

**FALKIRK COUNCIL**

**Subject: COMMUNITY PLANNING UPDATE**  
**Meeting: FALKIRK COUNCIL**  
**Date: 24 JUNE 2015**  
**Author: CHIEF EXECUTIVE**

**1. INTRODUCTION**

- 1.1 This report provides Members with an update on Community Planning within the Falkirk Council area. The report will update Members on the process for developing the replacement for the current strategic community plan and single outcome agreement and provide details of the Partnership Agreement which sets out the governance arrangements for the Partnership.
- 1.2 In response to the Audit of the Community Planning Partnership last year, the CCP Board has been considering its role and the arrangements at the heart of the partnership. To ensure clarity of the Partnership and individual organisations' roles and responsibilities for and to the Partnership the Board has developed a Partnership Agreement it is asking all Partners to sign. This report sets out the Agreement and asks that the Council agrees to sign this.

**2. THE PARTNERSHIP AGREEMENT**

- 2.1 Over the past few months the Community Planning Partnership has developed a Partnership Agreement. The purpose of the Partnership Agreement is to:
- Clarify the role of Community Planning locally;
  - Re-iterate our 20 year vision;
  - Iterate our values as a partnership and as individual partners within that partnership;
  - Re-affirm the Partnership's commitment to community influence;
  - Provide clarity on the respective roles of the Board, Board Members, the Improvement Group, thematic delivery groups, lead officers and partner organisations; and
  - Making sure there is clarity on the practical arrangements that support the Board and its meetings.

2.2 The Community Planning Leadership Board approved the Partnership Agreement in May this year, a copy of which is attached at Appendix 1. As a key partner in community planning, the Agreement places a number of obligations on the Council. These include:

- Ensuring Members and officers involved in Community Planning support the CPP in conducting its business in a transparent and accountable manner. The Agreement clarifies how the CPP will conduct its business and also what it expects of those who sit on its Board;
- Supporting partnership groups across a number of different areas. A number of Council officers have responsibility for leading partnership groups and Elected Members also sit on the Community Planning Leadership Board. The Agreement, clarifies the roles and responsibilities of Members (in undertaking these roles) and of officers involved in supporting the work of the CPP;
- Ensuring that information on Community Planning is distributed across the partnership timeously. To achieve this, the Partnership Agreement requires the Council to identify an officer to act as a first point of contact on Community Planning; and
- Reporting annually to demonstrate how the Council supports Community Planning and the contribution it makes to local priorities and outcomes.

### **3. THE STRATEGIC OUTCOMES & LOCAL DELIVERY PLAN**

3.1 Both the current Strategic Community Plan and SOA will expire at the end of 2015. As a result, the Community Planning Leadership Board has agreed to replace both documents with one new strategic document, called a Strategic Outcomes and Local Delivery Plan (SOLD). In developing the new document, account has to be taken of the provisions within the draft Community Empowerment (Scotland) Bill, as well as some of the key messages from the Community Planning Audit, including:

- The CPP must establish the main priorities for the Falkirk Council area that target specific areas of concern;
- The CPP should develop a clear plan for implementing its SOA. This should specify priorities and set out each partner's roles and responsibilities and the actions they are required to take to improve outcomes;
- The CPP Leadership Board must take a more strategic and central role in monitoring progress against the partnership's priorities, and hold individual partners and thematic groups to account for delivering specific outcomes;
- The Leadership Board needs to ensure that the thematic groups' activities fully reflect the CPP's key priorities and are contributing effectively to improving local outcomes; and
- The CPP must ensure that it influences the development of the new health and social care partnership and that the new arrangements will help achieve its SOA priorities.

3.2 The Community Planning Leadership Board has adopted a number of principles so that partners are clear on what to expect of the process in developing the new plan. These principles include the process being:

- Built on evidence and with a clear understanding of the Council area. This, together with prioritisation criteria, can also provide the basis for ranking our priorities and outcomes;
- Inclusive, with the Board, Council Services, partners and other key stakeholders having sufficient opportunity to shape and comment on the document in key stages of its development;
- Consulted on with community representatives, so that their perspective can be given;
- Easily understood by all key stakeholders; and
- Owned and agreed by all key Community Planning partners, providing them with a framework from which they report on their contribution, progress, and performance on local outcomes and priorities.

#### **4. PROGRESS AND NEXT STEPS**

4.1 The Community Planning Leadership Board has established a Strategic Planning Group to support the development of the SOLD Plan. This includes both Council services and representatives from a number of key partner organisations.

