
Title: Community Planning – Self Assessment– Roles and Responsibilities

1. SUMMARY

- 1.1. Following on from the CPP self assessment and as a result of a meeting between relevant Argyll and Bute Council Service heads, we (Community Planning) have been asked to pull together a document to clarify roles and responsibilities for those involved across all levels of Community Planning.
- 1.2. As evidenced in the findings of the self-assessment there is also a need to identify a joint approach to supporting the overall structure.
- 1.3. One suggestion is that this could take the form of a group that brings together those of us from the different Council departments that all have roles to play in supporting community planning.
- 1.4. The Council's Senior Management Team have been asked to agree the formation of a Community Planning Support Officers Group.
- 1.5. The purpose of the group would be to
 - ensure that there is a co-ordinated approach to developing plans (strategic and local), agenda setting, timescales, community engagement, reviewing performance, etc..
 - make best use of the resources available.
 - discuss overall CPP development needs and identify Council approach.
 - ensure consistent communication across the partnership.
 - identify opportunities for more collaborative approach.
- 1.6. The group would need to meet at times to fit with the schedule of CPP meetings, as these meeting are spread across the calendar the best way to ensure full support would be to meet monthly.

2. RECOMMENDATIONS

- 2.1. The Management Committee is asked to read the attached document (Roles and Responsibilities) with a view to approving structure descriptions or recommending changes.

For further information, please contact:
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Name	Membership	Role	Way of working / support	Partner organisations role	Role of chair	Individual members roles
Full Partnership has responsibility for the strategic direction of community planning in Argyll and Bute.	All partners	<p>provide strategic direction for the partnership</p> <p>responsible for progress of community planning in Argyll and Bute at strategic and local level</p> <p>responsible for funding that is allocated to the partnership and monitoring any joint budgets</p> <p>responsible for reporting to and feeding back to the Scottish Government</p> <p>agrees priorities for the partnership taking cognisance of views from thematic and local cp groups and national priorities</p> <p>reviews and agrees the Community Plan/SOA</p> <p>responsible for monitoring and evaluation of community planning in Argyll and Bute</p> <p>delegates action/decision to other groups in the partnership as appropriate</p> <p>to ensure that ALL work by partners is carried out in accordance with the principles of community planning and the National Standards for Community Engagement</p>	<p>Way of working</p> <p>Meets three times a year</p> <p>meetings conducted by the Chair, currently Leader of the Council</p> <p>ensure agendas and minutes are posted on modern.gov</p> <p>Support</p> <p>Supported by Argyll and Bute Council</p>	<p>to ensure appropriate representation at every Board meeting – must be able to provide resource and strategic commitment as required</p> <p>to ensure that a substitute is in attendance where the group member is unable to attend, and that said person is fully briefed</p> <p>to ensure handover/briefing is undertaken where the representative permanently changes</p>	<p>to convene and chair meetings</p> <p>to guide and draw discussion to a conclusion</p> <p>to ensure appropriate representation is provided from partners</p> <p>to ensure roles of groups and individuals in the partnership is fulfilled</p>	<p>responsible for promoting principle of community planning within their organisation</p> <p>liaise with their organisation's Executive representative</p> <p>act as a conduit within own organisation for agreed scope of activity</p> <p>seeks to provide appropriate resources from their organisation</p> <p>on an annual basis carry out review/self assessment of group and individual roles</p>

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Management Committee Has responsibility for operational delivery across Aberdeenshire and for progress of work of community planning objectives. It also details the individual responsibilities of CP Executive members including actively contributing to work and keeping their Board member informed.	ABC NHS Strathclyde Police Strathclyde Fire & Rescue SNH HIE TSP	implements operational delivery of community planning at Argyll and Bute level progresses work towards the agreed objectives drafts the annual report on community planning and SOA delegates work to and receives reports from the thematic groups and local groups deals with issues where not able to be dealt with by the thematic groups or local groups recommends action to the board provides guidance to thematic groups and local groups when required keeps abreast of national initiatives and good practice to ensure that ALL work by partners is carried out in accordance with the principles of community planning and the National Standards for Community Engagement	Way of working Meets every two months (6 meetings a year) meetings conducted by the Chair, currently General Manager of Argyll and Bute CHP (NHS Highland) ensure agendas and minutes are posted on modern.gov Support Supported by Argyll and Bute Council	to ensure appropriate representation at every Management Committee meeting to ensure that a substitute is in attendance where the group member is unable to attend and that said person is fully briefed to ensure handover/briefing is undertaken where the representative permanently changes	to convene and chair meetings to guide and draw discussion to a conclusion	important role in promoting principle of community planning within their organisation liaise with and inform their organisation's FP representative act as a conduit within own organisation for agreed scope of activity work to identify opportunities for community planning work to progress agreed objectives on an annual basis carry out review/self assessment of group and individual roles

