



# Constitution

## 1 INTRODUCTION

- 1.1. Effective community partnership working is essential if we are to deliver local outcomes within the new national framework. As Community Planning partners we must demonstrate that we have an effective and efficient Community Planning Partnership. This document is being developed to enable the Community Planning Partnership (CPP) to demonstrate our commitment to the continuous improvement and effective delivery of Community Planning in Argyll and Bute.
- 1.2. Partners need to collaborate to ensure an effective response to the Government's outcome based approach, removal of ring-fenced funding and increasing involvement of local communities in setting priorities requires partners to work together.
- 1.3. As the link between funding and outcomes develops, it is critical that partners successfully integrate service planning and delivery across the different agencies involved.
- 1.4. The Local Government in Scotland Act (2003) places a statutory duty on Councils to lead and facilitate Community Planning. There is also a corresponding duty on a range of partners to participate locally.
- 1.5. As well as the commitment from partners to work together to provide better public services the community planning process ensures people and communities are genuinely engaged and can influence the decisions made that affect them.
- 1.6. Argyll and Bute Council is required to ensure financial accountability as the recipient of grants and other community planning funding streams.

## 2 COMMUNITY PLANNING IN ARGYLL AND BUTE

2.1. The Argyll and Bute Community Plan was published in July 2007 and is acknowledged as the guiding document for strategic planning by all partners. The Plan communicates the long term vision for the area and highlights key areas where action is required to ensure progress towards that vision.

2.2. Key Themes of Argyll and Bute Community Plan 2007-2017

### Outstanding Environment

- Natural Environment
- Climate Change

### Vibrant Communities

- Culture, Arts and Sport
- Regeneration
- Robust and Dynamic Economy
- Housing
- Healthy and Safe Communities

### Forward Looking

- Transforming Public Services
- Better Connections

2.3. Single Outcome Agreement (SOA)

Community Planning partners are responsible for the development of the Argyll and Bute Single Outcome Agreement – with the Council taking a lead role as required in the concordat of November 2007. The SOA is focused on the short and medium term outcomes to complement the long term focus of the Community Plan. The SOA is also the main focus of CPP partners on delivery of the Government's National Outcomes and the areas where support is needed from the Scottish Government to enable delivery of national outcomes and the community plan goals.

## 3 DECISION MAKING STRUCTURES

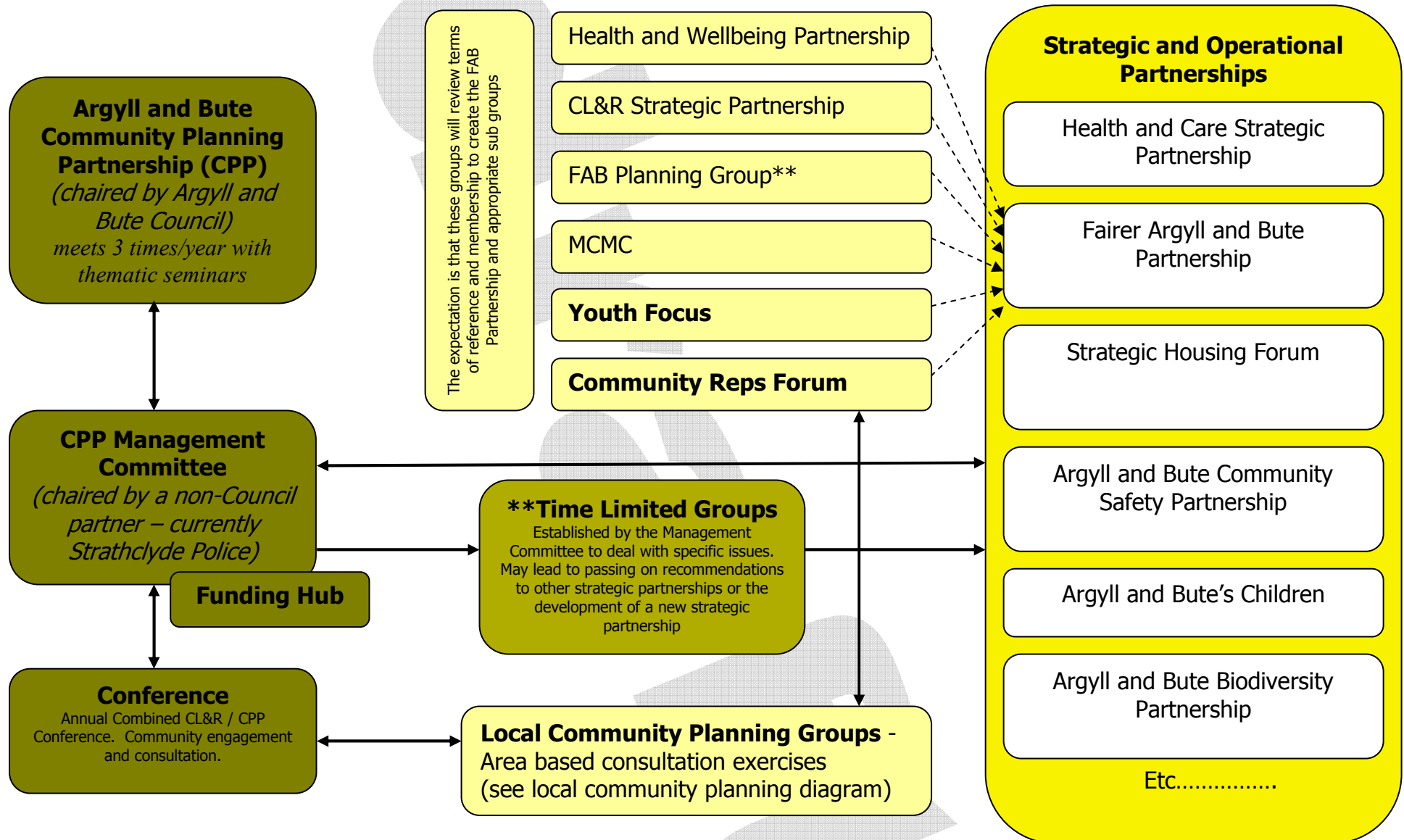
3.1. Community Planning in Argyll and Bute does not follow a traditional hierarchical model but is more flexible and adaptable using a networked approach to reflect modern ways of working and the complex inter-relationships between partners.

