



Constitution and Partnership Agreement

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 a joined up, effective and efficient Community Planning Partnership. This document is being developed to enable us, as a partnership, to demonstrate our commitment to the continuous improvement and effective delivery of Community Planning in Argyll and Bute.
- 1.2. As the link between funding and outcomes develops, it is critical that partners successfully integrate the benefits of a multi-agency approach to planning improved service delivery.
- 1.3. The removal of ring-fenced funding and increasing involvement of local communities in setting priorities requires partners to collaborate effectively.
- 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 in discussions 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.
- 2.2. Key Themes of Argyll and Bute Community Plan 2007-2017

Outstanding Environment

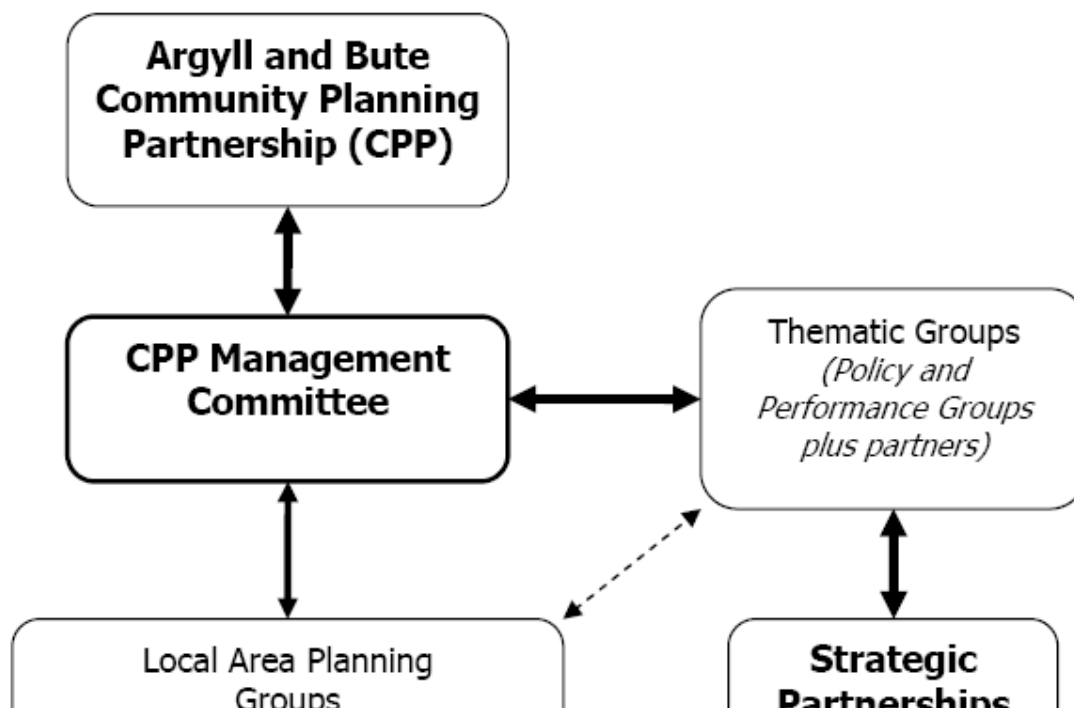
- Natural Environment
- Climate Change
- Vibrant Communities
 - Culture, Arts and Sport
 - Regeneration
 - Robust and Dynamic Economy
 - Housing
 - Healthy and Safe Communities
- Forward Looking
 - Transforming Public Services
 - Better Connections

2.3. Single Outcome Agreement

The Single Outcome Agreement is *"the means by which CPPs agree their strategic priorities for their local area and express those priorities as outcomes to be delivered by the partners, either individually or jointly, while showing how those outcomes should contribute to the Scottish Government's relevant National Outcomes."* (SOA Guidance for CPPs, IS 2008)

Community Planning partners have been involved in the development of the Argyll and Bute Single Outcome Agreement. The SOA gives short and medium term outcomes where the Community Plan sets out the long term outcomes. CPP partners will continue to be involved in the development of the SOA and CPP outcomes will be specific, measurable and costed.

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 to enable better relationships between partners and partnerships.

3.2. Key Structures

- **Full partnership** - Comprises representatives of organisations at strategic level. The Full Partnership gives all CPP partners an opportunity to participate in influencing the strategic direction of the partnership.
- **Management Committee** - Comprises representatives at senior officer 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 MC is also responsible for the monitoring and evaluation of CPP processes, the SOA and other strategic partnerships.
- **Thematic Groups (Policy and Performance Groups plus CPP partners) -**
- **Local Area Planning Groups (Area Committees plus CPP partners) -**
- **Time Limited Groups** - Comprising relevant CPP partners with a designated lead. Short life working groups (SLWG) are formed to address specific issues and make recommendations to the Management Committee.
- **Local Community Planning Groups** – Comprising local stakeholders with relevant interests. Local community planning groups enable individuals and communities to be consulted on community planning issues as well as influence the direction of community planning at a local and area level.

3.3. **Conference** – An annual Community Planning conference enables all partners to participate in an information sharing and consultation event. The conference is planned jointly with 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.

4 FULL PARTNERSHIP

4.1. Comprises of representatives of organisations at strategic level. The Full Partnership gives all CPP partners an opportunity to participate and influence direction.

