



# **COMMUNITY PLANNING GOVERNANCE, OPERATING AND FINANCIAL FRAMEWORK**

**As at 1 March 2019**

## 1. DUMFRIES AND GALLOWAY COMMUNITY PLANNING PARTNERSHIP (20)

Community representative	one Community Councillor
Dumfries and Galloway Council	five Elected Members
Further/Higher Education Sector	one representative (Chair of the Board of Management Dumfries and Galloway College)
Housing Sector	one representative (Chair of Dumfries and Galloway Housing Partnership)
NHS Dumfries and Galloway	Chair
Private Sector	one representative
Regional Transport Partnership	one representative (Chairman)
Scottish Enterprise	one representative
Third Sector	two representatives (Board members of Third Sector, Dumfries and Galloway)
Observer Scottish Government	Location Director
Advisors	Dumfries and Galloway Community Planning Executive Group

Dumfries and Galloway Strategic Partnership is a partnership of agencies and organisations from the public, private, voluntary and community sectors that have an interest in Dumfries and Galloway. It is an unincorporated body.

The aim of the Community Planning Partnership is to work together 'to create an ambitious, prosperous and confident Dumfries and Galloway where people achieve their potential'.

### Remit

- Set out a joint vision and high level outcomes for Dumfries and Galloway in the form of a Local Outcomes Improvement Plan
- Set out the contribution expected from partners towards delivering these outcomes
- Monitor and evaluate progress on agreed outcomes and receive regular reports on these. Identify and agree corrective action where appropriate
- Identify and secure the resources necessary to achieve the agreed outcomes
- Influence the national agenda to secure the best outcomes for Dumfries and Galloway

- Co-ordinate joint Dumfries and Galloway responses on issues
- Adopt a way of working together which properly reflects and enhances the governance arrangements of the partners
- Through the Executive Group, receive reports on significant issues facing thematic and strategic partnerships and forums, for example changes in policy direction and budget challenges

### **Criteria for Membership**

- Appointed/Elected Members named as having a duty of Community Planning in legislation
- Representatives of Third Sector, private sector, and community
- The organisations represented must have a strategic role in setting the agenda for the region
- The representatives must be able to commit funding and/or other resources to Community Planning
- Members may nominate a substitute

### **Chair/Vice Chair**

- The Partnership will be chaired by the Leader of Dumfries and Galloway Council, or, in the Chair's absence, by the Vice Chair, the Chair of NHS Dumfries and Galloway
- In the event that the Chair and Vice Chair are not at the meeting, a Chair will be chosen by those present at the meeting

### **Meetings**

- The Community Planning Partnership Board will meet four times per year
- The quorum for the meeting will be seven members, representing at least four different member organisations/forums
- The Community Planning and Engagement Manager will ensure executive and administrative support
- All members of the Board can request items for future reports
- Agendas will only include items of a strategic nature
- All meetings are open to the public
- Decisions taken by the Community Planning Partnership Board must be followed through by reports being submitted to the relevant partner agencies' decision-making system e.g. for the Council, the relevant Council Committee

### **Decisions taken outwith meetings**

There may be occasions when decisions are required to be taken between meetings. In such instances, the decision making will be delegated to the Executive Group in consultation with the Chair and Vice Chair and actioned by the Community Planning and Engagement Manager. The matter will be reported at the next Community Planning Partnership Board meeting for homologation.

### **Voting**

Consensus should be reached wherever possible. However, in the event that the Partnership is unable to reach consensus in any matter a vote may be required.

- All members of the Partnership have equal status and where issues are to be voted upon, each member has one vote
- In the event of an even number of votes 'for' and against', the Chair will have the casting vote

- Votes will be made by roll call and recorded in the minutes

### **Communication Channels**

- Copies of agendas and reports will be available on the Community Planning website [www.dumgal.gov.uk/communityplanning](http://www.dumgal.gov.uk/communityplanning) or from the Community Planning and Engagement Manager Tel 01387 260074
- Agendas and reports will be circulated to the Partnership one week prior to the meeting.

