

WEST LOTHIAN COMMUNITY PLANNING PARTNERSHIP

PARTNERSHIP AGREEMENT

December 2008



Members of West Lothian's Community Planning Partnership

Association Of
Community
Councils



Lothian and Borders Fire and Rescue Service
PREVENTING PROTECTING RESPONDING



1. Principles of Good Governance

West Lothian Community Planning Partnership fully supports the fundamental principles of good corporate governance, namely, openness and inclusivity, integrity, and accountability.

2. Purpose

The Local Government in Scotland Act 2003 (the Act) provides the statutory basis for community planning. It requires local authorities to initiate and facilitate community planning, and NHS boards, the enterprise networks, the police, the fire and rescue service and regional transport partnerships to participate.

Other public, private and community bodies are invited to participate in community planning, including the voluntary sector, community groups, businesses and business organisations.

The West Lothian Community Planning Partnership (WLCPP) is a partnership of agencies and organisations from the public, voluntary, private and community sectors that have an interest in West Lothian. It is an unincorporated body.

The aim of the partnership is to promote the economic, social, health and environmental well being of West Lothian, ensuring we “improve the quality of life for all people who live, work and do business in West Lothian.”

3. Objectives

The objectives of the Partnership are to:

- develop a clear and shared long term vision for West Lothian that sets out joint priorities, performance indicators, and targets;
- develop joint approaches to improving service delivery and the quality of life for the citizens of West Lothian;
- ensure that partnership working in the area is co-ordinated and cohesive;
- negotiate directly and collectively with the Scottish Government and other bodies on national policy and resource issues;
- support the development of active and informed communities that can engage with and have an influence on the community planning process, and;
- develop ways of working within the Community Planning Partnership that supports the values of openness, parity between partners and achieving progress through consensus

4. Membership & Decision Making

WLCPP currently has 17 core member organisations;

- Association of Community Councils
- Community Health and Care Partnership (CHCP)
- Jobcentre plus
- Lothian and Borders Fire and Rescue Service
- Lothian and Borders Police
- NHS Lothian
- Oatridge College
- Pensions Service
- Scottish Enterprise
- Scottish Water
- SEStrans (South East Scotland Transport)
- Skills Development Scotland
- Voluntary Action West Lothian (VAWL)
- West Lothian Chamber of Commerce

- West Lothian College
- West Lothian Council
- West Lothian Leisure

WLCPP is structured to deliver the community plan through a number of partnership groupings; The Community Planning Partnership Board, the Community Planning Working Group, three thematic Forums (Community Safety Partnership, Health and Well Being Management Group and Economic Partnership Forum) and nine Locality Planning areas. A diagram showing the links between the tiers is attached as Appendix 1.

Each tier of the Partnership is guided by the underpinning principles of equality, sustainability and value for money, and by the core processes of communication, community engagement and performance management.

Each tier of the partnership has the relevant representation from partner organisations based on the business of that grouping.

Details of the remit, membership, meetings and communication channels for the different tiers of the Partnership can be found in Appendix 2.

5. Resources and financial controls

West Lothian's Community Planning Partnership is funded in four ways:

- Annual contributions from partner organisations to develop Community Planning initiatives.
- Funding allocated to the Partnership by the Scottish Government
- Core funds allocated by partner organisations to partnership groups.
- Funding secured by partnership groups from external sources (e.g. lottery funding).

5.1 Annual Contributions from Partner Organisations

West Lothian Council funds the core Community Planning Team from within its core budget. General Community Planning activity is funded from a small community planning budget made up of annual contributions from statutory partner organisations.