4.2 An update report on this work was presented to the Leadership Board in May 2015. The Board has initially agreed to retain the six existing local outcomes for the CPP going forward. The Board has asked for the following actions to be progressed:

- The Strategic Planning Group undertake further work to more clearly and specifically define what the priorities within the plan could be, and the action that needs to be taken to address these;
- A consultation is undertaken with the Council's Citizen's Panel to inform what our priorities should be, the scope of each priority, and identify volunteers for issue specific focus groups proposed for later in the year; and
- A workshop is arranged during late summer for Board Members. This will take account of the further work undertaken by the Strategic Planning Group, and feedback from the Citizen's Panel. This will allow the Board to take final decisions as to what our future priorities will be.

## **5. RECOMMENDATIONS**

It is recommended that Council:

- 5.1 Approves the Partnership Agreement as set out at appendix one;
- 5.2 Notes the development of a Strategic Outcomes and Local Delivery Plan;
- 5.3 Requests that further reports be submitted, advising on progress and the development of our strategic priorities; and
- 5.4 Agrees that Officers will report annually to Council to demonstrate how the Council is supporting Community Planning and the contribution it makes towards the attainment of local priorities and outcomes.

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**CHIEF EXECUTIVE**

Date: 11 June 2015

Ref: ABD0415AW – Community Planning Update

Contact Name: Andrew Wilson – Telephone Number 01324 506046

## **LIST OF BACKGROUND PAPERS**

- 1. None

Any person wishing to inspect the background papers listed above should telephone Falkirk 01324 506046 and ask for Andrew Wilson.

## **FALKIRK COMMUNITY PLANNING PARTNERSHIP**

### **PARTNERSHIP AGREEMENT**

#### ***PART 1 - COMMUNITY PLANNING IN THE FALKIRK COUNCIL AREA***

Community Planning in the Falkirk Council area is a partnership between the public, third, private and community sectors to secure a 20 year vision, through the attainment of local outcomes and priorities, improving the wellbeing of the area, securing high quality public services and including effective partnership working and collaboration.

Some of the core aspects of the purpose of Community Planning are to:

- Secure strategic ownership of our Strategic Community Plan and Single Outcome Agreement (SOA);
- Provide oversight of partnership working across the area in securing our local outcomes and priorities;
- Promote opportunities for partnership based solutions in reforming public services;
- Ensure a focus on local outcomes and priorities, including prevention and intervention, underpinned by having a clear understanding of place, in terms of the challenges we face and the needs of our local communities; and
- Ensure that we pass on the benefits of effective partnership working through the delivery of better public services to our communities.

#### ***Our Vision***

The 20 year vision the Community Planning Partnership is working towards comprises the following:

- The legacy of our past and the potential of our future are protected;
- Our area is at the centre of Scotland;
- Our future is as one of the most culturally diverse and distinct areas in Scotland;
- Our future has investment in jobs, learning, homes and leisure for all;
- Our area is 'the place to be' in the third Millennium.

We have a number of broad themes and local outcomes to contribute towards the attainment of our vision.

#### **Our Values as a Partnership**

As a Partnership we will:

- Be visible and champion community planning through strategic leadership, within and out with our organisations and communities to achieve our vision
- Embrace innovation
- Focus on outcomes through effective delivery

- Be committed to excellence
- Be resilient and sustainable
- Integrity, equality, fairness and transparency are our core attributes and will guide how we do our business
- Be open to change
- Being smarter in the way we work.

### ***Community Influence***

As a Partnership we are committed to ensuring our communities are engaged with us in driving change. To achieve this we will:

- ◆ Involve members of the public, local communities, local businesses, the third sector and other key stakeholders in influencing the direction of travel the Community Planning Partnership takes;
- ◆ Foster effective communication, engagement and participation;
- ◆ Support local communities to improve the areas they live in, thus enabling them to make a valued and direct contribution to achieving the vision for their area
- ◆ Receive community feedback on progress, performance and achievement; and
- ◆ Pursue improvement on a continuing basis.

This is underpinned by ensuring we have wide ranging community engagement and participation across the Council area.

## ***PART 2 – HOW WE ORGANISE TO DELIVER OUR VISION***

The Partnership will ensure that it has leadership and delivery structure that is focussed on delivery of outcomes and responsive to changing environments. A delivery structure for each plan will accompany the approval process. This structure and groups will be reviewed every two years to ensure they continue to deliver and continue to be the most relevant mechanism for delivery. A diagram depicting the structure of the CPP will be held by the Partnership alongside this agreement.

In order to oversee the delivery of our vision the partnership is organised as follows:

### ***Community Planning Leadership Board***

This is the key strategic decision making and scrutiny body for the partnership, and holds to account the work, contribution, performance and progress of partners and partnership groups, in securing our vision, local outcomes and priorities.