3.2. Key Structures (summarised in diagram following the descriptions below)

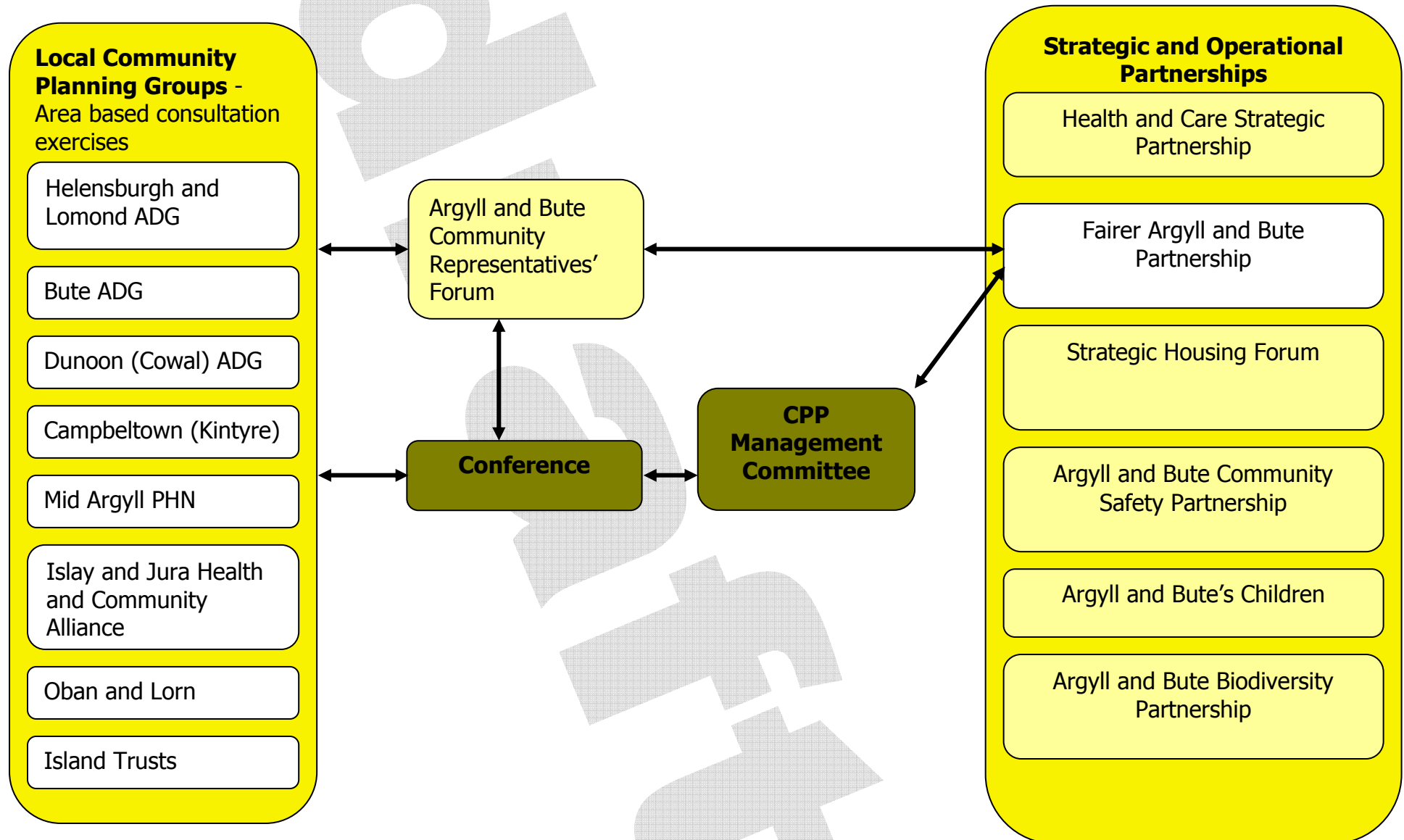
- **Full partnership** - Comprises representatives of organisations at strategic level. The Full Partnership gives all CPP partners an opportunity to influence the strategic direction of the partnership.

