

**COMMUNITY PLANNING PARTNERSHIP-  
REVIEW OF OPERATING STRUCTURES****Board Meeting - 18 May 2005****1. PURPOSE**

- 1.1 To present to the joint Board for consideration proposals to establish a Community Planning Partnership, thus dissolving the Coalfield Area SIP and North Social Inclusion Initiative Boards, all designed to meet the future requirements of the community planning process in East Ayrshire.

**2. BACKGROUND**

- 2.1 The Regeneration Outcome Agreement (ROA), underpinned by the new Community Regeneration Fund (CRF), provides the new strategic focus for Community Planning Partnerships to regenerate the most disadvantaged neighbourhoods and is particularly focused on the most deprived 15% data zones identified by the Scottish Index of Multiple Deprivation 2004 (SIMD04).
- 2.2 To ensure governance of the CRF, Community Planning Partners have agreed that the Council should continue its role as grant recipient, with decisions in respect of future allocation of CRF resources delegated to the appropriate Partnership Board. The existing arrangements of separate North and Coalfield Area Social Inclusion Partnerships, therefore, require to be reviewed by Community Planning Partners.
- 2.3 Consequently, at the meeting of the joint Board of 10 March 2005, the Community Planning and Partnership Manager, as the first stage of the review process was remitted to establish a working group with community representatives of the Coalfield Area SIP Board and the North Social Inclusion Initiative Board to consider options in respect of the future operating structure within the community planning process.

**3. PROPOSALS**

- 3.1 The first stage of the review has been concluded and the Working Group has identified the following issues:
- with the onset of the Executive's new Community Regeneration Initiative, the existing separate decision making structures are not conducive either to strategic discussion or decision making on an East Ayrshire wide basis (the CRF requires to be utilised in the targeted data zones in both the north and the south of the authority);
  - the difficulties of establishing an appropriate formula which would allocate the CRF resources to meet the requirements of two separate areas;
  - the burden placed on the resources of the Council and its partners by operating two separate Partnership Boards, which may also lead to a fragmented approach being taken on strategic issues, including employment and training; and

- the relatively high number of senior officers who are members of and dedicate resources to both the North Initiative and Coalfield Area SIP Boards.
- 3.2 Proposed amendments to the current arrangements for delivering community regeneration activity within the East Ayrshire community planning process involves:
- making revisions to the current area-based approach;
  - streamlining the existing decision making structures by developing a new autonomous Community Planning Partnership (CPP) with delegated responsibility for effectively managing and ensuring a full spend of the CRF resources and future funding; and
  - formalising the arrangements in respect of Partnership involvement in the process.

3.3 It is proposed that the CPP be established in May 2005.

#### 4. COMMUNITY PLANNING PARTNERSHIP

4.1 It is proposed that a new East Ayrshire CPP combines the Coalfield Area SIP and the North Social Inclusion Initiative Boards, and is an autonomous decision making body with direct responsibility for CRF resources and any future funding allocated to the Community Planning Partners. A draft Constitution for the new Partnership is set out at Appendix 1.

4.2 The CPP will aim to deliver the Community Planning priorities which have been developed under the following themes:

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

4.3 In addition, the CPP will aim to deliver the five identified outcomes within the ROA, each of which are underpinned by effective community consultation and engagement, and are as follows:

- **Active Communities**, where people are actively participating in their communities and influencing the democratic process;
- **Skilled Communities**, where people have the skills, capacity and opportunities to access employment, training and community-based learning;
- **Safe Communities**, where crime and the fear of crime are reduced;
- **Healthy Communities**, where everyone can enjoy and have equal access to a healthy life; and
- **Attractive Communities**, where people are proud and happy to live.

