

EAST AYRSHIRE

COMMUNITY PLANNING PARTNERSHIP BOARD: 23 SEPTEMBER 2010

COMMUNITY PLANNING STRUCTURES: TERMS OF REFERENCE

Report by the Chief Executive, East Ayrshire Council

1. PURPOSE OF REPORT

- 1.1 To present to the Community Planning Partnership (CPP) Board for consideration and endorsement the revised Terms of Reference for the CPP Board, the Joint Officers' Group (JOG) and the thematic Action Plan Working Groups.

2. BACKGROUND

- 2.1 The final element of Stage 1 of the Community Plan Four-yearly Review was a review of Community Planning operating arrangements and core structures to ensure that they remain 'fit for purpose' as we move forward into the final four years of the current Community Plan.

3. TERMS OF REFERENCE FOR CORE COMMUNITY PLANNING STRUCTURES

- 3.1 The Terms of Reference for the CPP Board, the JOG and the thematic Action Plan Working Groups form part of the CPP Operating Arrangements. The Terms of Reference for each of these groups have now been reviewed and are detailed below for consideration and endorsement.

Community Planning Partnership Board

- 3.2 The existing Terms of Reference for the CPP Board have been revised slightly and are summarised below. The purpose of the CPP Board is 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, including the provision of robust financial and performance management mechanisms in this regard;
- ensure effective performance monitoring/evaluation and scrutiny of community planning activity and the related Single Outcome Agreement (SOA);
- 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.

Joint Officers' Group

- 3.3 The JOG has reviewed its purpose and operating arrangements and, as a result, has updated its terms of reference. The purpose of the JOG is to:

- drive forward an effective Community Planning regime on behalf of the CPP Board, ensuring delivery against planned outcomes;
- agree and direct operational activity in respect of East Ayrshire Community Plan;

- support and drive forward the appropriate implementation of the thematic Action Plans, providing direction where required;
- agree and direct an appropriate monitoring and evaluation framework for the Action Plans, the Community Planning process and the SOA;
- formulate proposals for the CPP Board in respect of strategic policy and planning;
- undertake discrete/specific areas of work as remitted by the CPP Board;
- actively ensure awareness of the Community Planning process and activity at all levels within all Partner organisations;
- actively support effective community engagement and involvement in the Community Planning process;
- ensure ongoing review of East Ayrshire Community Plan by implementing a robust and effective formal review process;
- ensure effective partnership working at senior officer level and, by example, throughout the organisation; and
- demonstrate commitment to the Community Planning process.

Thematic Action Plan Working Groups

3.4 The Terms of Reference for the thematic Action Plan Working Groups have been reviewed and revised as follows. The remit of the Action Plan Working Groups is 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.

4. RECOMMENDATIONS

4.1 The Community Planning Partnership Board is requested to:

- i) consider and endorse the Terms of Reference for the CPP Board, the Joint Officers' Group and the thematic Action Plan Working Groups as 'fit for purpose' as we move forward into the final four years of the current Community Plan;
- ii) update the Community Planning Operating Arrangements document; and
- iii) otherwise note the content of the report.

Fiona Lees
Chief Executive
East Ayrshire Council
6 September 2010