



**EAST AYRSHIRE COMMUNITY PLANNING
PARTNERSHIP - PROPOSED OPERATING
ARRANGEMENTS**

BOARD MEETING: 6 MARCH 2008

1. PURPOSE

- 1.1 To present to the Community Planning Partnership (CPP) Board, for consideration and endorsement, the proposed operating arrangements for the Community Planning Partnership processes.

2. BACKGROUND

- 2.1 Following the recent review of Community Planning structures, new operating arrangements for Community Planning in East Ayrshire were endorsed by the Core Partners' Group at its meeting of 22 August 2007.
- 2.2 It was agreed that, to comply fully with legislation, the CPP Board should act as the strategic body that assumes overall responsibility for Community Planning and that the future make up of the Board should comprise the representation from the existing Core Partners' Group.
- 2.3 As a consequence, the existing CPP Board was dissolved at its final meeting on 13 December 2007.
- 2.4 It was further agreed that the existing Joint Officers' Group and current arrangements in respect of delivering the actions detailed within the thematic action plans will remain in place.

3. OPERATING ARRANGEMENTS

- 3.1 To facilitate the above process, it was agreed that a set of operating arrangements should be prepared for the first meeting of the new CPP Board.
- 3.2 Accordingly, attached as an Appendix to this report for consideration and endorsement, are the draft operating arrangements for East Ayrshire Community Planning Partnership processes.

4. RECOMMENDATIONS

- 4.1 The Community Planning Partnership Board is requested to:
- i) consider, comment on and endorse the proposed operating arrangements for Community Planning Partnership processes; and
 - ii) otherwise, note the content of the report.

**Fiona Lees
Chief Executive
East Ayrshire Council
19 February 2008**



**EAST AYRSHIRE
COMMUNITY PLANNING PARTNERSHIP**

OPERATING ARRANGEMENTS

Draft 6
26 February 2008

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INTRODUCTION

1. LEGISLATIVE BASIS

1.1 Community Planning is enshrined in legislation through the Local Government in Scotland Act 2003, which places a statutory duty on Councils to lead and facilitate Community Planning and a corresponding duty on a range of partners to participate in local community planning processes, namely:

- East Ayrshire Council
- Strathclyde Police
- NHS Ayrshire and Arran
- Strathclyde Fire and Rescue
- Scottish Enterprise Ayrshire
- Strathclyde Passenger Transport
- Communities Scotland*

1.2 The two main aims of the Act are:

- making sure people and communities are genuinely engaged in the decisions made in public services which affect them; allied to
- a commitment from organisations to work together, not apart, in providing better public services.

1.3 In addition, as grant recipient for community planning related funding streams, East Ayrshire Council requires to ensure financial probity and that the terms and conditions of grant are met.

2. COMMUNITY PLANNING IN EAST AYRSHIRE – ‘ONE COUNCIL ONE PLAN’

2.1 The Community Plan is recognised by all Community Planning Partners as the sovereign strategic planning document for the delivery of public services in East Ayrshire over the 12 years from 2003 to 2015 and sets out the overall vision for the local area, as follows.

“East Ayrshire will be a place with strong, vibrant communities where everyone has a good quality of life and access to opportunities, choices and high quality services which are sustainable, accessible and meet people’s needs.”

Guiding Principles

2.2 To ensure that the Community Planning process is consistent and continues to meet the needs of everyone who lives in East Ayrshire, Partners are committed to working in a way which ensures that they:

- promote social justice and social inclusion;
- ensure effective community engagement in the planning and development of local services;
- succeed in joint working and engaging people;
- ensure quality and accessibility;

* Communities Scotland abolished from 1 April 2008.

- build sustainability into what we do; and
- deliver continuous improvement and best value.

Shared Commitments

2.3 To date, Partners have made six strategic commitments, as follows:

- shared services;
- shared premises/management;
- rationalisation of plans, strategies and structures;
- joint consultation and engagement;
- joint training; and
- joint information sharing, including joint monitoring and evaluation.

Key Themes

2.4 The key themes of the Community Plan are:

- Promoting community learning
- Improving opportunities
- Improving community safety
- Improving health
- Eliminating poverty
- Improving the environment.