5.2 Funding Allocated to the Partnership by the Scottish Government

There are several funding streams allocated to constituent parts of the Partnership by the Scottish Government. Examples include:

Funding Stream	Allocated to:	Administered by:
Fairer Scotland Fund	Community Planning working group	WL Council
Changing Children's Services Fund	Health and Wellbeing Forum	WL Council
Women's Aid Fund	Community Safety Forum	WL Council
Community Safety Fund	Community Safety forum	WL Council
Violence Against women Fund	Community Safety Forum	WL Council
Choose Life	Health and Wellbeing forum	WL Council

In most cases, funding received from the Scottish Government is administered by a partner organisation (e.g. West Lothian Council) and allocated to a Thematic Forum (e.g. Community Safety Partnership). Where this is the case, funding is governed by

the financial rules of the partner organisation. The Board can distribute funds to partnership groups according to these rules.

5.3 Core Funds Allocated by Partner Organisations to Partnership Groups.

Partner organisations will sometimes allocate funding directly to community planning partnership. This should normally be agreed via the relevant Thematic Forum to ensure funding supports agreed objectives and is managed efficiently.

Where partners agree to jointly contribute funds through a Thematic Forum, for example to progress a joint action in the Community Plan, the following procedure should be followed:

- Agree which partner should administer the fund (lead funding partner) and which budget it will be held in.
- Agree how much each partner will contribute.
- Agree when the lead funding partner will invoice the other partners and when payment will be required.

The lead funding partner will follow the procedures for expenditure, monitoring and reporting as laid out in its financial regulations. All expenditure will be recorded, monitored and reported by the partnership group to the appropriate Forum and to the lead funding partner.

5.4 Funding Secured by Partnership Groups from External Sources

Partnership groups are able to seek funding from external sources, such as lottery or European funding, in support of their individual action plans. Where this funding is sought, partnership groups should:

- Be clear on how potential funding sources will be used in support of community planning actions and priorities.
- Inform the relevant Thematic Forum and Board of any bids (successful or otherwise) that are submitted to external sources.
- Report to the relevant Thematic Forum what progress has been made to deliver community planning priorities and actions as a result of a successful bid.

Funds secured from external sources will follow the procedures for expenditure, monitoring and reporting as laid out by the body administering the external funds.

6. Code of Conduct

The Ethical Standards in Public Life etc. (Scotland) Act 2000 introduced a new ethical framework to Scotland, key elements of which are statutory Codes of Conduct and the Standards Commission for Scotland. As one of the earliest statutes passed by the Scottish Parliament, the Ethical Standards Act underlines the strong commitment to the promotion of high standards in public life by the Scottish Government and the Parliament itself. Ethical standards and probity are now at the heart of decision making in Scotland.

The Act introduced new codes of conduct for local authority councillors and members of relevant public bodies. The key aspects of the Code are;

- Public service
- Selflessness
- Integrity
- Objectivity
- Accountability and stewardship

- Openness
- Honesty
- Leadership
- Respect

Further details of these aspects of the Code can be found at <http://www.scotland.gov.uk/Publications/2002/04/14492/2560#2>

The Community Planning Partnership agrees to adhere to these standards.

7. Conflict and complaints resolution

Members of the Board, Working Group and Thematic Forums are required to declare any financial or other business or personal interests which may conflict with the duties and responsibilities of those groups.

Where complaints are received about the actions of one of the Partnership groupings, they will be investigated by the Chair/ Lead Officer of one of the other Groups and the findings will be reported to the Board. Where the complaint is regarding the actions of the Board, this will be investigated by the Council's Chief Legal Officer and the results reported to the Board.

8. Information

All information held on behalf of the Partnership is subject to public scrutiny. Key documents, minutes of meetings etc will be lodged on the Community Planning website.. http://www.westlothian.gov.uk/Council_and_government/locality-mmw/

The need for robust, up-to-date information is crucial to enable the effective planning of services for communities. To support this process, all partners will contribute to the information sharing website www.wlinfo.org.uk where appropriate.

Processes for sharing confidential information will be agreed and developed by relevant groups within the overall partnership, with the necessary safeguards and protocols in place.

9. Performance and monitoring

The Community Planning Partnership Board is ultimately responsible for monitoring the performance of the Partnership against the objectives set in the Community Plan and the three-year targets set in the Single Outcome Agreement.

