
Title: Community Planning – Self Assessment

• **Roles and Responsibilities**

1. SUMMARY

- 1.1. This report is to update the Management Committee on progress of the Roles and Responsibilities paper first submitted to Management Committee in February 2012 in response to the findings of the CPP Self Assessment.
- 1.2. The CPP self assessment was carried out from March to June 2011. The findings were collated and reported back to CPP at all levels from August to October 2011.
- 1.3. A number of actions were agreed under five headings
 1. Structure
 2. Governance
 3. Planning, Monitoring and Evaluation
 4. Communication
 5. Political Leadership
- 1.4. Attached is the Roles and Responsibilities paper that was first considered by Management Committee on the 1st of February 2012. A number of suggestions were made on how to improve this paper and this revised version now includes those changes and information on the roles and responsibilities of those involved in the CPP Executive Sub Group.
- 1.5. The roles and responsibilities of council officers and Elected Members involved across the CPP framework has also been discussed at Council Senior Management Team. The outcome of these discussions is also reflected in the revised paper.

2. RECOMMENDATIONS

- 2.1. The Management Committee is asked to note the contents of the revised Roles and Responsibilities paper.

For further information, please contact:
Jane Fowler, Head of Improvement and HR, 01546 604466

CPP Roles and Responsibilities						
Name	Membership	Role	Way of working / support	Partner organisations role	Role of chair	Individual members roles
Executive Sub Group	Argyll and Bute Council NHS Highland Strathclyde Police Strathclyde Fire & Rescue	To identify and develop areas of strategic shared service opportunities between the public sector partners.	<p>Way of working</p> <p>Meets up to 6 times a year.</p> <p>Meetings conducted by the Chair, currently Council Chief Executive.</p> <p>Ensure decisions are reported to the Management Committee.</p> <p>Support</p> <p><u>Argyll and Bute Council - Improvement and HR</u></p> <p>Administrative support including preparation and distribution of papers and minute taking.</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>Operate as their organisation's Executive representative.</p> <p>Act as a conduit within own organisation for agreed scope of activity.</p> <p>To provide appropriate resources from their organisation.</p> <p>Carry out review/self assessment of group and individual roles on a regular basis.</p>
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</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><u>Argyll and Bute Council - Improvement and HR</u></p> <p>Administrative support including preparation and distribution of papers</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>-to provide appropriate resources from their organisation.</p> <p>-on an annual basis carry</p>

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		<p>partnership taking cognisance of views from thematic and local community planning groups and national priorities.</p> <p>-reviews and agrees the Community Plan/SOA.</p> <p>-responsible for the 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>-ensures 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>and minute taking.</p> <p>Strategic guidance, support Development of Community Plan/Single Outcome Agreement.</p> <p>Prepare Community Planning Scorecards.</p>			<p>out review/self assessment of group and individual roles.</p>

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Management Committee -has responsibility for operational delivery across Argyll and Bute and for progress of work of community planning objectives.	Argyll and Bute Council NHS Highland Strathclyde Police Strathclyde Fire & Rescue Scottish Natural Heritage Highlands and Islands Enterprise Third Sector Partnership	-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 they not able to be dealt with by the thematic groups or local groups. -recommends action to the Full Partnership. -provides guidance to thematic groups and local groups when required. -keeps abreast of national initiatives and good practice. -ensures 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 <u>Improvement and HR</u> Administrative support including preparation and distribution of papers and minute taking Strategic guidance, support Development of Community Plan/Single Outcome Agreement Prepare Community Planning Scorecards	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
	<u>Economy</u>	to work collaboratively and	Way of working	to ensure that thematic group	Role of Chair	keep abreast of matters

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<p>Thematic Groups</p> <p>-have the responsibility for progressing work against the theme</p>	<p>HIE(lead) SE ABC ABSEN SDS Argyll College</p> <p><u>Environment</u> SNH (lead) ABC SEPA</p> <p><u>Social Affairs</u> ABC (lead) NHS TSP Strathclyde Police Strathclyde Fire & Rescue</p> <p><u>Third Sector and Communities</u> ABC TSP HIE NHS Strathclyde Police Strathclyde Fire & Rescue</p>	<p>lead on the theme</p> <p>to keep abreast of national, international, local matters and initiatives and of best practice in relation to theme</p> <p>to keep abreast of, and analyse data, evidence, feedback from community in relation to theme</p> <p>to identify opportunities for joint working</p> <p>to keep an overview of all related partnerships, strategies and plans</p> <p>to provide strategic direction to all partners with regards to the thematic area</p> <p>to project manage and monitor progress towards key strategic objectives and targets</p> <p>to disseminate information and best practice to Local Community Planning Groups, the Management Committee and the Full Partnership</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>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>on an annual basis, carry out review/self assessment</p> <p>Support</p> <p>Supported by Argyll and Bute Council</p> <p><u>Improvement and HR</u> Strategic guidance, support development of thematic plans, prepare thematic scorecards</p> <p><u>Customer Services.</u> Administrative support including preparation and distribution of papers and minute taking</p>	<p>members are given sufficient resources, time and empowerment to fulfil the 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 handover/briefing is undertaken where the representative permanently changes</p> <p>to ensure that the whole scope of activity, relating to the theme, can be covered by thematic group member(s)</p>	<p>to convene, chair, administer meetings</p> <p>to instigate and guide virtual/online discussion and as necessary, draw such discussion to a conclusion and guide dissemination of information</p> <p>to ensure roles of group and individuals is fulfilled</p> <p><u>Role of Theme Lead</u></p> <p>to provide a strategic lead giving direction to all partners with regards to the thematic area</p> <p>to report to Community Planning Management Committee and Full Partnership</p>	<p>relating to theme within agreed scope of personal remit</p> <p>share information, alert thematic group members, Chair and Theme Lead to important issues</p> <p>act as a conduit within own organisation for agreed scope of activity</p>

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		to report to Management Committee and Full Partnership as appropriate				

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<p>Local Community Planning Groups</p> <p>- have responsibility for ensuring that relevant partners and community representatives 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 Group 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 Third Sector Partnership 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</p>	<p>Way of working LACPGs will 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 Supported by Argyll and Bute Council <u>Improvement and HR</u> -provide strategic guidance and development.</p> <p><u>Customer Services</u> -oversee effective management of community planning activities across 4 administrative areas and support work carried out from centre. -provide administrative support including preparation and distribution of papers and minute taking.</p> <p><u>Community Development Team</u> -lead bi-annual/ annual community consultation events ensuring communities are participating in and influencing community planning. -building capacity within local communities.</p>	<p>-to ensure that LACPG partner members are given sufficient resources, time and empowerment to fulfil role.</p> <p>-to ensure that a substitute is in attendance where the partner 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. -act as a conduit within own organisation for agreed scope of activity. -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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		Engagement. -to report to Management Committee and Full Partnership as appropriate, including feedback and issues from the community.				
CPP protocols for dealing with issues arising from Local Area Community Planning Groups						
<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. 						
Citizens' Panel						
<p>Co-ordinate regular Citizens Panel questionnaires with partner involvement, analyse feedback and ensure panel remains representative</p> <p>Supported by Argyll and Bute Council - Improvement and HR</p>						