Each theme has an associated four-year Action Plan, detailing the joint activity aimed at tackling the issues affecting our communities. The key focus is on the delivery of tangible actions, which make a difference in the communities across East Ayrshire, through partnership working

Key Structures

2.5 Community Planning in East Ayrshire is driven forward through the following key structures:

- **Community Planning Partnership (CPP) Board** - comprises representation at chief executive level, or equivalent, from the Core Partner organisations and community representation from the Federations of Community Groups. The Board sets the strategic direction for Community Planning in East Ayrshire and ensures effective partnership working.
- **Community Planning Joint Officers' Group (JOG)** - comprises representation at senior officer level from the Core Partner organisations. The JOG agrees and drives forward operational activity in respect of the Community Plan, and ensures effective implementation and appropriate monitoring and evaluation of the Action Plans and the Community Planning process.
- **Thematic Action Plan Working Groups** – each comprising a designated Lead Officer and multi-agency/multi-disciplinary working group, drive forward the activity contained in the thematic Action Plans, ensuring the delivery of results.
- **Local Community Planning Forums** - provide for balanced participation from Elected Members, the Federations of Community Groups/Voluntary Sector and Community Planning Partners. The Forums will ensure effective community engagement in developing policy, planning services and raising issues of relevance to local people.

- **Equalities Forum** – supported by four Equality Networks covering Disability, Gender, Black and Ethnic Minority Communities and Older People, ensures that the planning and delivery of services is informed by the views of all sectors of the community. The Equalities Forum will comprise representatives from each of the Networks together with Elected Members and officers. Four members of the Equalities Forum, representing the four equality strands, will participate on each Local Community Planning Forum.
- **Children and Young People’s Forum** - will utilise innovative mechanisms to encourage the participation of children and young people in developing policy, planning services and raising issues of relevance by young people, for young people.

EAST AYRSHIRE COMMUNITY PLANNING PARTNERSHIP

DECISION MAKING STRUCTURE

STRUCTURE CHART TO BE INSERTED WHEN DEVELOPED

COMMUNITY PLANNING PARTNERSHIP BOARD

3. COMPOSITION

3.1 The CPP Board, in line with the Local Government in Scotland Act 2003, comprises representation from all Core Community Planning Partners with the Federations of Community Groups, representing the community, as follows:

Partner Organisation	Representative
East Ayrshire Council	Leader of the Council (Chair)
	Chief Executive
NHS Ayrshire and Arran	Chief Executive
East Ayrshire Community Health Partnership (CHP)	Chair of East Ayrshire CHP
Scottish Enterprise Ayrshire	Director of Business, Skills and Place
Strathclyde Fire and Rescue	Group Commander, East Ayrshire and East Renfrewshire
Strathclyde Police	Chief Superintendent
Strathclyde Partnership for Transport (SPT)	Community Planning Manager
Coalfield Communities Federation	Chair
East Ayrshire North Communities Federation	Convenor

3.2 Also in attendance at CPP Board meetings will be:

- Depute Chief Executive/Executive Director of Corporate Support, East Ayrshire Council;
- Executive Head of Finance and Asset Management, East Ayrshire Council, as appropriate; and
- Community Planning and Partnership Manager.

4. TERMS OF REFERENCE

4.1 The CPP Board has been established to:

- set the strategic direction for East Ayrshire Community Plan;
- ratify plans for operational activity;
- ensure effective spend in relation to community planning funding streams;
- ensure effective partnership working at chief executive level and, by example, throughout partner organisations;
- ensure the involvement of the wider community within East Ayrshire; and
- demonstrate commitment to the community planning process.

5. MEETINGS

5.1 The CPP Board will meet on no fewer than four occasions in a financial year, which runs from 1 April to 31 March each successive year.

5.2 The CPP Board will agree the dates of its meetings at the final meeting of each year, provided always that there are no fewer than four meetings in any **financial**

year. Sub-Groups of the CPP Board will agree their own meeting dates, as appropriate.