### ***Improvement Group***

This group has a key role in ensuring that the Community Planning Partnership continuously improves, through the oversight, co-ordination and management of the partnership's improvement programme. The group has no direct focus on service delivery but seeks to secure improvement in the way in which the partnership conducts its business.

In order to secure the attainment of our vision and local outcomes the Community Planning Partnership has a number of thematic and lead officer arrangements approved by the Community Planning Leadership Board.

***Themes & Lead Officer Arrangements for Securing Outcomes***

The primary role of these themes and officers is to co-ordinate and assure the delivery of local priorities and outcomes across their thematic areas of responsibility, as set out in the partnership's strategic documents. This will include reporting on progress and performance on a regular basis to the Leadership Board and supporting the Board in meeting its responsibilities.

### ***PART 3 – PARTNERSHIP GROUP ROLES AND RESPONSIBILITIES***

#### ***The Community Planning Leadership Board***

The Community Planning Leadership Board comprises senior leaders and chief officers who share collective responsibility for the strategic leadership, scrutiny and challenge of local partnership working. The Board exercises these responsibilities in order to ensure the attainment of local priorities and outcomes. In order to achieve this, the Board will ensure:

- We set the broad strategic direction of the Falkirk CPP
- We achieve our local outcomes and priorities;
- We fulfil relevant statutory requirements;
- That conflicts are identified and resolved through process;
- Resource allocation is aligned with our local priorities;
- Facilitation, co-operation and sharing of best practice;
- Scrutiny and challenge of partners and delivery structures;
- We develop and publish a strategic plan and an annual performance and achievement monitoring statement;
- We approve partnership strategies and action plans;
- Effective local community engagement and participation;
- Partners and partnership groups are held to account for contribution, progress, performance and achievements in securing local outcomes and priorities; and
- We secure continuous improvement in local partnership working

The Board meets a minimum of four times per year and comprises non executive and executive members of each key partner organisation. This will include Elected Members, Board Members and senior officers drawn from across the following organisations:

- Falkirk Council,
- Falkirk Community Trust;
- CVS Falkirk and District;
- Police Scotland;
- The Scottish Fire and Rescue Service;
- NHS Forth Valley;
- Forth Valley College;
- Scottish Enterprise;
- Skills Development Scotland;
- SEStran;
- The Integrated Joint Board; and
- The Scottish Government

The Board will consider requests to join the partnership as they arise. We will also invite temporary members to join the Board from the community, private and third sectors to advise, support and champion their respective sectors and their contribution to local priorities and outcomes.



### ***Partner Responsibilities***

Each of the organisations represented on the Leadership Board needs to ensure that it is mindful of the statutory requirements that might underpin its involvement in Community Planning. The Partnership expects each agency and organisation to actively:

- Support and resource Community Planning appropriately, across the extent of local partnership working;
- Support the continuous improvement of Community Planning across the Falkirk Council area;
- Support the purpose of the partnership and its groups in undertaking their range of responsibilities;
- Make a proportional and appropriate contribution to and supporting all of the local outcomes and priorities set out in the Strategic Community Plan and SOA;
- Be accountable to the Leadership Board for their contribution to Community Planning including progress and performance on the attainment of local outcomes and priorities;
- Be clear on how its organisational business plans, key policies and strategies, as well as resources align with the delivery of local outcomes and priorities;
- Support the partnership to communicate and report on performance, progress and achievement, through its own publications, websites and other media; and
- Ensure Board Members and participants in Community Planning are able to contribute appropriately and are able to take decisions on behalf of their organisation.

### ***Board Member Responsibilities***

Each Board Member will:

- Lead on promoting community planning within their organisations and communities;
- Ensure their organisations are fulfilling their obligations with regards to the Partnership;
- Ensure the efforts of their organisations are focused on ensuring a meaningful contribution to the partnership;
- Actively participate in community planning and at Board meetings; and
- Champion community planning in Falkirk and more generally act as an ambassador for the area itself.

### ***The Improvement Group***

This group supports the Community Planning Leadership Board in delivering on its responsibilities to assure an effective and efficient approach on partnership working. The group meets a minimum of four times per year but six weeks in advance of a Leadership Board meeting.

The group has a key responsibility for managing and co-ordinating the partnership's improvement programme. This includes ensuring that the partnership's improvement programme addresses the issues emerging from the audit of Community Planning and any additional actions arising from national guidance or good practice.

The group comprises officers from across the partnership that have responsibility for strategic planning, resource & financial planning, performance management and ICT.

