



**COMMUNITY PLANNING GOVERNANCE
AND OPERATING FRAMEWORK
(as at 2 June 2023)**

1.0 NATIONAL CONTEXT

Community Planning

1.1 Community planning is about how public bodies work together, and with local communities, to design and deliver better services that make a real difference to people's lives.

1.2 It drives public service reform by bringing together local public services with the communities they serve, and provides a focus for partnership working that target specific local circumstances. Partners work together to improve local services and to ensure that they meet the needs of local people, especially those who need the services most.

1.3 Full background detail is available as part of the Community Empowerment (Scotland) Act through the following link:

[Community Empowerment \(Scotland\) Act 2015 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2015/12)

Community Planning Partnerships

1.4 A Community Planning Partnership (or CPP) is the name given to all those services that come together to take part in community planning. There are 32 CPPs across Scotland, one for each council area. Each CPP focuses on where partners' collective efforts and resources can add the most value to their local communities, with particular emphasis on reducing inequality.

Local Outcomes Improvement Plan and Locality Plan

1.5 CPPs are responsible for producing two types of plan to describe their local priorities and planned improvements:

- Local Outcomes Improvement Plans, which cover the whole council area.
- Locality Plans, which cover smaller areas within the CPP area, usually focusing on areas that will benefit most from improvement. Each CPP will produce at least one Locality Plan and some CPPs will produce many – there is no fixed number.

Community participation

1.6 Community participation lies at the heart of community planning, and applies in the development, design and delivery of plans as well as in their review, revision and reporting. Consultation is no longer enough - CPPs and community planning partners must act to secure the participation of communities throughout.

1.7 CPPs should organise themselves in whatever way they think will help them to work well. As part of this, they should make sure that everyone involved is clear about what they have agreed to do and who is responsible for doing what.

2.0 Membership and Governance arrangements

Community Planning Partnership Board (CPPB)	
Community Representative	Community Councillor (currently vacant) (1)
Dumfries & Galloway Council	Five Elected Members (Leader and the four largest Political Group Leaders) (5)
NHS Dumfries & Galloway	One representative (Currently Chair of NHS Board)
Integration Joint Board	One representative (Currently Chair)
Regional Transport Partnership	One representative (Currently Chair)
South of Scotland Enterprise	One representative (Currently Chair)
Third Sector	Two representatives (Currently Chair and Vice Chair of Third Sector, Dumfries and Galloway)
Dumfries & Galloway Housing Sector	One representative
Dumfries & Galloway Private Sector	One representative
Observer Scottish Government	Location Director
Advisor from the Community Planning Senior Leadership Team	One representative
Dumfries & Galloway Council	Chief Executive
NHS Dumfries & Galloway	Chief Executive
South of Scotland Enterprise	Chief Executive
Third Sector Dumfries & Galloway	Chief Executive
Police Scotland	Local Commander
Scottish Fire & Rescue Service	Local Senior Officer
Skills Development Scotland	Head of Operations
Dumfries & Galloway College	Principal

Board Remit

- Develop a joint vision and focused outcomes for Dumfries & Galloway informed through community engagement and developed in partnership with our communities.
- Provide collective strategic leadership, oversight, direction and governance in relation to all Community Planning activities.
- Encourage a culture where relationships are built on mutual trust; that there is a shared commitment to continuous improvement and partners accept challenge and hold each other to account.
- Ensure partners are working together effectively and making a positive difference within our communities through a Place Planning approach.
- Seeking opportunities to work collaboratively and strategically on areas of mutual interest such as additional external funding, national consultations on major developments and invitations from government to test or pilot ideas.

- Ensuring that every opportunity is taken to join up the work of the strategic partnerships to maximise the added value that could be provided by the CPPB in delivering the LOIP.
- Ensure partners align their collective resources in ways which support its local priorities effectively and efficiently.
- Approve partnership strategies and action plans within the context of the LOIP, as appropriate.
- Provide oversight and scrutiny of progress against agreed Strategic Plans ensuring connections are being made against cross-cutting themes and priorities identified within the LOIP.
- Lobby at national level with a collective voice on the key issues affecting our local communities.
- Respond to key emerging issues impacting on our communities and those being experienced by thematic and strategic partnerships as identified through Community Planning Senior Leadership Team (CPSLT).
- Scrutinise and approve the Performance Management Framework for Community Planning and monitor Risk.