## **2. COMMUNITY PLANNING EXECUTIVE GROUP**

Dumfries and Galloway Council - Chief Executive

NHS Dumfries and Galloway - Chief Executive

Police Scotland - Local Commander Dumfries and Galloway Division

Scottish Enterprise – Head of Partnerships, East and South Regions

Scottish Fire and Rescue Service - Local Senior Officer Dumfries and Galloway Division

Third Sector, Dumfries and Galloway - Chief Executive

### **Remit**

- To provide advice and guidance to the Community Planning Partnership Board in its work programme and activities
- To ensure the delivery of the Community Planning Partnership Board's decisions through the allocation of resources and decisions taken within the key public sector partners
- To receive Partnerships' work programmes/strategic plans and to advise the Community Planning Partnership Board of significant issues, for example changes in policy direction and budget challenges
- To ensure inter-agency/sector leadership development across partners

### **Criteria for Membership**

- Senior Executive of the Council, NHS, Police Scotland, Scottish Enterprise Scottish Fire and Rescue Service, and Third Sector Dumfries and Galloway

### **Meetings**

- The Group will normally meet on a bi-monthly basis
- The Chief Executive Dumfries and Galloway Council will chair the meetings
- The Community Planning and Engagement Manager will ensure executive and administrative support for the meetings

### **Communication Channels**

- Agendas, reports and minutes will be circulated to the Group via the Group members' respective Personal Assistants
- A Briefing Note of recent discussions and decisions, along with minutes of the Group's meetings, will be submitted to the Community Planning Partnership Board for noting

### **3. FINANCIAL FRAMEWORK**

#### **(a) Existing Resources**

The Community Planning Partnership Board shall ultimately be accountable for scrutinising that services operate in line with Best Value, are shifting towards prevention and are directed towards the Priorities of the Local Outcomes Improvement Plan.

The Local Outcomes Improvement Plan sets out the resources available to key partners.

#### **(b) Future Strategic Developments**

The Community Planning Partnership Board is responsible for setting the strategic direction for partnership developments and projects across the community planning partners. As such, this means that where the Community Planning Partnership Board agrees, Community Planning Partnership Board members will be expected to recommend to their individual parent organisations how resources could be utilised in order to deliver on the shared strategic activity.

Whilst the Community Planning Partnership Board has a role in making recommendations about how one organisation might look to deploy its resources, it has no authority to make decisions about how one organisation will spend its money.

#### **(c) Monitoring and Reporting**

Information on aligned and joint budgets, together with a performance and activity report from the managers of the services, will be presented to the Executive Group and then the Strategic Partnership on an annual basis.

Information on joint resourcing and planning will feature as part of the Partnership's annual update on the Improvement Plan.

#### **4. STAKEHOLDER GROUP**

Age Scotland  
Carbon Trust, Crichton  
Community Council members (list available from DGC)  
Crichton Development Company  
Crichton Foundation  
Crichton University Campus  
Destination D&G  
D&G Carers Centre  
D&G Chamber of Commerce  
D&G College  
DGVoice  
D&G Federation of Small Businesses  
D&G Inter Faith Group  
Scottish Women's Convention  
D&G Multicultural Association  
Forest Enterprise  
Forestry Commission  
GMB  
Home Scotland  
Irvine Housing Association  
Jobcentre Plus  
LEADER  
LGBT Youth Scotland  
LGBT Plus  
Loreburn Housing Association  
MPs, MSPs, MEPs & MSYPs  
National Farmers Union  
Pension Service  
Procurator Fiscal  
Scotland's Rural College  
Scottish Children's Reporter Administration  
Scottish Environmental Protection Agency  
Scottish Historic Environment  
Scottish Natural Heritage  
Scottish Water  
Skills Development Scotland  
Solway Firth Partnership  
South of Scotland Alliance  
SportScotland  
Third Sector Dumfries and Galloway members  
Unite  
Unison  
University of West of Scotland  
VisitScotland

## **Remit**

- Advise the Community Planning Partnership Board on the key issues affecting Dumfries and Galloway and help set realistic targets by acting as a key consultative group for the Local Outcomes Improvement Plan and major policy developments
- Maintain effective communication with participants in the Group through an e-mail network with regular information and invitations and the development of interactive mechanisms
- Promote Community Planning principles, objectives and practices in the respective partner organisations
- Celebrate success and achieve consensus