- **Management Committee** - Comprises representatives at senior management level from core partner organisations. The Management Committee is the operational group driving forward the implementation of the Community Plan and the Single Outcome Agreement. The Committee is also responsible for the monitoring and evaluation of CPP processes, the SOA and other strategic partnerships.
  - **Funding Hub** - Provides the focus for the CPP to ensure effective provision of information on funding opportunities and to support the development and phasing of bids for funding to ensure greater success at accessing the limited funding held by the Lottery, major grant giving bodies and the Government.
  - **Time Limited Groups** - Comprising relevant CPP partners with a designated lead. These groups are formed to address specific issues and make recommendations to the Management Committee.
  - **Local Community Planning Groups** – Comprising local stakeholders with relevant interests. These groups enable individuals and communities to be consulted on community planning issues as well as influence the direction of community planning and service delivery at a local level.
  - **Youth Focus** – Comprising young people from across Argyll and Bute, Youth Focus gives them the opportunity to comment on community planning issues and add their voices to the debate.
  - **Community Representatives' Forum** – Comprising nominated community representatives from across Argyll and Bute, the Forum meets to share good practice, participate in training events and consult on broader community planning issues.
- 3.3. **Conference** – An annual Community Planning conference enables all partners to participate in an information sharing and consultation event. The conference programme and objectives are specified by the Management Committee and the event is managed by Community Learning and Regeneration and brings community representatives, young people and CP partners together to share good practice and influence the direction of community planning in Argyll and Bute.

### 3.4. Argyll and Bute CPP Strategic Links



### 3.5. Local Community Planning Links



## 4 FULL PARTNERSHIP

**4.1.** Comprises representatives of organisations at strategic level. The Full Partnership gives all CPP partners an opportunity to influence the direction of community planning.

Partner Organisation	Meeting Delegates
Argyll and Bute Council	Dick Walsh (Chair) Sally Reid
Strathclyde Police	Mitch Roger
Strathclyde Fire and Rescue	Paul Connelly
NHS Highland (AB CHP)	Derek Leslie
Highlands and Islands Enterprise	Douglas Cowan
Scottish Enterprise	Neil Frances
Skills Development Scotland Initiative at the Edge	Donald Henderson Hugh Donaldson
Argyll CVS	David Price
Islay and Jura CVS	John Davidson
Bute Community Links	Jim Clinton
Argyll and Bute Volunteer Centre	Glenn Heritage
MICT	James Hilder
Association of Argyll and Bute Community Councils	Nicola Welsh
ABSEN	Mike Geraghty
Fyne Homes	Peter McDonald
ACHA	Alistair MacGregor
West Highland HA	Leslie McInnes
Dunbritton HA	Morven Short
Scottish Government Housing and Regeneration	David Dowie
SERPID	Bill Dundas
SEPA	Jim Frame
Scottish Natural Heritage	Andrew Campbell
Crofters Commission	Nick Reiter
Forestry Commission	Keith Miller
Loch Lomond and the Trossachs National Park	Lesley Campbell
HiTrans	Dave Duthie
SPT	Alan Murray
Cal Mac	Fay Harris
Scottish Water	Kevin O'Hare
M.O.D.	Alan Cummings
Job Centre +	John Reid