- 5.3 The Chair can convene special meetings of the CPP Board at the request of any Partner.
- 5.4 At least six clear days notice of a meeting and the business to be transacted should be given to all CPP Board Members by the Community Planning and Partnership Manager.
- 5.5 Meetings of the CPP Board will be open to the Public, unless the Board agrees otherwise for any item under consideration.

6. DECISION MAKING ARRANGEMENTS

Chair

- 6.1 Meetings of the CPP Board will be chaired by the Leader of East Ayrshire Council or, in his/her absence, by the Vice-chair who will be a representative from a Partner organisation. The Leader's position as Chair recognises the Council's role to lead and facilitate community planning and its overall scrutiny role as grant recipient of community planning related funds.

Agendas and Papers

- 6.2 The agenda and papers for CPP Board meetings will be made available to Board members through the 'Members' section of the Community Planning website at www.eastayrshirecommunityplan.org one week before the date of the CPP Board meeting. Board members will be notified by email when the papers are available for download.
- 6.3 Agendas and papers will be publicly available on an ongoing basis through both the Community Planning website and the Council website.

Decision Making by Consensus

- 6.4 It is the duty of the Chair to ensure that decision making is clear, open, transparent and founded on consensus.
- 6.5 For the avoidance of doubt, 'consensus' in respect of any particular item under consideration will be taken to constitute a substantial majority of those present at any meeting rather than unanimity and the Chair will be the sole judge of consensus in respect of any item of business.
- 6.6 Where the Chair cannot identify a clear consensus, that is a substantial majority, the matter will be remitted to a sub-group, in consultation with the Chair, to conduct further discussion with core members and representatives to achieve a consensus position.

Quorum

- 6.7 No business will be conducted by the CPP Board unless at least one quarter of the Membership of the Board is present. If, fifteen minutes after the appointed start time

of the meeting, there is no quorum present, no business will be transacted and the meeting will be deemed to be inquorate.

Disclosure of Interest

- 6.8 Any CPP Board member who has a financial or non-financial interest in any contract, proposed contract or other matter under consideration by the CPP Board has a responsibility to disclose the interest and absent him/herself from the discussion at the meeting, other than to answer any points of clarification as requested by the CPP Board. Such declarations of interest will be recorded in the Minutes and within the Register of Interests.

CPP Board Minutes

- 6.9 Minutes of CPP Board meetings will be taken by an officer of East Ayrshire Council and will be circulated to CPP Board members.

Conduct of Meetings of the Board's Sub-groups

- 6.10 Sub-groups of the CPP Board will develop their own operating arrangements provided always that:
- the operating arrangements are approved by the CPP Board;
 - they operate within the remit established for the Group;
 - they reach decisions by consensus; and
 - they report, as appropriate, to the CPP Board.

7. FINANCE AND RESOURCES

- 7.1 All funds received by the Community Planning Partnership will be lodged with the Executive Head of Finance and Asset Management, East Ayrshire Council. All disbursements, including payroll, creditors and any other formal payments, will be carried out by the Executive Head of Finance and Asset Management, East Ayrshire Council.
- 7.2 The Executive Head of Finance and Asset Management, East Ayrshire Council, will ensure that appropriate financial accounting arrangements are in place in accordance with the financial regulations of East Ayrshire Council and any other accounting policies that he/she decides necessary.
- 7.3 The Partnership has the power to spend any funds allocated to it, as long as the expenditure assists to secure the overall CPP outcomes, and is in compliance with the terms and conditions of award related to any finance.
- 7.4 While the CPP can accept donations and contributions from other Partners or organisations, it does not have the power to borrow money. The CPP does not have the power to invest money; however, it can take advantage of any investments made on its behalf by East Ayrshire Council. The CPP may make contributions to other organisations, as long as their aims and objectives are broadly in line with those of the CPP.
- 7.5 The CPP does not have the power to own buildings but it does have the general power to own equipment, vehicles and intellectual property.