## **Criteria for Membership**

- Representatives must be senior officials/delegates from organisations that deliver a region-wide service, or a voluntary/community group that offers an area-wide perspective
- The representatives must be able to speak on behalf of their organisation and ensure a communications flow within their organisation

## **Meetings**

- The Stakeholder Group will operate mainly as an e-network and will meet as required
- The Community Planning and Engagement Manager will ensure executive and administrative support

## **Communication Channels**

- Papers relating to forthcoming and previous events will be available on the Community Planning website [www.dumgal.gov.uk/communityplanning](http://www.dumgal.gov.uk/communityplanning) or from the Community Planning and Engagement Manager Tel 01387 260074.
- Any events and key issues will be reported to the Community Planning Partnership Board



## 5. LOCAL RURAL PARTNERSHIPS (LRPs)

### 5.1 Local Rural Partnerships

#### Annandale and Eskdale

Chair: Jamie Ferguson, Community Development and Empowerment Manager, Dumfries and Galloway Council

Support: Ward Officer – Chris Woodness

#### Nithsdale

Chair: Karen Lewis, Nithsdale Council of Voluntary Service – the hub

Support: Ward Officer – Derek Hextall

#### Stewartry

Chair: Sharon Walker, Public Health Practitioner, NHS Dumfries and Galloway

Support: Ward Officer – Kim Phillips

#### Wigtown

Chair: Vacancy

Support: Ward Officer – Graeme McKie

### **Criteria for Membership**

- The Local Rural Partnerships (LRPs) will include representatives who live or work in the geographic area covered by the Partnership
- Representatives from agencies will be at local operational level
- Representatives from all groups will be at local operational level
- The Chairperson will be appointed by the Partnership

### **Meetings**

- Local Rural Partnerships will meet at the frequency each determines
- Meeting venues will move around the geographic area covered by the Partnership
- Any member of the LRP can request agenda items to be included
- The Community Planning and Engagement Manager will provide professional and secretariat support for the LRPs

### **Communication Channels**

- Agendas, reports and minutes will be available from the Community Planning website [www.dumgal.gov.uk/communityplanning](http://www.dumgal.gov.uk/communityplanning)
- Agendas and reports will be circulated by the LRP one week prior to the meeting
- Reports on progress will go to the Executive Group
- There will be regular dissemination of information about strategic developments to the LRPs

## **6. THEMATIC STRATEGIC PARTNERSHIPS CONTRIBUTING TO THE LOCAL OUTCOMES IMPROVEMENT PLAN**

Children's Services Executive Group (includes Early Years Collaborative)  
Chair Gillian Brydson, Acting Director of Children, Young People and Lifelong Learning, DGC  
Support: Children's Services Planning and Communications Officer, DGC

Community Learning and Development Partnership  
Chair: Stephen Jack, Lifelong Learning Manager, DGC  
Support: Lifelong Learning Manager, DGC

Economic Leadership Group  
Chair: Moray Mackenzie, Dupont  
Support: Lynne Burgess, Employability Manager, DGC

Integration Joint Board  
(Health and Social Care Partnership)  
Chair: Penny Halliday  
Support: Chief Officer Health and Social Care

Safer Communities Partnership  
Chair and Support: Resilience and Community Safety Manager, DGC

Strategic Housing Forum  
Chair: Councillor John Martin  
Support: Housing Manager, Communities Directorate, DGC

Remits and operating arrangements are as agreed by the organisations to whom these bodies are accountable.

## **7. COMMUNITY PLANNING THEMATIC WORKING GROUPS**

Equality and Diversity

Chair: (rotating)

Support: Community Planning and Engagement

Participation and Engagement

Interim Chair: Kirsty Peden, Community Engagement Manager, DGC

Support: Community Planning and Engagement

Tackling Poverty Co-ordination Group

Chair: Jeanette Byers

Support: Community Planning and Engagement

Syrian Refugee Resettlement Project

Chair: Liz Manson, Community Planning and Engagement Manager

Support: Community Planning and Engagement