Criteria for Membership

- Appointed representatives as having a duty of Community Planning in legislation.
- DGC Elected Members.
- Representatives from a range of Strategic Community Planning Partners.
- The organisations represented must have a strategic role in setting the agenda for the region and actively contributing to the identified LOIP priorities and addressing inequality across our region.
- The representatives must be able to commit time, funding and/or other resources to Community Planning.
- Members may nominate a substitute.

Chair/Vice Chair

- The Partnership will be Co-Chaired by the Leader of the Council and the Chair of the NHS Board on a rotational basis.
- In the event that the Co-Chair's are not at the meeting, a Chair will be chosen by those present at the meeting.

Meetings

- The CPPB will meet four times per year.
- The quorum for the meeting will be seven members, representing at least four different member organisations/forums.
- The Head of Community Services (DGC) 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 and which contribute to our agreed Community Planning priorities.
- All meetings are open to the public.

- Decisions taken by the CPPB 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 where decisions are required to be taken between meetings. In such instances, the decision making will be delegated to the CPSLT in consultation with the Chair and Vice Chair and actioned by the Head of Community Services. The matter will be reported at the next CPPB 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 or through the Community Planning lead Officer.
- Agendas and reports will be circulated to the Partnership one week prior to the meeting.

Community Planning Senior Leadership Team (CPSLT)	
Head of Education	Dumfries & Galloway Council
Director Public Health or Nominated Senior Officer	NHS Public Health
Chief Officer Health & Social Care or nominated Senior Officer	NHS Health & Social Care
Chief Executive TSDG or nominated Senior Officer	Third Sector Dumfries & Galloway
Senior Officer	South of Scotland Enterprise
Superintendent	Police Scotland
Group Commander Protection and Prevention	Scottish Fire & Rescue
Principal or nominated Senior Officer	Dumfries & Galloway College
Head of Operations or Area Manager	Skills Development Scotland

Remit

- To provide advice and guidance to the Board on key matters relating to Community Planning.
- To advise the Board on issues linked to strategic partnerships not contained within community planning but relevant to delivery of community planning partnership board's goals.
- Develop, implement and progress work programmes which contribute to the priorities identified within the LOIP and Locality Plans and as agreed through the CPPB.
- Encourage a culture where relationships are built on mutual trust; there is a shared commitment to continuous improvement and partners accept challenge and hold each other to account.
- Drive forward key actions at pace within agreed timescales.
- Develop proposals, options and recommendations for consideration by the Board and which will support the achievement of LOIP outcomes.
- Champion place based approaches and support Locality Planning across CP Partners.
- Receive Partnerships' work programmes/strategic plans and advise the CPPB of significant issues such as changes in policy direction and/or budget challenges.
- Utilise and analyse local intelligence/data to help support a bottom up - evidenced based approach to Community Planning and to help target and prioritise resources.
- Ensure alignment between strategic and local priorities and shared monitoring of performance.
- Receive regular updates from Locality Hubs on issues affecting our communities and agree partner resources to deliver on improvement actions as required.
- Respond to national and local matters affecting our communities and that impact on Partners' resources.
- Identify successes and areas of best practice for sharing.
- Identify where training and/or development is required across the partnership in order to deliver improvement.
- Oversee the development of the Community Planning Performance Framework and Risk Register.

Criteria for membership

Nominated Senior Officers from:

- Dumfries and Galloway Council
- South of Scotland Enterprise
- NHS Dumfries and Galloway

- Dumfries & Galloway Health and Social Care Partnership
 - D&G College
 - Skills Development Scotland
 - Scottish Fire & Rescue Service
 - Police Scotland
 - Third Sector D&G
 - Other Senior representatives from CP Partners may also be invited, as appropriate, to provide key updates updates/discuss a specific subject matter.
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- Representatives must be able to contribute at a strategic level and be able speak on behalf of their respective organisation.
 - Partner decisions on the allocation of budgets/resources to community planning priorities should be taken back through each respective CP Partners' decision-making processes with any joint proposals being taken to the CPPB Board for agreement as appropriate.
 - Representatives may nominate a substitute.