- 7.6 The CPP does not have the power to directly employ its own staff but can accept staffing resources seconded to it from a Partner or other organisation, provided always that any contract of employment remains with the Partner. This does not prevent the CPP from commissioning appropriate professional services on a consultancy basis from a suitable third party.
- 7.7 The CPP will require to remain within the overall budget allocated to it by the Scottish Government or from block grants or other funding received from partner organisations. The Chief Executive of East Ayrshire Council, in conjunction with the Council's Executive Head of Finance and Asset Management, will have responsibility for ensuring that all spend is contained within the overall budget.
- 7.8 The financial year for the CPP will operate from 1 April in one year to 31 March each successive year.
- 7.9 The Chief Auditor of East Ayrshire Council or the Council's External Auditor has authority to access all necessary records in accordance with the Audit Guidelines of East Ayrshire Council. The External Audit arrangements prescribed by the Accounts Commission will be facilitated by East Ayrshire Council, as appropriate.

8. DISSOLUTION OF THE COMMUNITY PLANNING PARTNERSHIP BOARD

- 8.1 The CPP Board may be dissolved with the consent of 75% of all Board Members. In such an event, all assets and liabilities of the Partnership will be transferred to East Ayrshire Council as grant recipient for nationally devolved funds.

COMMUNITY PLANNING JOINT OFFICERS' GROUP

9. COMPOSITION

- 9.1 The JOG comprises representation from all core Community Planning Partners, as follows:

Partner Organisation	Representative
East Ayrshire Council	Chief Executive (Chair)
	Depute Chief Executive/Executive Director of Corporate Support
NHS Ayrshire and Arran	Director of Contracts, Operational Planning and Performance Management
East Ayrshire Community Health Partnership (CHP)	General Manager
Scottish Enterprise Ayrshire	Director of Business Skills and Place
Strathclyde Fire and Rescue	Group Manager, East Ayrshire and East Renfrewshire
Strathclyde Police	Superintendent
Strathclyde Partnership for Transport (SPT)	Community Planning Manager

- 9.2 Also in attendance at meetings will be the Council's:

- Community Planning and Partnership Manager; and
- Community Planning Officer.

10. TERMS OF REFERENCE

10.1 The Community Planning Joint Officers' Group (JOG) has been established to:

- agree operational activity in respect of East Ayrshire Community Plan;
- ensure appropriate implementation of action plans;
- agree and direct an appropriate monitoring and evaluation framework for the action plans and the community planning process;
- ensure awareness of the community planning process and activity at all levels within all Partner organisations;
- ensure effective community engagement and involvement in the community planning process;
- ensure ongoing review of East Ayrshire Community Plan;
- ensure effective partnership working at senior officer level and, by example, throughout the organisation; and
- demonstrate commitment to the community planning process.

11. MEETINGS

11.1 The JOG will meet on six occasions in a financial year, which runs from 1 April to 31 March each successive year.

11.2 The JOG will agree the dates of its meetings at the final meeting of each year. Sub-groups of the JOG will agree their own meeting dates, as appropriate.

12. DECISION MAKING ARRANGEMENTS

Chair

12.1 Meetings of the JOG will be chaired by the Chief Executive, East Ayrshire Council or in his/her absence by the Depute Chief Executive/Executive Director of Corporate Support, East Ayrshire Council, or another JOG member in attendance.

Agendas and Papers

12.2 The agenda and papers for JOG meetings will be made available to members through the 'Members' section of the Community Planning website at www.eastayrshirecommunityplan.org one week before the date of the JOG meeting. Board members will be notified by email when the papers are available for download.

Decision Making by Consensus

12.3 It is the duty of the Chair to ensure that decision making is clear, open, transparent and founded on consensus.

Quorum

12.4 No business will be conducted by the JOG unless at least one quarter of the membership of the JOG is present. If, fifteen minutes after the appointed start time of the meeting, there is no quorum present, no business will be transacted and the meeting will be deemed to be inquorate.

Disclosure of Interest

- 12.5 Any JOG member who has a financial or non-financial interest in any contract, proposed contract or other matter under consideration by the JOG has a responsibility to disclose the interest and absent him/herself from the discussion at the JOG meeting, other than to answer any points of clarification as requested by the JOG. Such declarations of interest will be recorded in the Minutes and within the Register of Interests.

JOG Minutes

- 12.6 Minutes of JOG meetings will be taken by an officer of East Ayrshire Council. An Action Note, detailing agreed actions, responsible officers and timescales will be circulated within one week of the JOG meeting.