The ongoing monitoring of the Single Outcome Agreement is delegated to the three thematic forums as detailed below. The Partnership has agreed that Council Directors will ensure that the relevant Forum takes ownership of the specific challenges within the Single Outcome Agreement. The detail of this is laid out in Appendix 3.

The Forums are tasked with ensuring action plans are or will be in place to deliver specific strategies aligned to the SOA. The Forums have the accountability for monitoring progress, identifying blockages and opportunities and reporting this to the CPP Board. These reports will be six monthly.

The performance monitoring tool "Covalent" will be used across the Partnership to record and monitor the performance of services and initiatives detailed in the Single Outcome Agreement. The Partnership will provide information on performance in relevant formats on a yearly basis to the public.

10. Equalities

Public sector partners that are involved in partnership work are responsible for meeting the public sector duties on race, disability and gender equality within their partnership role, as partnership activity is one of their functions and therefore covered by the duties. As public bodies are members of the West Lothian Community Planning Partnership, the partnership as a whole is therefore under obligation in relation to the public sector duties. In practice, this means that any new initiatives or joint work conducted under the remit of the Community Planning Partnership will be subject to the requirements of the equality duties

The Community Plan and Single Outcome Agreement are subject to Equality Impact Assessment. Relevant equalities performance indicators should be included in each partnership's performance report.

Every effort will be made to ensure all strands of diversity are included within the planning and delivery of services by individual partners and collectively by partnership groups.

11. Risk Management

Partner organisations are responsible for assessing the risks to their individual organisations of participating in the Partnership. Partnership risks should be highlighted on the individual partners' risk registers.

12. Exit strategy

The West Lothian Community Planning Partnership will remain in place as long as it is found to be productive and is required by legislation. The revised Community Plan will be a ten-year plan, subject to a three year refresh and update.

The Single Outcome Agreement is a 3-year operational plan designed to deliver the vision of the Community Plan. It will be reviewed annually.

Acceptance and Signatures of the Partners

For the avoidance of doubt, it is expressly stated that the entering of this Agreement does not constitute a legal partnership among the partners.