Note: Depute Council Leader and Council Directors may also be in attendance, as are the Council's Policy and Strategy Manager and the Community Planning Manager. Note: Silent Observers can also attend meetings and contribute when invited to.

## 4.2. Terms of Reference

The Full Partnership provides a forum for full partner participation to:

- a. Ensure effective partnership working at strategic level
- b. Give strategic direction for community planning in Argyll and Bute
- c. Engage communities in decision making processes
- d. Ensure accountability of community planning related grants and funding streams

## 5 MANAGEMENT COMMITTEE

5.1. Comprises representatives at senior management level from core partner organisations. The Management Committee is the operational group driving forward the implementation of the Community Plan and Single Outcome Agreement. The Committee is also responsible for the monitoring and evaluation of CPP processes.

Partner Organisation	Meeting Delegates	No of Delegates
Strathclyde Police	Raymond Park (Chair)	1
Argyll and Bute Council	Sally Reid	1
Strathclyde Fire and Rescue	Geoff Calvert/David Penman	1
NHS Highland (AB CHP)	Derek Leslie	1
Highlands and Islands Enterprise	Douglas Cowan/Sue Gledhill	1
Scottish Enterprise		
Skills Development Scotland		
Initiative at the Edge		
Argyll CVS	3 <sup>rd</sup> Sector representative	2
Islay and Jura CVS		
Bute Community Links		
Argyll and Bute Volunteer Centre		
MICT		
Association of Argyll and Bute Community Councils		
ABSEN		
Fyne Homes	RSL's representative/David Dowie	2
ACHA		
West Highland HA		
Dunbritton HA		
Scottish Government Housing and		

Regeneration		
SERPID	Bill Dundas/ Andrew Campbell	2
SEPA		
Scottish Natural Heritage		
Crofters Commission		
Forestry Commission		
Communities Scotland		
Loch Lomond and the Trossachs National Park		
HiTrans	Dave Duthie/ Alan Murray (Blair Fletcher)	1
SPT		
Cal Mac		
Scottish Water	The Management Committee will consider how best to ensure these partners are linked and there is appropriate and adequate communication in both directions	
M.O.D.		
Job Centre +		
Total number of delegates		12+

Note: Relevant Council Directors may be in attendance, as are the Council's Policy and Strategy Manager and the Community Planning Manager. In the event that the substantive representative is unable to attend he/she may nominate a substitute and must notify the Community Planning Manager.

## 5.2. Terms of Reference

The Management Committee has been established to:

- a. Oversee development and implementation of the Community Plan and the Single Outcome Agreement
- b. Agree processes for monitoring and evaluating action/delivery
- c. Disseminate information ensuring all partners are aware of and able to participate in community planning process
- d. Enable community participation through agreed structures
- e. Monitor and evaluate the effectiveness of the Community Planning process

## 6 MEETINGS

### 6.1. Full Partnership

- a. The Full Partnership will normally meet three times a year.
- b. The Full partnership shall be chaired by the Leader of Argyll and Bute Council. In her/his absence the meeting will be chaired by the Vice-chair (Depute Leader of Argyll and Bute Council). In their absence an acting chair will be appointed at the meeting.
- c. The Full partnership will be responsible for the appointment of Management Committee chair and vice-chair from partner organisations at 2 year intervals.



