

7. The LAP will decide on its own operating methods and will elect a Chairperson and Vice Chairperson and other relevant office holders as necessary. The LAP may also wish to co-opt relevant individuals and organisation representatives from time to time in order to draw on specific areas of expertise or community interest or knowledge.

8. At all meetings of the LAP, the Chairperson, or in their absence the Vice-Chairperson, shall preside over the meeting. If both are absent, partners will choose a member to preside. The Chair and Vice chair will be appointed at the first meeting in each calendar year. At any meeting of the LAP at least 50% of partners must be present, and at least 50% of those must be voluntary and community partners. If a quorum is not present, at the Chairperson's/Vice-Chairperson's discretion, the meeting will proceed and any decisions taken will be homologated at the next meeting or by written procedure if appropriate (including the use of email). Similar written procedures may be used regarding urgent applications between scheduled meetings.
9. Where an interest has been declared from a group member as a project applicant, they must withdraw from the meeting while the item is discussed. Where an interest is declared from a group member directly involved with project delivery, that interest should be declared and they will withdraw from the meeting while the item is discussed. For clarification, match funders, if they are not the applicant, will be eligible to participate and vote on the discussions relating to the application. Where a LAP member organisation shares Board Members, Directors or other Senior Officials with an applicant organisation, and the LAP representative of that member is aware or made aware of such a connection, that representative should declare the connection as an interest. Where it is felt that this would not unfairly favour or prejudice the application, the remaining members present at the meeting may decide that the organisation declaring the interest need not abstain from the discussion of, and decision on, the relevant item. Declarations of interest will be formally recorded in the minute of the meeting. Where a member declares a financial or personal interest over and above that stated, the LAP will decide if this would unfairly favour or prejudice the application and if required they will be asked to withdraw from the meeting while the item is discussed.
10. In addition to a Programme Manager and administrative staff, the strategic LAG has appointed three area based Development Officers. The Black Isle Area Partnership will be supported by one of these Development Officers who will have responsibility for:
 - Assessing and appraising projects
 - Informing the strategic Local Action Group of their recommendations
 - Reporting on local allocation – commitment and progress on projects
 - Tracking and monitoring local projects
 - Taking advice from the Black Isle Area Partnership to give an informed view to the strategic LAG on projects in which there is a Black Isle interest but which will be decided centrally
 - Reporting to the strategic LAG on LEADER activities within the Black Isle area.
11. The Development Officers would not have a role in assisting groups in Black Isle to develop their plans and projects. However the Black Isle

Area Partnership may consider the need to develop mechanisms for this, for example through funding development officers and community support workers (probably through LEADER projects).

12. The LAP will be serviced by Di Agnew, Ward Manager, and supported by Liz Whiteford, the LEADER Development Officer for the area, as well as Ian Goode and Wendy Sanders (Education, Culture and Sport - Community Learning and Leisure) for facilities and programmes of activities (Sporting, Community, Heritage, Museums, Cultural and Arts).