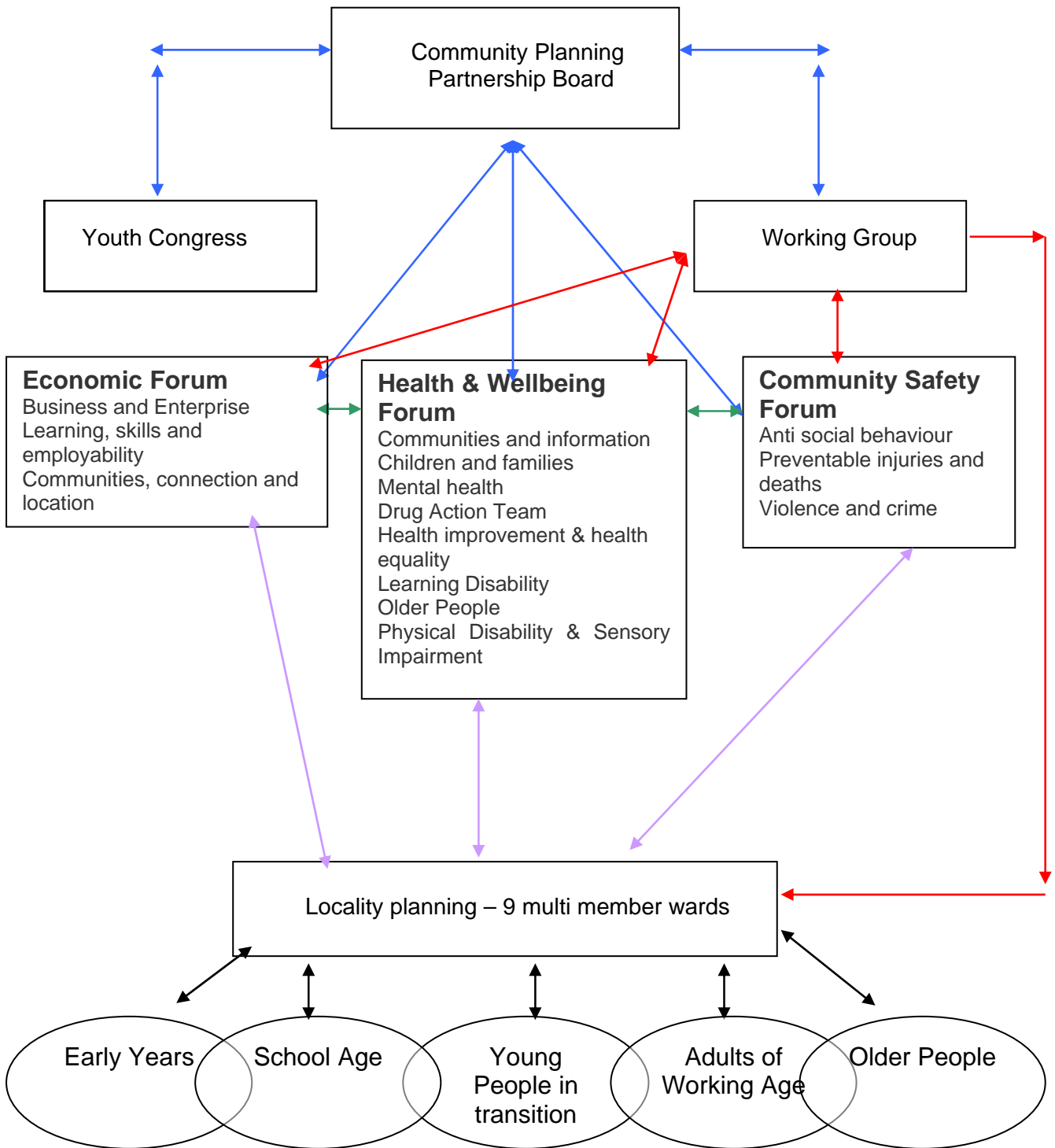
The partners, through signature, accept and agree to be bound by the principles set out in this Agreement. Each partner will receive a copy of the fully signed Agreement.

Signature: _____

Organisation: _____

Date: _____

COMMUNITY PLANNING IN WEST LoTHIAN



Remits, membership and meeting arrangements for tiers within the Partnership

Community Planning Partnership Board

Remit

- Develop and set out a joint vision with agreed objectives for the area in the form of a Community Plan;
- Set out challenging outcomes of performance for the Community Planning partnership in the form of a Single Outcome Agreement (SOA) along with the contribution expected from individual partners towards delivering these key outcomes.
- Identify and secure the resources necessary to achieve the agreed outcomes;
- Influence the national agenda to secure the “best deal” for West Lothian;
- Co-ordinate specific West Lothian responses on issues such as economic development, health improvement, the environment and social inclusion to national bodies (for example, the Scottish Government).
- The Board will provide the scrutiny role for the Partnership and will monitor progress with regard to the agreed outcomes on what is being done by way of Community Planning and set out and execute regular evaluation of progress; it will consider regular performance monitoring reports from the three Forums and take any action necessary to address poor performance. This will be done via a Strategic Performance Group with representatives from West Lothian Council, NHS Lothian, Lothian and Borders Police and West Lothian College;
- The Board will produce an annual report on progress on the agreed outcomes.