## 6.2. Management Committee

- a. The Management Committee will normally meet six times a year
- b. The Management Committee will be chaired by a partner organisation. Succession to chair will be agreed after 2 years

## 6.3. General

- a. Dates for meetings in the coming year will be agreed at the final meetings of each calendar year.
- b. The Chair can convene additional meetings at the request of four or more partners or if he/she considers there is good reason.
- c. At least seven clear days before CPP meetings public notice will be given on the Council's website
- d. Agendas and all related papers will be available on the Council website [www.argyll-bute.gov.uk](http://www.argyll-bute.gov.uk) or through a link on the Community Planning website [www.argyllandbutecpp.net](http://www.argyllandbutecpp.net)
- e. It will be at the discretion of the chair whether to consider items not on the agenda.
- f. Meetings will be open to the public. The chair can resolve to exclude the public if an item is deemed sensitive.
- g. 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.
- h. 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) or through a link on the Community Planning website [www.argyllandbutecpp.net](http://www.argyllandbutecpp.net)
- i. Members of the CPP must declare any interest, financial or non-financial, if any contract is to be discussed

## **7 FINANCE AND RESOURCES**

The CPP is not a corporate body and does not hold funds of its own.

- a. All funds will be held by the appropriate officers of relevant partner organisation
- b. The reporting year for the CPP will be 1<sup>st</sup> of April to the 31<sup>st</sup> of March
- c. It is the responsibility of the relevant CPP partner to ensure that appropriate financial accounting arrangements are in place in respect of partner contributions
- d. The allocation of funds by the CPP must contribute to achieving agreed outcomes
- e. Core CPP staff will be employed by the Council on behalf of the CPP

## **8 FUNDING HUB**

### 8.1. Aim

The aim of the Funding Hub is to help develop and maintain sustainable projects in Argyll and Bute by maximising the amount of funding and support to these projects through improved quality of bids and closer links with local priorities.

### 8.2. Objectives

- a. Provide large scale projects with feedback on bids
- b. Share information, learning and best practice in funding between members and use this knowledge to feedback on bids
- c. Develop relationships with Funders to ensure that Argyll and Bute is properly represented in any developments and any funding arrangement impacting negatively on the area can be addressed
- d. Highlight funding opportunities to management Committee which address gaps in the Community Plan

### 8.3. Members

- a. Membership of the Funding Hub is open to umbrella organisations and strategic organisations providing funding to groups and/or capacity building support and information.
- b. Members can be represented at meetings by any member of their staff but this will normally be a senior officer

### 8.4. Principles

- a. Openness – The Funding Hub members are committed to openness and transparency in all aspects of its work.
- b. Added Value – The Funding Hub will not duplicate work already undertaken by other organisations or networks.
- c. Balance – The Funding Hub will seek to ensure that all appropriate groups are represented
- d. Equality – Funding Hub members are committed to equality of opportunity in all aspects of its work

### 8.5. Practice

- a. The Funding Hub meets 6 times a year, after the CPP MC meeting.
- b. The Chair of the Funding Hub is a member of the CPP MC and is responsible for raising any relevant issues to the Management Committee for action.

- c. The Funding Hub will work to an action plan agreed by its members.
- d. The Funding Hub will regularly review, activities, membership and operational practice.
- e. The Funding Hub will report to the CPP MC as required.
- f. Minutes of the Funding Hub must be recorded, distributed and agreed by the members.

## **9 TIME LIMITED GROUPS**

- 9.1. Time Limited Groups are formed to address specific issues and make recommendations to the Management Committee. They have a designated lead and members drawn from relevant CPP partners.
- 9.2. Time Limited Groups will agree their own operating arrangements providing they:
  - a. Follow the guidance given by the Management Committee in terms of their operational remit
  - b. Reach decisions by consensus
  - c. Report back to Management Committee at agreed times
- 9.3. Terms of Reference  
Time Limited Groups will be created to:
  - a. Take forward an issue that requires more focused attention
  - b. Make recommendations to Management Committee within time agreed
  - c. Minutes or action notes of Time Limited Groups must be recorded and distributed to all group members. How minutes are recorded and distributed will be agreed by the group
- 9.4. Links to the Management Committee
  - a. Lead officers of Time Limited Groups will attend Management Committee meetings as required
  - b. Short written progress reports will be submitted as required

## **10 PARTICIPATION IN CPP AND OTHER STRATEGIC PARTNERSHIPS**

- 10.1. CPP partners have responsibility for defining arrangements for supporting Community Planning within their organisation.
- 10.2. It is the responsibility of the individual organisations to ensure appropriate representation at all levels and to demonstrate how they contribute to the implementation of the Community Plan and the Single Outcome Agreement

10.3. CPP partners have the responsibility to disseminate relevant Community Planning information to other strategic and operational partnerships in which they participate.

10.4. CPP partners also have the duty to bring to the CPP any issues arising in other strategic or operational partnerships that affect the CPP.

**August 2008**