4.4 Working within East Ayrshire, the aims of the CPP are to:

- ensure that people have access to lifelong community-based learning opportunities and promote active citizenship;
  - reduce unemployment and attract inward investment;
  - reduce crime, improve public safety and improve safety in neighbourhoods and homes;
  - improve the health and well being of local residents;
  - tackle poverty to improve the quality of life for local residents;
  - protect and improve the natural and built environment; and
  - provide cultural, recreational and leisure opportunities.
- 4.5 It is proposed that arrangements for accountability of other funding allocated to Community Planning Partners in respect of Community Planning programmes, for example: 'Anti-social Behaviour' and 'Choose Life' may become the responsibility of the Community Planning Partnership arrangements in the future.
- 4.6 The proposed membership of the CPP is set out below:
- Ayr College East;
  - Communities Scotland;
  - Community Health Partnership;
  - Council of Voluntary Organisations (East Ayrshire);
  - East Ayrshire Council;
  - Jobcentre Plus;
  - Kilmarnock College;
  - NHS Ayrshire & Arran;
  - Scottish Enterprise Ayrshire;
  - Strathclyde Fire and Rescue;
  - Strathclyde Passenger Transport
  - Strathclyde Police; and
  - The Community.
- 4.7 It is proposed that Partner agencies are requested to write and confirm nominations to the new CPP. Since Strathclyde Fire and Rescue and Strathclyde Passenger Transport are not currently represented on either the North Initiative or Coalfield Area SIP Boards, as Community Planning Partners, it is recommended that these organisations are invited on to the Partnership Board.
- 4.8 It is proposed that the 15 Community Representatives currently involved in the Social Inclusion Boards will continue until the end of June 2005, at which time they will be requested to stand down. Twelve nominations from the Community to participate in the Partnership for a period of two years will subsequently be sought in July 2005.
- 4.9 Members will be aware that the Coalfield Communities Federation has been represented on the Coalfield Area SIP Board since its inception in January 2001. In addition, work is currently in progress to establish a Communities Federation in the north of East Ayrshire, and a Working Group has been remitted to develop a constitution for a North Communities Federation and to consider arrangements to ensure the involvement of the wider community.

Both Federations will be invited to nominate representatives to participate in the new CPP, as follows:

- Coalfield Communities Federation 4 representatives;
- North Communities Federation 4 representatives; and
- Individual Community Representatives 4 representatives.

- 4.10 It is proposed that a sub-group be established to consider the options in respect of the appointment of individual representatives to the CPP, two of whom will represent the north and two the south of the authority.
- 4.11 In addition, it is recommended that an 'operational' sub group comprising two Partner Agency representatives, including representation from East Ayrshire Council, and two community representatives, one from the Coalfield Communities Federation and one from the North Communities Federation, and supported by the Community Planning and Partnership Manager is remitted to take urgent decisions outwith the meeting cycle of the CPP.
- 4.12 In order to further enhance community engagement and involvement in the Community Planning policy direction, it is further proposed that one representative from each of the two Federations is nominated to sit on the Community Planning Core Partners' Group. In addition, the Chair of Social Inclusion will also sit on the Core Partners' Group.
- 4.13 It is proposed that East Ayrshire Council is represented on the new CPP by one Officer representative and one Political representative, who is the current Chair of Social Inclusion.
- 4.14 In addition, to ensure accountability for CRF resources, of which East Ayrshire Council is grant recipient, it is proposed that the Chair of the CPP is East Ayrshire Council's current Chair of Social Inclusion. It is further proposed that two Vice-Chairs, one Community representative and one Partner Agency representative, are appointed.
- 4.15 It is further proposed that the Leader of the Council, as Chair of the Community Planning Core Partners' Group, and the Executive Head of Finance of East Ayrshire Council, to ensure appropriate financial control, are appointed ex-officio members of the CPP (and are not included within the total number of representatives indicated for East Ayrshire Council).
- 4.16 A document, setting out clear operating procedures and protocols (including a code of conduct for meetings) requires to be developed indicating how decisions should be reached and members of the Working Group propose that this should continue by consensus, which has worked effectively in the Social Inclusion Partnership Boards, rather than formal or rigorous standing orders. This document will be developed by June 2005 and ongoing thereafter as required.

## **5. WORKING TOGETHER LEARNING TOGETHER**

- 5.1 To facilitate the process of future partnership working within the new operating structure, it is proposed that a Working Together Learning Together workshop is arranged for members of the new CPP. The session will provide an

opportunity for members to meet in an informal setting, and familiarise themselves with the new arrangements and discuss ways in which to drive forward the regeneration agenda in East Ayrshire.