Chair/Vice Chair

- A Chair and Vice Chair will be appointed from the organisations represented on a rotating arrangement across the various Partners.

Meetings

- The Group will normally meet on a bi-monthly basis.
- The Head of Community Services will ensure executive and administrative support for the meetings.

Decisions taken outwith meetings

- Should any matter arise in between scheduled meetings and which requires an urgent decision then the Chair/Vice Chair shall make a decision in consultation with the wider membership of the group and will be reported to the next Group Meeting for homologation.

Communication Channels

Agendas, reports and minutes will be circulated by the Council to Group members' respective and Personal Assistants where requested.

The views made and decisions taken by the CPSLT will be incorporated into reports to the Board.

Community Planning Locality Hubs	
Third Sector D&G	Community Engagement Managers
DGC	Ward Officers and Managers
DGC	Economic Development Team
NHS Health & Social Care	Health and Social Care Partnership Health and Wellbeing team
SoSE	Community Development Advisers
Other representatives, including community representatives and young people, will be invited to participate in meetings, as required, in relation to specific pieces of work and key projects.	

Support arrangements

Annandale and Eskdale

Secretariat Support (excluding minute taking)/ Chair: Third Sector Dumfries and Galloway (TSDG) Engagement Manager (East).

Nithsdale

Secretariat Support (excluding minute taking)/ Chair: TSDG Engagement Manager (East).

Stewartry

Secretariat Support (excluding minute taking)/ Chair: TSDG Engagement Manager (West).

Wigtown

Secretariat Support (excluding minute taking)/ Chair: TSDG Engagement Manager (West).

Minute taking duties will be undertaken on a rotational basis.

In the absence of a TSDG representative, a Chair shall be appointed from other CP Partners along with a minute taker.

Remit

Locality hubs offer a multiagency platform to enable coordinated delivery of services to address communities' needs in each area. The purpose of the locality hubs is to sustain a culture of collaboration and partnership working in order to maximise the contribution of communities to Dumfries and Galloway. The locality hubs exist to ensure communities are at the heart of place/locality planning. They are the 'keepers' of the place planning principle and process in localities.

The objectives of the hubs are:

- To adopt the place planning principles and process in localities.
- Be a co-ordination point for partners around place/locality planning and the involvement of communities.
- Report to CPSLT/CPPB on progress and key issues affecting our communities.

- Identify priority issues facing our communities and agreeing collective action.
- Agree partner resources to help tackle issues affecting our communities and supporting identified key local projects.
- Support the Place Planning Partnership to develop an operational approach to place/locality planning based on the hubs' collective understanding of the needs of communities.
- Implement guidance and assurance to communities and partners in the planning and delivery of place/locality plans.
- Contribute to the development of locality hub action plans.
- Maintain an up-to-date knowledge of the funding and resources available for communities in each area, influencing decision making wherever appropriate.
- Maintain an up-to-date overview of the number and nature of partnerships and community organisations in localities.
- Proactively ensure that the joint working within each area is maximised for added value.
- Identify collaborative opportunities for communities in their Covid recovery and renewal.
- Identify training and development needs.
- Commit to a journey of self-improvement/reflective practice.

Criteria for membership

- Locality based officers representing Community Planning Partners.
- Other representatives, including community representatives and young people, will be invited to participate in meetings, as required, in relation to specific pieces of work and key projects.

Meetings

- The locality hubs will have a Chair, who will facilitate the locality hub meetings. The Chair will reside from TSDG and be the Community Engagement Manager West/East dependent upon the geographical location of the locality hub.
- Each locality hub will have a representative from the group that will take a record of the meeting so that key decisions and actions can be recorded and circulated. This will be separate from the Chair and can be on a rotational basis.
- The locality hubs will be a safe space for partners to meet and discuss collaborative working practice, projects and issues and share intelligence regarding the aims and purposes of the locality hubs knowing that locality hub views are shared only if agreed.
- The locality hub meetings will have an agenda and agenda items will be agreed between its members. At the meetings a written record will be taken and actions from the meeting will be recorded and circulated.

