

# STEP 1

## STARTING OUT AS A STEERING GROUP

This guide outlines the typical composition and role of a steering group, and also some of the main topics to consider in your first meeting exploring a new community asset acquisition project.



### WHO SHOULD FORM THE STEERING GROUP?

#### THE STEERING GROUP COULD BE:

- AN ENTIRELY NEW SET OF VOLUNTEERS FOLLOWING A PUBLIC MEETING
- A SUB-GROUP OF AN EXISTING ENTITY SUCH AS A COMMUNITY COUNCIL/DEVELOPMENT TRUST

It is helpful to make sure that a range of views are represented, and some members of the group may even be unsure about the project. There is a role for them within the group in contributing to an open and objective consideration of the options for the community.

#### WHAT IS THE STEERING GROUP'S ROLE?

The group's tasks are likely to involve:

- carrying out asset-specific consultation with the community
- feasibility work on proposed projects
- dialogue with relevant advisory, regulatory and funding bodies
- understanding the different models of management and ownership available and the mechanisms for achieving these

### SUGGESTED AGENDA

#### WELCOME

Nominate chair and note taker for this initial meeting.

#### INTRODUCTIONS

Who's who round the table, background, any potential conflicts of interest.

#### PROJECT BACKGROUND

Make sure everyone present understands the details of the potential asset ownership project so far.

Identify any relevant previous planning/consultation work carried out in the community, and make sure that you have, or know how to get hold of, copies of these.

#### EARLY ACTIVITIES FOR THE STEERING GROUP

Information gathering from the community (see 'Early Community Engagement').

Being a conduit between community and asset owner, and other relevant bodies.

Keeping the project moving while taking care not to dominate ideas put forward.

#### ADMINISTRATION

Constitution – it might be appropriate to set the group up as a constituted steering group (see 'Steering group constitution').

Appointment of office bearers.

Consider whether to set up a bank account.

#### COMMUNICATION

How will you include and interact with the community, wider stakeholders, the property owner or their representatives, relevant public agencies and other relevant groups?

If needed, additional steering group members could be sought from user groups of the proposed facility.

#### ASSET FACT FILE

What do you know about the asset so far?

You might have facts about buildings, leases, burdens, running costs, condition, valuation, sporting or other rights, wayleaves, employees and other relevant issues.

#### QUESTIONS AND HELP

What questions do you need answers to? This could be about the property, community needs and opportunities, purchase options.

What help do you need? Review skills within the group and identify any additional expertise that you need to find. (see 'Carrying out a skills analysis')

What are your next steps? This could include asking for further information from the seller, making links with other groups in the area, or with groups who have worked on a similar project elsewhere, liaison with support agencies.

Decide who will carry out these activities and by when.

#### DATE AND LOCATION OF NEXT MEETING

FOR FURTHER INFORMATION PLEASE SEE

[www.hie.co.uk/ten-steps](http://www.hie.co.uk/ten-steps)

or contact us on [community.assets@hient.co.uk](mailto:community.assets@hient.co.uk)



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