## **6. DISSOLUTION OF THE SOCIAL INCLUSION PARTNERSHIP BOARDS**

6.1 The Constitutions of the Social Inclusion Boards state that the Boards may be dissolved with the consent of 75% of all Core Members of the Partnership and at least 50% of all Community Representatives. It is, therefore, proposed that following endorsement to establish the new CPP, the Coalfield Area SIP and North Social Inclusion Initiative Boards are dissolved.

## **7. RECOMMENDATIONS**

7.1 It is recommended the joint Board:

- i) endorses the proposals to establish a Community Planning Partnership to deliver the regeneration priorities across East Ayrshire;
- ii) agrees to the proposed membership of the CPP at paragraph 4.6 and requests that Planning Partners write to the Community Planning and Partnership Manager with confirmation of nominations to the Partnership;
- iii) agrees to the arrangements regarding community representation on the CPP at paragraph 4.9 and to establish a sub-group to consider options in respect of wider community representation;
- iv) endorses the proposal to establish a sub-group remitted to make urgent decisions outwith the CPP meeting cycle at paragraph 4.11;
- v) agrees to the proposal to nominate a representative from each of the Communities Federations to the Community Planning Core Partners Group at paragraph 4.12;
- vi) endorses the proposals that the Chair of the CPP is the Chair of Social Inclusion and 2 Vice-Chairs are nominated;
- vii) agrees that the Leader of the Council and the Executive Head of Finance of East Ayrshire Council are appointed ex-officio members of the CPP;
- viii) remits the Community Planning Manager to arrange a Working Together Learning Together workshop during summer 2005; and
- ix) otherwise notes the content of the report.

**Gwen Barker**  
**Community Planning and Partnership Manager**  
**12 May 2005**

## EAST AYRSHIRE COMMUNITY PLANNING PARTNERSHIP

### DRAFT CONSTITUTION

#### 1. NAME AND TYPE OF ORGANISATION

- 1.1 The organisation will be called the East Ayrshire Community Planning Partnership, herein referred to as the “Partnership”.
- 1.2 The Partnership will be constituted as an un-incorporated body, operating within the structural and procedural arrangements of East Ayrshire Council, as facilitators of Community Planning.

#### 2. PARTNERSHIP OBJECTIVES

- 2.1 The Partnership will aim to deliver the Community Planning priorities, which have been developed under the following themes:
- Promoting community learning;
  - Improving opportunities;
  - Improving community safety;
  - Improving health;
  - Eliminating poverty; and
  - Improving the environment.
- 2.2 In addition, the Partnership will aim to deliver the five identified outcomes within East Ayrshire’s Regeneration Outcome Agreement, each of which are underpinned by effective community consultation and engagement, and are as follows:
- **Active Communities**, where people are actively participating in their communities and influencing the democratic process;
  - **Skilled Communities**, where people have the skills, capacity and opportunities to access employment, training and community-based learning;
  - **Safe Communities**, where crime and the fear of crime are reduced;
  - **Healthy Communities**, where everyone can enjoy and have equal access to a healthy life; and
  - **Attractive Communities**, where people are proud and happy to live.
- 2.3 Working within the East Ayrshire area, the objectives of the Partnership are to:
- ensure that people have access to lifelong community-based learning opportunities;
  - reduce unemployment and attract inward investment;
  - reduce crime, improve public safety and improve safety in neighbourhoods and homes;
  - improve the health and well being of local residents;
  - tackle poverty to improve the health and well being of local residents;
  - protect and improve the natural and built environment; and
  - provide cultural, recreational and leisure opportunities.

### **3. MANAGEMENT**

3.1 The Partnership will be managed by a Board of Representatives known as the East Ayrshire Community Planning Partnership Board (herein referred to as the “Board”).