Conduct of Meetings of JOG Sub-groups

- 12.7 Sub-groups of the JOG will agree their own operating arrangements provided always that they:
- operate within the remit established for the Group;
 - reach decisions by consensus; and
 - report, as appropriate, to the JOG.

THEMATIC ACTION PLAN WORKING GROUPS

13. COMPOSITION

- 13.1 Each of the six thematic Action Plans has a designated Lead Officer and multi-agency working group. The Lead Officers are as follows:

Community Plan Theme	Lead Officer
Promoting Community Learning	Head of Community Support East Ayrshire Council
Improving Opportunities	Head of Planning and Economic Development East Ayrshire Council
Improving Community Safety	Superintendent Strathclyde Police
Improving Health	Lead Public Health Practitioner East Ayrshire Community Health Partnership
Eliminating Poverty	Executive Head of Social Work East Ayrshire Council
Improving the Environment	Head of Planning and Economic Development East Ayrshire Council

- 13.2 Each thematic Action Plan Working Group comprises operational representation from all relevant partners to ensure the co-ordinated provision and resourcing of activity to address identified priorities.

14. TERMS OF REFERENCE

14.1 The thematic Action Plan Working Groups have been established to:

- identify action and ensure delivery against planned outcomes;
- ensure progress against projected outputs;
- report annually on progress;
- review and revise Action Plans at the Mid-term Reviews and Four-yearly Reviews of Community Planning;
- ensure effective community engagement and involvement in the development and implementation of the Action Plans; and
- demonstrate commitment to the community planning process.

15. MEETINGS

15.1 Thematic Action Plan Working Groups will meet, as a minimum, on four occasions in a financial year, which runs from 1 April to 31 March each successive year.

15.2 Each Action Plan Working Group will agree the dates of its meetings at the final meeting of each year. Sub-groups of each Action Plan Working Group will agree their own meeting dates, as appropriate.

16. DECISION MAKING ARRANGEMENTS

Chair

16.1 Meetings of the Action Plan Working Groups will be chaired by the appropriate Lead Officer, his/her nominated representative or a member of the Working Group, as decided by the group members.

Agendas and Papers

16.2 The agenda and papers for all Action Plan Working Group meetings will be made available to all members in advance of the meeting.

Decision Making by Consensus

16.3 It is the duty of the Chair to ensure that decision making is clear, open, transparent and founded on consensus.

Quorum

16.4 No business will be conducted by the Action Plan Working Group unless at least one quarter of the membership is present. If, fifteen minutes after the appointed start time of the meeting, there is no quorum present, no business will be transacted and the meeting will be deemed to be inquorate.

Disclosure of Interest

16.5 Any Action Plan Working Group member who has a financial or non-financial interest in any contract, proposed contract or other matter under consideration by the Working Group has a responsibility to disclose the interest and absent him/herself from the discussion at the meeting, other than to answer any points of

clarification as requested by the Working Group. Such declaration of interest will be recorded in the Minutes and within the Register of Interests.

Thematic Action Plan Working Group Minutes

- 16.6 Minutes of thematic Action Plan Working groups must be recorded and circulated to members following the meetings.
- 16.7 In addition, copies of all Minutes require to be forwarded to the Community Planning and Partnership Unit for information and retention for Audit purposes.

Conduct of Meetings of Thematic Action Plan Working Group Sub-groups

- 16.8 Sub-groups of the thematic Action Plan Working Groups will agree their own operating arrangements provided always that they:
- operate within the remit established for the Group;
 - reach decisions by consensus; and
 - report, as appropriate, to the Action Plan Working Group.

Links to the Joint Officers' Group

- 16.9 Lead Officers will attend every second meeting of the JOG at which time they will provide a short written update on progress against projected outputs.

