

**Argyll and Bute Council**  
Comhairle Earra Ghaidheal agus Bhoid

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17 September 2010

**HELENSBURGH & LOMOND AREA COMMUNITY PLANNING GROUP MEETING  
21 SEPTEMBER 2010**

I refer to the above and enclose herewith Additional Item 16: **Helensburgh and Lomond Local Area Community Planning Group Partnership Agreement.**

Douglas Hendry  
Executive Director - Customer Services

**'Additional Item'**

- 16. HELENSBURGH AND LOMOND LOCAL AREA COMMUNITY PLANNING  
GROUP PARTNERSHIP AGREEMENT(Pages 1 - 4)**

**HELENSBURGH AND LOMOND AREA COMMUNITY PLANNING GROUP**



## **Helensburgh and Lomond Local Area Community Planning Group Partnership Agreement (Draft-August 2010)**

### **1. Background**

- 1.1. Community Planning is now a legal requirement because of the Local Government in Scotland Act 2003. This places responsibility on the key public sector agencies in Argyll and Bute to develop and implement the community planning process. Community Planning is about everyone, communities, the Council and its partners – working together to make their area a better place to live and improve local services.
- 1.2. This agreement is between the agencies, organisations and communities represented at a local level through the Local Area Community Planning Group and forms part of the Governance and Accountability Framework for the Argyll and Bute Community Planning Partnership. Through this agreement partners are committing to work together to deliver the Local Community Plan.
- 1.3. This agreement is not a legal document but sets out a set of principles and working arrangements to which members of the Local Area Community Planning Groups are committed.

### **2. Community Planning in Argyll and Bute**

- 2.1. The Strategic Community Plan sets out a vision for the area that has been developed and agreed by a number of partners, including Argyll and Bute Council, Strathclyde Police, NHS Highland and Strathclyde Fire and Rescue. The Strategic Community Planning Partnership identifies four inter-related themes which are:
  - Economy
  - Environment
  - Social Affairs
  - Community Engagement
- 2.2. Complementing the strategic approach to community planning local structures have been developed to ensure that local needs are addressed and communities can have a voice within the community planning structure. There are four Local Area Community Planning Groups, one for each of the Council's administrative areas.
- 2.3. Local community planning enables individuals, organisations and communities to work together to influence the ways in which services are planned and strategic decisions are made.

### **3. Local Community Plan**

- 3.1. The drafting of the Helensburgh and Lomond Local Community Plan began in November 2009. Various networks were set up for ensuring the creation of this Plan, including engagement with Argyll and Bute Council Services, Strathclyde Police, NHS Highland, Strathclyde Fire and Rescue, Community Councils and other statutory and voluntary services operating in this area. Additionally, the Plan has been informed by discussion and consultations with all statutory and voluntary service providers, agencies, organisations and groups. Ultimately the main source of local views has been the engagement of local people in the "Forward Together"

events, which were rolled out right across the area and have identified local concerns, issues and aspirations.

- 3.2. The Plan, therefore, summarises the views of local people and service providers and aims to set a framework for future needs led provision and the future development and dovetailing of services. Based on the outcomes of the consultation process the Plan will highlight priorities and actions under key outcomes. These are:

Helensburgh and Lomond Outcomes (insert table of local outcomes)

## 4. Area Information

### 4.1. Helensburgh and Lomond

Lying to the east of Argyll and Bute, Helensburgh and Lomond has a total population of 26,207, of which 13,718 (52%) are male and 12,489 (48%) are female (GROS' 2008 SAPEs). The naval personnel at the Faslane base cause an apparent overrepresentation of males aged 19 to 44 within the area. However, this pattern is reversed in the older age cohorts, where proportions of women are greater than the proportion of men. The demographic profile of Helensburgh and Lomond is younger than that of Argyll and Bute as a whole. The main service centre in the area is Helensburgh (population 15,590 (GROS 2008-based Settlement Estimates). *The GROS 2008-based Small Area Population Estimates and 2008-based Settlement Estimates are: © Crown copyright. Data supplied by General Register Office for Scotland.*

## 5. Membership

5.1. Each Local Area Community Planning Group has agreed core partners, these are:

- Strathclyde Police
- Strathclyde Fire and Rescue
- NHS Highland (AB CHP)
- Third Sector – representative of the Third Sector Interface
- Representation from Caucus of Community Councils
- Housing Associations
- Scottish Enterprise/HIE
- LLTNP (B and C and H/L)
- M.O.D. (H/L)

5.2. There are also a number of non-core partners, including:

- Job Centre +
- Skills Development Scotland
- Maritime and Coastguard Agency
- Initiative at the Edge
- HITran
- SPT
- Cal Mac
- Scottish Water
- SEPA
- SNH

- Crofters Commission
- Forestry Commission

5.3. Other partners will be linked in as appropriate to issues being progressed by the groups

5.4. The effective working of the group will require partners to effectively integrate their different contributions and deliver a multi agency approach to planning improved service delivery.