3.2 The remit of the Board is to ensure:

- a strategic overview of all community regeneration activity throughout the area;
- delivery of regeneration objectives, which address local need and the national priorities set by the Scottish Executive; including Closing the Opportunity Gap objectives;
- the commitment and participation of all relevant partners;
- the involvement of the local community at the heart of the community planning process; and
- the most effective use of existing resources and maximisation of external funding opportunities.

### **4. MEMBERSHIP OF THE PARTNERSHIP**

4.1 The following organisations shall be core Members of the Partnership:

- Ayr College East;
- Communities Scotland;
- Community Health Partnership;
- Council of Voluntary Organisations (East Ayrshire);
- East Ayrshire Council;
- Jobcentre Plus;
- Kilmarnock College;
- NHS Ayrshire & Arran;
- Scottish Enterprise Ayrshire;
- Strathclyde Fire and Rescue;
- Strathclyde Passenger Transport
- Strathclyde Police; and
- The Community.

4.2 The Board can invite other organisations to join the Partnership, so long as the objectives of the organisation are in line with at least one of the objectives of the Partnership.

4.3 The Board shall consist of representatives of organisations of the community as set out below:

<b>Organisational Sector</b>	<b>Number of Representatives</b>
Coalfield Communities Federation	4
North Communities Federation	4
Representatives drawn from the wider East Ayrshire population (2 from the north and two from the south of the Local Authority area)	4

#### 4.4 Board Structure

- Ayr College East; 1 representative
- Communities Scotland; 1 representative
- Community Health Partnership; 1 representative
- Council of Voluntary Organisations (East Ayrshire); 1 representative
- East Ayrshire Council; 2 representatives
- Jobcentre Plus; 1 representative
- Kilmarnock College; 1 representative
- NHS Ayrshire & Arran; 1 representative
- Scottish Enterprise Ayrshire; 1 representative
- Strathclyde Fire and Rescue; 1 representative
- Strathclyde Passenger Transport 1 representative
- Strathclyde Police; and 1 representative
- The Community. 12 representatives

4.5 Community Representatives shall serve on the Board for a period of two years. At the end of the two year period, Representatives will be eligible for re-appointment. Where a vacancy occurs for the representatives drawn from the wider community, this will be advertised locally and the Community Planning and Partnership Manager will undertake a selection process and make appropriate recommendations for appointment to the Board.

4.6 The Leader of the Council and Executive Head of Finance of East Ayrshire Council shall be *ex-officio* Members of the Board (and are not included within the total number of Representatives indicated for East Ayrshire Council).

4.7 The Board may review its membership at any time and has the power to invite other appropriate bodies/representatives into membership. The Board may co-opt other persons for such purposes as it deems appropriate.

#### 5. BOARD STRUCTURE

5.1 The Chair of the Partnership shall be East Ayrshire Council's current Chair of Social Inclusion. In the absence of the Chair at a Board Meeting, the meeting will be Chaired by one of the two Vice-Chairs either from the nominated Partner Agency or the nominated Community Federation representative.

5.2 It is the duty of the Chair to ensure that decision making is clear, open, transparent and founded on consensus. The Chair shall ensure that all Members are given adequate opportunity to put forward their views. The Chair should ensure that Members of the Board do not use offensive or inappropriate language. Members should treat their fellow Members and any other person present at meetings in a courteous manner. The Chair shall be the sole judge of the consensus of the Board on any item under consideration. Where the Chair cannot identify a clear consensus, then the matter be remitted to the Sub-Group, in consultation with the Chair, to conduct further discussion with Core Members and Representatives to achieve a consensus position.

- 5.3 The Board has the power to establish any Sub-Groups that it deems necessary. Membership of any Sub-Group shall be drawn from membership of the Board or any other individual or organisation that the Board identifies. The Board may assign any powers or executive authority to an 'operational' Sub-Group so long as these powers do not exceed the powers of the Board as a whole.
- 5.4 The Board may establish an 'operational' Sub-Group with the following remit and membership:

#### **Remit**

The role of the 'operational' Sub-Group of the East Ayrshire Community Planning Partnership is to take any urgent decisions that are required outwith regular meetings of the Board.

