Argyll and Bute Community Planning Partnership

Helensburgh and Lomond LACPG

Date: 20th March 2012

Title: CPP Self Assessment

1. **SUMMARY**

   1.1. The community planning partnership is committed to involving local communities in the review and development of the community planning partnership. Information gathered from the self assessment which took place between March and June 2011 has now been collated. This paper outlines some of the actions that have now been taken.

   1.2. The key recommendations for local community planning were that local structures should be reviewed and alternative models for achieving partner and community involvement in community planning be explored.

   1.3. The Council currently supports community planning at local, thematic and strategic level. As a result of the findings of the self assessment the council has now implemented changes in how that support is managed and coordinated.

   1.4. The roles and responsibilities of those participating across the Community Planning framework were also identified as needing to be clarified.

2. **RECOMMENDATIONS**

   2.1. That Local Area Community Planning Groups consider the attached table in relation to their area.

3. **DETAIL**

   3.1. The draft recommendations from the self assessment were discussed at strategic and local community planning levels during the August 2011 and September 2011 rounds of local and thematic meetings.

   3.2. This enabled each Local Area Community Planning Group to discuss the issues that affected them and recommend actions specific to their LACPG.

   3.3. The results of those discussions were reported back to Strategic Community Planning in October 2011 and it was agreed that each LACPG could move forward and make the changes required to become more effective local community planning fora.

   3.4. Two further rounds of Local Area Community Planning Group meetings in November 2011 and January 2012 have enable the local groups to refine and agree their approach. The changes agreed are summarised in the table below.

LACPG	Findings	Actions	Timescale
Helensburgh and Lomond	Need to agree an appropriate number of Elected Members to attend meetings Lack of partner participation	• To agree a appropriate representation of Elected Members • Helensburgh and LACPG to take a thematic approach to agenda setting. • Partner organisations to take a lead role in	To be implemented from April 2012

		chairing and setting the business of the meeting.	

3.5. The support that the Council offers across the Community Planning framework has also been reviewed and a number of actions have been taken forward to ensure that there is a coordinated, joint approach to supporting Community Planning.

4. CONCLUSIONS

4.1. Reviewing Community Planning will be an ongoing process and improvements will continue to be implemented.

5. IMPLICATIONS

HR   none
FINANCIAL   none
EQUALITY   none
LEGAL   none

For further information, please contact:
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Appendix 1 – DRAFT CPP Roles and Responsibilities (LACPG extract)

Name	Membership	Role	Way of working / support	Partner organisations role	Role of chair	Individual members roles
Local Community Planning Groups - 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.	to be determined by group but to be a minimum of: Argyll and Bute Council (Customer Services) ABC – Elected Members Community Councils NHS Third Sector Partnership Strathclyde Police Strathclyde Fire & Rescue	-to work collaboratively and lead community planning in the Area. -to keep abreast of, and analyse data, evidence and feedback from the local community to identify community needs. -to keep abreast of best practice and apply as appropriate. -to identify opportunities for joint working. -to develop, oversee the implementation, and monitor any agreed plan(s) for the Area. -to establish, maintain, work with and support a network of community interests. -to disseminate information and engage with community interests. -to initiate, support and implement local (strategic) initiatives as appropriate. -to ensure that locally all strategies are developed and implemented, and services designed and delivered, in accordance with the National Standards for Community Engagement.	**Way of working** LACPGs will meet four times a year -hold virtual meetings/ discussions/ share information as required. -ensure agendas and minutes are posted on modern.gov. -be open and transparent and promote Community Planning. -on an annual basis, carry out review/self assessment. **Support** Supported by Argyll and Bute Council Improvement and HR -provide strategic guidance and development. Customer Services -oversee effective management of community planning activities across 4 administrative areas and support work carried out from centre. -provide administrative support including preparation and	-to ensure that LACPG partner members are given sufficient resources, time and empowerment to fulfil role. -to ensure that a substitute is in attendance where the partner member is unable to attend, and that said person is fully briefed. -to ensure that the whole scope of activity in the Area can be covered by Local Area Community Planning Group Member(s)	-to convene, chair, administer meetings. -to ensure roles of group and individuals is fulfilled.	-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. -generally promote Community Planning to all. -on an annual basis carry out review/self assessment of group and individual roles.

Name	Membership	Role	Way of working / support	Partner organisations role	Role of chair	Individual members roles
		-to report to Management Committee and Full Partnership as appropriate, including feedback and issues from the community.	distribution of papers and minute taking. Community Development Team -lead bi-annual/ annual community consultation events ensuring communities are participating in and influencing community planning. -building capacity within local communities.			

CPP protocols for dealing with issues arising from Local Area Community Planning Groups

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.

The following protocols, therefore, offer guidance on how to proceed when an issue is raised at Local Area Community Planning Group (LACPG) level, but cannot be successfully dealt with at that level.

- 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.

(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.)

- A timescale will be identified within which the LACPG should expect a response to their issue.
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.

If the issue cannot then be dealt with at Theme Group level:
- The issue will then be put to the Community Planning Management Committee with the same conditions and timescale as above.

Name	Membership	Role	Way of working / support	Partner organisations role	Role of chair	Individual members roles

If the issue cannot then be dealt with at Management Committee Level
- The issue will then be put to the Community Planning Full Partnership with the same conditions and timescale as above.