This group plays a key role in ensuring the Community Planning Partnership has an effective framework for partnership working and for promoting continuous improvement across the partnership

### ***Themes and Lead Officers***

The Community Planning Leadership Board will approve nominated themes and lead officers with responsibility for the attainment of local priorities and outcomes. They are also accountable to the Board for progress and performance and for regularly reporting on this in an agreed format. It is recognised that themes are inter-related, and therefore it is incumbent on lead officers to take account of the work of other themes. The specific responsibilities of lead officers, include:

- The delivery and attainment of local priorities and outcomes within their area of responsibility;
- Timeous reporting on progress, performance and achievement;
- Securing effective community engagement and participation; and
- Reconciling their role within the Community Planning Partnership.

The Partnership will through its planning process determine strategic priorities and outcome. The delivery structure will follow priorities and will be developed as a critical part of the planning process.

Third Sector activity will be co-ordinated by the Chief Executive, CVS Falkirk and District. This reflects the increased prominence given to the Third Sector in the Strategic Community Plan and reflects that we now have a Third Sector Interface through CVS Falkirk and District.

## ***PART 4 – GENERAL PROVISIONS***

The following general provisions allow the Community Planning Partnership to conduct its business efficiently and effectively. Although a number of these provisions specify the Leadership Board, they can be adapted and utilised for other groups as required.

Falkirk Council will provide a secretariat for the Board and Improvement Group, unless alternative arrangements are agreed by Partners.

Each partner will nominate one point of contact in order that request for information, reports; meeting dates can be disseminated appropriately within each partner organisation. Falkirk Council, as the secretariat, will keep an up to date list of all Board members and key contacts.

### ***Notice of Meetings of the Community Planning Leadership Board***

At least five working days prior to a Board meeting, an agenda and related papers will be distributed electronically to Board Members. Hard copies of papers will be provided on the day, provided that a request for this is made at least two working days in advance of the meeting.

Partners will provide the Board Secretariat of notice of reports for meetings at least 10 working days before issuing of papers, with final signed reports being provided the day before the agenda is due to be issued.

No later than ten working days after the meeting, Board papers will be published on Falkirk Council's website, unless there is a valid reason for not publishing, e.g. confidential papers or papers taken in private session.

### ***Conduct of Meetings***

A quorum of at least one third of Board Members requires to be present for a meeting to proceed. The Chair of the Community Planning Partnership will be renewed every two years. Partners will keep their representation on the Board under regular review to ensure that this remains appropriate.

Partners are able to nominate formal substitute attendees, provided that advance notification is provided, at least two working days ahead of the meeting. It is expected however that Board Members will attend Board meetings unless they have good cause not to. It is for the partner organisation to ensure that the substitute is briefed appropriately and provided with relevant papers.

### ***Tenure of Board Membership***

Subject to a request from the Chief Executive of Falkirk Council, it is for each partner organisation to nominate appropriate Elected or Board Members and officers for a stipulated period.

Every two years, Falkirk Council on behalf of the partnership will write to each partner seeking confirmation of their non-executive and officer representation on the Leadership Board. It is from this that the list of Board members will be collated. Partners should advise the Council of changes in representation.

Other representatives from partner organisations can attend Board meetings in an advisory capacity. The Board may also invite temporary members to meetings, particularly from the community, private and third sectors.

### ***Partnership Finances***

Although the partnership has no dedicated budget, on occasion funding may be allocated to it, particularly by the Scottish Government. In these circumstances a lead partner, subject to Board agreement, will manage these funds on behalf of the Community Planning Partnership.

### ***Disputes***

In the unlikely event of a dispute occurring between partners, the partnership will seek to deal with this internally. Where this is not possible, the partner(s) with complaint should prepare a report for its own Board or Committee, with a view to resolving the issue(s). Further recourse can be made to the Leadership Board seeking mediation and resolution.

### ***Termination of the Agreement***

Should any partner wish to terminate the agreement, they should submit a report to the Leadership Board, explaining the reasons for this. The consent of the majority of the Board will be required to terminate or significantly change the terms of this agreement.

## ***PART 5 – SIGNATORIES***

The following representatives have the appropriate authority to sign the Partnership Agreement on behalf of their organisation:

..... On behalf of Falkirk Council                      Date:.....

.....On behalf of Falkirk Community Trust    Date:.....

.....On behalf of CVS Falkirk and District    Date:.....

.....On behalf of Police Scotland                      Date:.....

.....On behalf of The Scottish Fire and Rescue Service    Date:.....

.....On behalf of NHS Forth Valley Date:.....

.....On behalf of Forth Valley College Date:.....

.....On behalf of Scottish Enterprise

.....On behalf of Skills Development Scotland      Date:.....

.....On behalf of SEStran

.....On behalf of The Scottish Government      Date:.....