#### **Membership**

The membership of the 'operational' Sub-Group shall comprise two Partner Agency representatives, including representation from East Ayrshire Council and two Community Representatives, one from the Coalfield Communities Federation and one from the North Communities Federation.

#### **Meetings of the Sub-Group**

All decisions of the 'operational' Sub-Group shall be recorded and any decisions reached or action taken shall be reported to the Board at its meetings. The Sub-Group shall meet as and when required.

### **6. FINANCE AND RESOURCES**

- 6.1 All funds received by the Partnership shall be lodged with the Executive Head of Finance, East Ayrshire Council. All disbursements, including payroll, creditors and any other formal payments will be carried out by the Executive Head of Finance, East Ayrshire Council.
- 6.2 The Executive Head of Finance, 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.
- 6.3 The Partnership has the power to spend any funds allocated to it, so long as the expenditure helps to secure the overall partnership objectives, and is in compliance with the terms and conditions of award related to any finance.
- 6.4 While the Partnership can accept donations and contributions from other partners or organisations, it does not have the power to borrow money. The Partnership 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 Partnership may make contributions to other organisations, so long as their aims and objectives are broadly in line with those of the Partnership.

- 6.5 The Partnership does not have the power to own buildings but it does have the general power to own equipment, vehicles and intellectual property.
- 6.6 The Partnership 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 Partnership from commissioning staff or other services from a third party.
- 6.7 The Partnership will require to remain within the overall budget allocated to it by the Scottish Executive and Communities Scotland or from block grants or other funding received from partner organisations.
- 6.8 The financial year for the Partnership will run from 1 April in one year to 31 March each successive year.
- 6.9 The Chief Auditor of East Ayrshire Council or the Council's External Auditor have 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.

## **7. MEETINGS OF THE BOARD**

- 7.1 There will be no fewer than four meetings of the Board in any financial year.
- 7.2 The Board will conduct its meetings in accordance with the procedural guidance that it will, from time to time, agree.
- 7.3 The quorum for Board Meetings will be one quarter of the membership of the Board.
- 7.4 Special Meetings of the Board shall be held at the request of at least 3 Board Members. Requests shall be made in writing to the Community Planning and Partnership Manager and should specify the nature of the business to be transacted at the Special Meeting.
- 7.5 The Board shall determine where it meets and at what time. At least six clear days notice of a meeting and the business to be transacted should be given to all Board Members.
- 7.6 Members are requested to attend a minimum of two meetings in any financial year but where attendance is not possible, members are also required to submit apologies in advance of the meeting to the Community Planning and Partnership Manager. In the event that a Member does not attend the minimum two meetings and does not submit any apologies in advance, then they will be required to stand down from the Board as their term of office will be deemed to have finished.

## **8. OBLIGATIONS OF BOARD MEMBERS**

- 8.1 Members of the Board are required to register all offers of gifts or hospitality, whether accepted or declined, in accordance with the rules agreed from time to time by the Partnership Board.
- 8.2 It is the responsibility of individual Board Members to identify any financial or non-financial interests that they may have in any item of business under consideration by the Board. Where there is a financial interest, the Member should absent themselves from the discussion, other than to answer any points of clarification requested by the Board.
- 8.3 A register of interest for Board Members will be maintained in the Community Planning and Partnership Unit and is the responsibility of the individual members to update their interest in the register.

## **9. SCHEME OF DELEGATION**

- 9.1 The Community Planning and Partnership Manager will have delegated authority to spend up to a maximum of £2,000 on any one item of expenditure from a delegated budget of £20,000 to be utilised to fund small projects linked to the Partnership's broad themes and priorities. The Community Planning and Partnership Manager is also required to report on any decisions taken between meetings to the next available Board Meeting.

## **10. ALTERATIONS TO CONSTITUTION**

- 10.1 The Constitution of the Partnership may be altered with the agreement at least 75% of all Board Members.

## **11. DISSOLUTION OF THE PARTNERSHIP**

- 11.1 The Partnership may be dissolved with the consent of 75% of all Board Members. In such event, all assets and liabilities of the Partnership shall be transferred to East Ayrshire Council.

12 May 2005