## 6. General Arrangements

- Dates for meetings will be agreed at the final meetings of each calendar year.
- The Chair can convene additional meetings at the request of four or more partners or if he/she considers there is good reason.
- Agendas and all related papers will be available on the Council website [www.argyll-bute.gov.uk](http://www.argyll-bute.gov.uk)
- Items not on the agenda will only be considered if they are urgent and with the agreement of the chair and members of the LACPG present
- Meetings will be open to the public. The members of the LACPG can resolve to exclude the public if an item is deemed sensitive.
- Quorum - One quarter of the partners represented must be present for any decision making. If after ten minutes no quorum is achieved the meeting will be deemed inquorate and not take place.
- Minutes of meetings will be taken by a member of Council and will be made available on the Council's website [www.argyll-bute.gov.uk](http://www.argyll-bute.gov.uk)
- Members of the CPP must declare any interest, financial or non-financial, if any contract is to be discussed

## 7. Support

7.1. Each Local Area Community Planning Group will be supported by:

- a) A Lead Officer, Argyll and Bute Council Area Customer Services Manager, to facilitate and promote the smooth operation of the LACPG. Working closely with group members to ensure a supportive structure, which responds to the needs of the members in addressing issues.
- b) Administrative support, organising meetings, taking minutes, etc will be provided by Argyll and Bute Council, Customer Services.
- c) A Local Community Development Officer will have a key role in the support of community groups, organisations and individuals, particularly those who do not traditionally engage in community issues, to participate in local community planning.

## 9. Local Area Action Plan

9.1. The H&L/MAKI/OLI/B&C LACPG will contribute to the production of a local Action Plan, setting out actions agreed by the LACPG and the CPP to address identified needs in the area over a specific period of time.

9.2. The process of identifying needs will involve consultation with local people in the LACPG area, as well as information provided by CPP partners and Thematic Groups. The Plan will be finalised following dialogue with the CPP partner

representatives and link directly to the strategic themes of the Community Planning.

- 9.3. Local partners or groups will be identified as having lead responsibility to progress actions within the Plan. Where no appropriate group exists the LACPG can agree to form an action group to ensure an agreed action is progressed.
- 9.4. Clearly defined targets and timescales will be agreed to ensure that the progress of the plan can be monitored and reviewed.

## **10. Roles and Responsibilities of partner organisations, agencies and community representatives**

**10.1.** If you are involved in Community Planning, at any level, you must demonstrate representation and ensure accountability. Clear lines of accountability allow representatives to speak with real authority. This does not mean that all decisions are subject to a consensus, at times a representative will have to present diverse, sometimes conflicting, views. Representatives should be prepared and able to explain decisions and actions.

### **10.2. Partners in a representation role should:-**

- put into place reporting mechanisms that support the flow of information without creating unnecessary burdens;
- make arrangements that enable all partners to participate as fully as possible;
- ensure there is clarity about when one partner has a clear mandate to represent and when they do not.
- be clear about who they are representing

## **11. Monitoring and Evaluation**

**11.1.** The Helensburgh and Lomond Local Action Plan is a result of local people and community planning partners working together. Therefore, the monitoring and evaluation of the plan will involve both officers and the community.

**11.2.** Already communities across Helensburgh and Lomond have shown a willingness to take on this role and see the benefits in continuing the joint working arrangements along with Local Officers, Elected Members and other voluntary and statutory organisations operating in the Helensburgh and Lomond area.

**11.3.** It is also recognised that local elected members will play a central role in assessing progress made. This will provide an ongoing learning process for all those involved.

**11.4.** The Plan will reflect the aims of the Argyll and Bute Community Planning Partnership but will significantly identify issues raised at a local level. This should inform decisions on future actions, but also result in highlighting the growth in confidence, skills and capacity of individuals, organisations and the wider community.

**11.5.** Simple reporting arrangements will be adopted to enable agencies and services to make links with their own mechanisms.

## **12. Review Cycle**

**12.1.** This Agreement will be reviewed annually.