LOCAL COMMUNITY PLANNING FORUMS

17. COMPOSITION

- 17.1 The membership of the four Local Community Planning Forums comprises representation from the core Community Planning Partners, as appropriate to the identified topic for each meeting, with representatives from the East Ayrshire Council, Strathclyde Police and NHS Ayrshire and Arran attending routinely.
- 17.2 Representation from the community will be through the Federations of Community Groups. Initial community representation on each Local Community Planning Forum will be set at four representatives from the relevant Federation, with a view to building up to six community representatives.
- 17.3 Four representatives from the Equalities Forum will serve on each of the Local Community Planning Forums, to take account of the four equalities strands.
- 17.4 In addition, to reflect the make-up of the multi-member wards, Elected Member representation on the Local Community Planning Forums will be as follows:
- Northern Area 7 Councillors
 - Central North 7 Councillors
 - Central South 7 Councillors
 - Southern Area 11 Councillors

18. PURPOSE

18.1 The purpose of the four Local Community Planning Forums is to:

- ensure local people and communities are genuinely engaged in the decisions made on public services which affect them as laid down in the Local Government in Scotland Act 2003;
- develop greater involvement in the community planning process, including that of Elected Members;
- ensure that Community Planning objectives are fully integrated into mainstream service provision; and
- increase community engagement and make the community planning process more responsive to localised needs and aspirations.

19. MEETINGS

19.1 The Forums will not be constituted as Committees of the Council to allow greater flexibility and extend participation.

19.2 Meetings will be flexible to allow for creative thinking and a focus on strategic issues. Meeting arrangements will provide the opportunity for workshop activity, themed events and meetings on topics of interest/priorities that have been previously identified by the Local Community Planning Forum members.

19.3 Prior to the start of each financial year (February/March), an exercise will be carried out with each Local Community Planning Forum to identify its priority issues for discussion that year. As a result of this exercise, a proposal paper will be developed outlining how the issues are to be progressed, namely individually within each Local Community Planning Forum; in conjunction with other Community Planning Forums; or by organising a themed event/meeting.

19.4 The Equalities Forum will participate, as appropriate, in the annual planning exercise.

19.5 A separate exercise will be carried out with the Children and Young People's Forum to identify its priorities.

20. CHAIRPERSON

20.1 When appropriate, the position of chairperson will rotate from within the Community Planning Forum membership for individual meetings/events as determined in advance by the Forums. The role of the chair will be to promote and facilitate discussion at the meetings/events in terms of identifying Local Community Planning Forum priorities.

21. REPORTING PROCESS

21.1 The outcomes of the Forums' discussions will be recorded and issues directed, as appropriate, to the relevant decision making body within the Community Planning framework. This will include the Cabinet or relevant Council Departments, the Community Planning Partnership Board or Community Planning Partners directly.

- 21.2 Community Planning Forum members will be routinely advised of progress on identified issues. In addition, the final outcomes of Forum activity will be reported to the Community Planning Forums at the end of each financial year.
- 21.3 The Federations of Community Groups and community representatives individually will have a key role in ensuring that the work of the Local Community Planning Forums is reported back to communities.

FEDERATIONS OF COMMUNITY GROUPS

22. COMPOSITION

- 22.1 Membership of the Coalfield Communities Federation and East Ayrshire North Communities Federation is open to representatives of all Community Councils and communities of interest across their relevant areas.

23. OPERATING ARRANGEMENTS

- 23.1 Both Federations are Companies Limited by Guarantee and, as such, their operating arrangements are prescribed by the associated memorandum and articles of association.

24. LINK TO THE COMMUNITY PLANNING PROCESS

- 24.1 The purpose of the Federations in relation to Community Planning is to ensure the systematic engagement of community representatives in the community planning process at both the strategic level, through the CPP Board, and the local level, through Local Community Planning Forums.
- 24.2 The chairs of both Federations are full members of the CPP Board, ensuring informed community representation at a strategic level.
- 24.3 Community Representatives will be appointed to the Local Community Planning Forums from the Federations of Community Groups. Initially, community representation will be four representatives from the appropriate Federation to serve on each of the Local Community Planning Forums with a view to building to six representatives.
- 24.4 The Federations of Community Groups will have responsibility for developing effective community engagement, ensuring that the views of local people in the wider community influence the strategic planning of the Partner organisations through their nominated representatives.
- 24.5 In addition, the Federations will have responsibility for ensuring that effective processes are in place to feedback to member organisations and their local communities.

