

# The City of Edinburgh Council

10:00 am, Thursday, 21 August 2014

## Appointment to Management Committee – Community One Stop Shop, Broomhouse, Edinburgh

Item number	7.2
Report number	
Executive/routine	
Wards	7 – Sighthill / Gorgie

### Executive summary

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The purpose of this report is to ask Council to appoint a member to the Community One Stop Shop (COSS) Committee. The roles and responsibilities associated with becoming a COSS committee member are detailed in Appendix A.

### Links

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Coalition pledges	None
Council outcomes	<a href="#">CO6</a> , <a href="#">CO9</a> , <a href="#">CO11</a> and <a href="#">CO14</a>
Single Outcome Agreement	None

## Appointment to Management Committee – Community One Stop Shop, Broomhouse, Edinburgh

### Recommendations

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- 1.1 It is recommended that the Council appoint one member to become a committee member on the COSS committee.

### Background

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- 2.1 The COSS is an independent, free and confidential advice and information service. It has been in operation in the Broomhouse area for over 10 years. It works with members of the community, such as young people not in education, employment or training, families on low income, minority ethnic groups and the elderly.
- 2.2 The COSS offers much needed advice and support in relation to welfare benefits, housing issues, form filling, consumer problems, education and employment and debt management.

### Main report

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- 3.1 The COSS committee consists of up to 10 members. The committee members at COSS take on an advisory role for all the activities of the organisation. They maintain an overview of policy and strategic direction, rather than being involved in the day-to-day operations.
- 3.2 The term of office for committee members is one year. The role generally requires a commitment of four meetings per year, cheque signatory responsibilities and contact via email and phone, as required. All members of the committee will resign on an annual basis, but are eligible for re-election.
- 3.3 The roles and responsibilities associated with becoming a COSS committee member are detailed in Appendix A.

### Measures of success

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- 4.1 Not applicable.

### Financial impact

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- 5.1 Not applicable.

### Risk, policy, compliance and governance impact

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- 6.1 Not applicable.

## Equalities impact

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7.1 Not applicable.

## Sustainability impact

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8.1 Not applicable.

## Consultation and engagement

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9.1 Not applicable.

## Background reading/external references

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[Community one stop shop website](#)

### John Bury

Acting Director of Services for Communities

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## Links

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<b>Coalition pledges</b>	None
<b>Council outcomes</b>	CO6: Our children's and young people's outcomes are not undermined by poverty and inequality. CO9: Edinburgh residents are able to access job opportunities. CO11: Preventative and personalised support in place. CO14: Communities have capacity to help support people.
<b>Single Outcome Agreement</b>	None
<b>Appendices</b>	Appendix A – Role description and person specification.

# Community One Stop Shop Committee Members

### Role description & person specification

The committee members at COSS are supported by the management committee and take on an advisory role for all the activities of the organisation. They maintain an overview of policy and strategic direction rather than being involved in day-to-day operations. The role of the committee member is summarised below.

### Vision and Leadership

- To be committed to the vision, mission and values of the Community One Stop Shop.
- To provide strategic direction, including agreeing and monitoring strategic plans.
- To keep informed of the activities of the organisation and the wider issues that affect its work.
- To ensure the work of the organisation is monitored and evaluated.

### Accountability & Legal Responsibilities

- To ensure the organisation complies with its governing document. The Community One Stop Shop has a constitution.
- To ensure the organisation keeps to the law, including charity OSCR requirements.
- To ensure the organisation makes efficient use of resources, in particular that all monies are applied to its objects, agreed plans and budgets.
- To ensure that risks to the organisation, staff, volunteers and service users are at an acceptable level and are effectively managed.
- To be accountable to membership, funders and other stakeholders.

### Financial & Staff Management

- To understand the financial position of the organisation.
- To ensure the organisation's finances are properly managed.
- To ensure the organisation operates within its agreed accounting policies.
- To ensure adequate financial resources for the organisation.
- To contribute to fundraising strategies.
- To ensure the organisation is properly insured against all reasonable liabilities.
- To ensure the organisation is a responsible employer and adheres to legislation.

- To effectively support and manage the project manager.

### **Requirements and skills of committee members**

- Good leadership skills.
- Understanding of and commitment to the organisation's mission & values.
- Good communication and interpersonal skills.
- Impartiality and fairness.
- Ability to respect confidences.
- Reliability

### **Time Commitment Required**

The term of office for committee members for the Community One Stop Shop is 1 year.

The role generally requires a commitment of 4 meetings per year, cheque signatory requirements and contact via email and phone when and if required.