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Thematic Groups have the responsibility for progressing work against the theme	<u>Economy</u> HIE(lead) SE ABC ABSEN SDS Argyll College <u>Environment</u> SNH (lead) ABC SEPA <u>Social Affairs</u> ABC (lead) NHS TSP Strathclyde Police Strathclyde Fire & Rescue <u>Third Sector and Communities</u> ABC TSP HIE NHS Strathclyde Police Strathclyde Fire & Rescue	to work collaboratively and lead on the theme to keep abreast of national, international, local matters and initiatives and of best practice in relation to theme to keep abreast of, and analyse data, evidence, feedback from community in relation to theme to identify opportunities for joint working to keep an overview of all related partnerships, strategies and plans to provide strategic direction to all partners with regards to the thematic area to project manage and monitor progress towards key strategic objectives and targets to disseminate information and best practice to Local Community Planning Groups, the Management Committee and the Full Partnership to ensure that ALL work by partners is carried out in accordance with the principles of community planning and the National Standards for Community Engagement to report to Management Committee and Full Partnership as appropriate	Way of working Meet four times a year hold virtual meetings/discussions/share information as required ensure agendas and minutes are posted on modern.gov on an annual basis, carry out review/self assessment Support Supported by Argyll and Bute Council	to ensure that thematic group members are given sufficient resources, time and empowerment to fulfil the role to ensure that a substitute is in attendance where the group member is unable to attend and that said person is fully briefed to ensure handover/briefing is undertaken where the representative permanently changes to ensure that the whole scope of activity, relating to the theme, can be covered by thematic group member(s)	<u>Role of Chair</u> to convene, chair, administer meetings to instigate and guide virtual/online discussion and as necessary, draw such discussion to a conclusion and guide dissemination of information to report to Community Planning Full Partnership to ensure roles of group and individuals is fulfilled <u>Role of Theme Lead</u> to provide a strategic lead giving direction to all partners with regards to the thematic area to report to Community Planning Management Committee and Full Partnership	keep abreast of matters relating to theme within agreed scope of personal remit share information, alert thematic group members, Chair and Theme Lead to important issues act as a conduit within own organisation for agreed scope of activity on an annual basis carry out review/self assessment of group and individual roles

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<p>Local Community Planning Groups</p> <p>have responsibility for ensuring that relevant community members in their area have the opportunity to attend each meeting and that steps will be taken to report on progress of the Local Community Planning to the area's residents in an appropriate and cost effective way.</p>	<p>to be determined by group but to be a minimum of:</p> <p>Argyll and Bute Council (Customer Services) ABC – Elected Members Community Councils NHS TSP Strathclyde Police Strathclyde Fire & Rescue</p>	<p>to work collaboratively and lead community planning in the Area</p> <p>to keep abreast of, and analyse data, evidence and feedback from the local community to identify community needs</p> <p>to keep abreast of best practice and apply as appropriate</p> <p>to identify opportunities for joint working</p> <p>to develop, oversee the implementation, and monitor any agreed plan(s) for the Area</p> <p>to establish, maintain, work with and support a network of community interests</p> <p>to disseminate information and engage with community interests</p> <p>to initiate, support and implement local (strategic) initiatives as appropriate</p> <p>to ensure that locally all strategies are developed and implemented, and services designed and delivered, in accordance with the National Standards for Community Engagement</p> <p>to report to Management Committee and Full Partnership as appropriate, including feedback and issues from the community</p>	<p>Way of working</p> <p>Meet four times a year</p> <p>hold virtual meetings/discussions/share information as required</p> <p>ensure agendas and minutes are posted on modern.gov</p> <p>be open and transparent and promote Community Planning</p> <p>on an annual basis, carry out review/self assessment</p> <p>Support</p> <p>Supported by Argyll and Bute Council</p>	<p>to ensure that LACPG members are given sufficient resources, time and empowerment to fulfil role</p> <p>to ensure that a substitute is in attendance where the group member is unable to attend, and that said person is fully briefed</p> <p>to ensure that the whole scope of activity in the Area can be covered by Local Area Community Planning Group Member(s)</p>	<p>to convene, chair, administer meetings</p> <p>to ensure roles of group and individuals is fulfilled</p>	<p>share information, alert group members to important issues</p> <p>act as a conduit within own organisation for agreed scope of activity</p> <p>identify and promote opportunities for joint working</p> <p>generally promote Community Planning to all</p> <p>on an annual basis carry out review/self assessment of group and individual roles</p>

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<p>CPP protocols for dealing with issues arising from Local Area Community Planning Groups</p> <p>The Argyll and Bute Community Planning Partnership structure allows maximum delegation. Decisions will only be taken at Full Partnership level if they fall outwith the remit of the Management Committee, Thematic Groups or Local Area Community Planning Groups.</p> <p>The following protocols, therefore, offer guidance on how to proceed when an <u>issue is raised at Local Area Community Planning Group (LACPG) level</u>, but cannot be successfully dealt with at that level.</p> <ul style="list-style-type: none"> LACPGs should first try to establish which thematic group(s) that the issue is relevant to The issue should then be reported to the relevant Community Planning Support Officer who will make contact with the appropriate Theme Leads The CP Support Officer should also contact the other LACPGs to see if they have a similar issue. <p>(The CP Support Officer can record the issue, liaise with the Thematic Leads/Thematic group members and ensure that a response is promptly agreed and given. This also allows the CP Support Officer to keep an overall view of the issues arising.)</p> <ul style="list-style-type: none"> A timescale will be identified within which the LACPG should expect a response to their issue. <p>This should take into account the reality that the issue may need to be dealt with by electronic networking, if an actual theme forum meeting is not immediate.</p> <p><u>If the issue cannot then be dealt with at Theme Group level:</u></p> <ul style="list-style-type: none"> The issue will then be put to the Community Planning Management Committee with the same conditions and timescale as above. <p><u>If the issue cannot then be dealt with at Management Committee Level</u></p> <ul style="list-style-type: none"> The issue will then be put to the Community Planning Full Partnership with the same conditions and timescale as above. 						