ROLE OF EAST AYRSHIRE COUNCIL'S GOVERNANCE AND SCRUTINY COMMITTEE IN THE COMMUNITY PLANNING PROCESS

25. COMPOSITION

25.1 The Governance and Scrutiny Committee comprises eleven Councillors, all non-Cabinet Members, with four necessary for a quorum.

26. TERMS OF REFERENCE

26.1 The Committee has overall responsibility for scrutiny and review within East Ayrshire Council and is primarily concerned with monitoring the performance of the Cabinet, Departments and third party organisations, including the CPP, against service delivery and financial targets, and is also responsible for dealing with Cabinet decisions that have been called in. Areas of responsibility include the following functions:

- Corporate Governance;
- Standards of Conduct;
- Performance Review and Best Value;
- Audit and Risk; and
- Scrutiny.

27. ROLE IN COMMUNITY PLANNING PROCESS

27.1 As the Community Plan is the sovereign planning document for the East Ayrshire area, and as partnership working increases, the Governance and Scrutiny Committee may at times seek to gain a more rounded picture of an issue by inviting Community Planning Partners to participate as consultees or witnesses when the Committee is conducting a scrutiny review.

27.2 In addition, as many services are now jointly funded and delivered, the Governance and Scrutiny Committee will have a role in monitoring the performance of partnership activity, as appropriate.

DELEGATED AUTHORITY AND RESPONSIBILITY

28. LEGAL FRAMEWORK - LOCAL GOVERNMENT IN SCOTLAND ACT 2003

28.1 The Local Government in Scotland Act 2003 places a statutory responsibility on the CPP Board and participating Partners to ensure that they work together in providing better public services and that people and communities are genuinely engaged in the decisions made in public services which affect them.

28.2 Partners on the CPP Board will have responsibility for setting out the arrangements and delegated responsibilities for Community Planning within their organisation, and for ensuring appropriate representation on community planning related structures at all levels.

- 28.3 In addition, CPP Board members will have responsibility for ensuring that the decisions of the CPP Board and related sub-groups/operating groups are effectively implemented.
- 28.4 The JOG will have delegated authority, as directed by the CPP Board, to ensure that decisions taken by the CPP Board are effectively progressed.
- 28.5 Lead Officers and the Action Plan Working Groups will have delegated responsibility for implementing the agreed actions and ensuring and reporting progress against projected outputs and identified outcomes.
- 28.6 The Federations of Community Groups will have responsibility for ensuring appropriate community representation on the CPP Board and Local Community Planning Forums.

29. CONFLICT OF INTEREST

- 29.1 In utilising the authority and carrying out the responsibilities delegated to them, officers must comply with the terms of the Code of Conduct for their Partner organisation regarding conflicts of interest.
- 29.2 In particular, when using their delegated powers, officers must not:
- allow any private interest to influence their decisions;
 - use their position to further their own interest or the interests of others who do not have a right to benefit from community planning policies; or
 - involve themselves in any decision on allocation of community planning services or resources from which they or their families might benefit. They should ensure that any such matter is declared immediately.
- 29.3 Rules on conflict of interest, contained in the Councillors' Code of Conduct, must be adhered to by Elected Members involved in the community planning process.

EQUALITIES FORUM

30. COMPOSITION

- 30.1 An Equalities Forum will be established, supported by four Equality Networks covering Disability, Gender, Black and Ethnic Minority Communities, and Older People. The Equalities Forum will comprise representatives from each of the Networks together with Elected Members and officers.

31. LINK TO COMMUNITY PLANNING

- 31.1 Although this is a Council structure, four members of the Equalities Forum, representing the four equality strands, will participate on each Local Community Planning Forum to ensure a focus on equalities issues.

CHILDREN AND YOUNG PEOPLE'S FORUM

32. PURPOSE AND LINK TO COMMUNITY PLANNING

- 32.1 In respect of engaging with young people, the Council will establish a Children and Young People's Forum, which will utilise innovative mechanisms to encourage the participation of children and young people in developing policy, planning services and raising issues of relevance by young people, for young people.
- 32.2 The format and operation of the new Local Community Planning Forums will allow for relevant and regular engagement with members of the Children and Young People's Forum.

26 February 2008