CPP Partner Organisations
Argyll and Bute Council
Strathclyde Police
Strathclyde Fire and Rescue
NHS Highland (AB CHP)
Highlands and Islands Enterprise
Scottish Enterprise
Skills Development Scotland
Initiative at the Edge
Argyll CVS
Islay and Jura CVS
Bute Community Links
Argyll and Bute Volunteer Centre
MICT
Association of Argyll and Bute Community Councils
ABSEN
Fyne Homes
ACHA
West Highland HA
Dunbritton HA
Scottish Government¹
SERPID
SEPA
Scottish Natural Heritage
Crofters Commission
Forestry Commission
Loch Lomond and the Trossachs National Park
HiTrans
SPT
Cal Mac
Scottish Water
M.O.D.
Job Centre +

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.

¹ Formerly Communities Scotland

4.2. Terms of Reference

The Full Partnership which provides a forum for full partner participation has been established 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 officer 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 MC is also responsible for the monitoring and evaluation of CPP processes.

Partner Organisation	No of Delegates
Strathclyde Police	1
Argyll and Bute Council	1
Strathclyde Fire and Rescue	1
NHS Highland (AB CHP)	1
Highlands and Islands Enterprise	1
Scottish Enterprise	
Skills Development Scotland	
Initiative at the Edge	
Argyll CVS	2
Islay and Jura CVS	
Bute Community Links	
Argyll and Bute Volunteer Centre	
MICT	
Association of Argyll and Bute Community Councils	
ABSEN	
Fyne Homes	1
ACHA	
West Highland HA	
Dunbritton HA	
Scottish Government ²	
SERPID	2
SEPA	
Scottish Natural Heritage	

² Formerly Communities Scotland

Crofters Commission	
Forestry Commission	
Communities Scotland	
Loch Lomond and the Trossachs National Park	
HiTrans	1
SPT	
Cal Mac	
Scottish Water	
M.O.D.	
Job Centre +	
Total number of delegates	

Note: Relevant Council Directors are also 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. Ensure 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 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 meet six times a year. Dates for meetings will be agreed by the final meeting of each 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 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 or through a link on the Community Planning website 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 or through a link on the Community Planning website www.argyllandbutecpp.net
- i. Members of the CPP must declare any interest, financial or non-financial, if any contract is to be discussed

7 THEMATIC GROUPS

8 LOCAL AREA PLANNING GROUPS

9 TIME LIMITED GROUPS

- 9.1. Comprising of relevant CPP partners with a designated lead. Time Limited Groups are formed to address specific issues and make recommendations to the Management Committee.
- 9.2. Time Limited Groups will agree their own operating arrangements assuming that 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 ENGAGING THE COMMUNITY

10.1. The Argyll and Bute CPP has developed a Community Engagement Strategy to engage with stakeholders. Performance will be monitored by the Management Committee.

10.2. All partnerships at all levels are responsible for ensuring that they conduct engagement activities in line with National Standards for Community Engagement.

10.3. The Community Engagement Action Plan outlines the activities supported through the CPP

11 PARTICIPATION IN CPP AND OTHER STRATEGIC PARTNERSHIPS

11.1. CPP partners have responsibility for defining arrangements for Community Planning within their organisation.

11.2. 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

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

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

12 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 1st of April to the 31st 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

13 PERFORMANCE MANAGEMENT FRAMEWORK

13.1. High level aims within the Community Plan are translated into priorities which influence the corporate plans of the Council or one or more of its partners. Relevant Community Planning priorities will be included in the Single Outcome Agreement (SOA).

13.2. Performance against the Community Plan will be appraised by each partner monitoring its own performance (through the Council's performance management system, Pyramid) and reporting progress to the CPP Management Committee. Performance against local and thematic community plans which are developed within the overall community planning framework will be measured using a scorecard created within Pyramid.

13.3. Different tiers of the Community Planning Partnership will receive performance reports as follows:

- Management Committee: will monitor all outcomes/actions within the Community Plan. The committee will also monitor the outcomes in the SOA relevant to Community Planning Partners.
- Thematic Partnership Groups: thematic groups linked to the Council's Policy and Performance Groups will be accompanied by a relevant performance scorecard to provide relevant information to the Council, CPP Partners and service users
- Area Planning Partnership Groups: Area Planning Groups, linked to the Council's Area Committees, will be accompanied by a relevant performance scorecard to provide relevant information to the Council, CPP partners and service users.

Stakeholders	All formal Community Planning partners; service users; communities
Structure	CPP Management Committee ; thematic and area partnerships, range of key partnership groups
Vision	Argyll and Bute Community Plan
Plan and priorities	Review Community Plan and inform Single Outcome Agreement
Translates downwards:	Community Plan informs Council Corporate Plan (and in turn Departmental/Service plans) and those of partners. Appropriate Community Planning Partner indicators tracked in Pyramid. Planning and performance information also cascades to inform possible future thematic and area partnerships.
Type of report	Performance scorecard on the Community Plan and the SOA
Measurements	Indicators to be outlined in CPP scorecard.
Report to	Community Planning Management Committee Publicise progress annually
Scorecard themes	To be determined by CPP partners

14 PARTNERSHIP AGREEMENT

14.1. Partners are invited to acknowledge the direction of the CPP and to commit to the enhancement of joint working to deliver quality services in Argyll and Bute by signing this agreement.

Signatories to the agreement:

Name _____

Designation _____

On behalf of Argyll and Bute Council (lead organisation)

Name _____

Designation _____

On behalf of _____ (partner organisation)

February 2009