Frequency

- The locality hubs will meet either online, in person, or both. There will be at least 12 meetings per year.
- Subgroup meetings may be convened to meet a particular need and will meet at a frequency agreed by the members.

Communications

- Outwith the locality hub meetings, information will be sent from members as per the terms of reference.
- The locality hub will be responsible for contributing to an annual performance report to the CPPB with more regular updates to the CPSLT/ CPPB as required/requested.

Community Planning Stakeholder Group

Support arrangements

- Through the D&G Community Planning Office

Remit

- To act as a reference group and consultee on key matters in relation to Community Planning and including:
 - Changes in National/Local policy/strategy which may affect our region.
 - Contributing to the development and implementation of priorities identified within our LOIP/Locality Plans.
 - Providing intelligence and evidence to support a bottom up-evidenced based approach.
 - Provide information, data and intelligence to support annual reporting against the LOIP.
 - Promote Community Planning principles, objectives and practices in the respective partner organisations.
 - Celebrate success and achieve consensus.

Criteria for membership

- Lead Officers/representatives from groups/organisations who contribute to Community Planning.
- The representatives must be able to speak on behalf of their organisation and ensure a communications flow within their organisation.

Meetings

- The Community Planning Lead Officer will ensure executive and administrative support as required.
- Meetings will be virtual in the majority of cases.

3. FINANCIAL FRAMEWORK

(a) Existing Resources

The CPPB shall ultimately be accountable for scrutinising that services operate in line with Best Value; are shifting towards prevention; and are directed towards the Priorities identified within the Local Outcomes Improvement Plan (LOIP).

(b) Future Strategic Developments

The CPPB is responsible for setting the strategic direction for partnership developments and projects across the community planning partners. The CPSLT and the CPPB respectively shall be utilised to help identify and agree the joint collective resource required to tackle inequalities in our region and to support Locality Planning. As such, this means that where the CPPB agrees, Board members will be expected to recommend to their individual parent organisations how resources should be utilised in order to deliver on the shared strategic activity.

Whilst the CPPB 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 CPSLT and then the CPPB 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. THEMATIC STRATEGIC PARTNERSHIPS CONTRIBUTING TO THE LOCAL OUTCOMES IMPROVEMENT PLAN

Children's Services Strategy and Planning Partnership (CSSaPP)

Chair: Head of Quality and Curriculum and Chief Education Officer, DGC

Support: Children's Services Officer, DGC

Community Learning and Development Partnership

Chair: Lifelong Learning Manager, DGC

Support: Team Leader, Lifelong Learning, DGC

South of Scotland Regional Economic Partnership

Chair: DGC or SBC Senior Elected Member (Rotation)

Support: Director Strategy, Partnership and Engagement (SOSE) and Director Economy and Resources (DGC)

Poverty and Inequalities Partnership

Chair: Independent Chair

Support: Service Manager, Youth Work (includes Poverty and Inequalities) DGC

Employability and Skills Partnership

Chair: Senior DGC Elected Member

Support: Service Manager, Economic Development: Employability and Skills, DGC

Integration Joint Board

(Health and Social Care Partnership)

Chair: Board Member

Support: Chief Officer Health and Social Care

Safer Communities Partnership

Chair: Vacant

Support: Resilience and Community Safety Manager, DGC

Strategic Housing Forum

Chair: Senior DCC Elected Member

Support: Strategic Housing and Regeneration Investment Team Leader, Economy & Resources Directorate

Dumfries & Galloway Cultural Partnership

Chair: Vacant

Support: Leisure, Culture and Wellbeing Manager DGC

Alcohol & Drugs Partnership

Chair: Independent Chair

Support: ADP Lead Officer

5. COMMUNITY PLANNING THEMATIC WORKING GROUPS

Equality and Diversity

Chair: (rotating)

Support: Community Planning and Engagement

Participation and Engagement

Chair: Stuart Hamilton, Ward Manager, DGC

Support: Community Planning and Engagement

Place Planning Partnership

Chair: Jamie Ferguson, Community Development and Empowerment Manager

Support: Community Planning and Engagement

Resettlement Project

Chair: Liz Manson, Community Planning & Engagement Manager

Support: Community Planning and Engagement