Criteria for Membership

- A senior representative of the partner organisations listed in section 4 above
- The Leader of the Council will Chair the Partnership Board, and up to four other Elected Members nominated by West Lothian Council.
- When the Chair is not available he/she will nominate a substitute.
- The representatives must be able to speak on behalf of their organisation and where appropriate commit funding and other resources to partnership activity.
- All members of the Board have equal status and where issues are to be voted upon, each member has one vote. The Chair retains the casting vote.
- Members may nominate a substitute

Meetings

- The Board will meet four times per year with the venue being agreed by partners
- The Quorum for the meeting will be eight members, representing at least 5 partner agencies.
- Board meetings will be open to the public, unless items of a confidential nature are to be discussed. In such cases the Board will take a decision to hold the meeting in private.
- The Council will provide administrative support. The Head of Community Planning and Regeneration will co-ordinate agendas, reports etc in consultation with the Chair
- The Council's Head of Community Planning and Regeneration Service will be in attendance to provide advice to the Board.

- Where appropriate, decisions taken by the Board should be followed through by reports being submitted to the relevant partner agencies' decision making system, e.g. for the Council, the relevant Council Committee.

Communication Channels

- Copies of agendas, minutes and reports will be available on the Community Planning website
http://www.westlothian.gov.uk/Council_and_government/locality-mmw/
or from the Council's Committee Services
- Agendas, reports etc., will be circulated to the Board one week prior to the meeting.
- All enquiries regarding the Board should be channelled through the Committee Services in the first instance.
- The draft minutes of the Board meeting will be submitted to the next available Council's Executive Committee for information.

Community Planning Working Group

Remit

- Advise the Board on the key issues affecting West Lothian and to collate and present performance management information to the Board;
- Act as a key consultative group for major policy development;
- Develop processes which maintain a regular and effective means of communication between participants in the partnership.
- Adopt Community Planning principles, objectives and practices in the respective partner organisations;
- Support and develop shared information and intelligence systems;
- Promote joint staff training and development, and
- Celebrate success and achieve consensus through an annual event;

Criteria for Membership

- The Council's Head of Community Planning and Regeneration will chair the Working Group. When the Chair is not available he/she will nominate a substitute
- Representatives should be from the agencies with a statutory duty to participate in Community Planning, the three Forum Lead Officers, a representative of the voluntary sector and the Community Regeneration Manager as a link to Locality Planning.
- All representatives must be able to speak on behalf of their organisation.
- The three Lead Officers for the Themes will specifically represent their respective Thematic Forum, not their Employer's interests.

Meetings

- The Community Planning Working Group will meet eight times per year.
- The Community Planning Manager and Development Officer will supply administrative support.
- The agendas will focus on the delivery of the Community Plan and Single Outcome Agreement.
- Any member of the Community Planning Working Group can request items to be included on the agenda these will be agreed by the Chair.
- Each meeting will aim to include one presentation which highlights a significant aspect of partners joint work.

- Each meeting will also include progress reports from the thematic Forums and Locality Planning areas.
- All meetings are open to anyone participating in Community Planning to observe. Only Community Planning Partnership members are able to speak at these meetings, unless prior agreement is made with the Chair.

Communication Channels

- Copies of the agenda, minutes and reports will be available on the Community Planning website http://www.westlothian.gov.uk/Council_and_government/locality-mmw/ or from the Community Planning Manager, Tel: 01506 774035.
- Agendas, reports etc., will be circulated to the Working Group one week prior to the meeting.
- Copies of the minutes will be circulated to the Board and Thematic Forums for information.

Thematic Forums

Remit

- Develop and ensure plans are in place to deliver the visions within the Community Plan
- Continue to develop the solutions to the challenges within the Single Outcome Agreement and monitor progress towards the targets set.
- Identify and implement creative solutions for improving policy development and service delivery;
- Co-ordinate partnerships, projects and initiatives, which are integral to the thematic plan;
- Oversee the work of sub groups and partnerships delivering aspects of the Single Outcome Agreement; and
- Ensure that the underpinning principles of the Community Plan, sustainability, equality and value for money are incorporated into the implementation of the thematic plan.

Criteria for Membership

- Senior Officers/delegates will represent organisations and groups that are working in the field of the specific themes of the Thematic Forums.
- A representative from the organisations with a duty to participate in Community Planning will attend where appropriate.
- The designated Lead Officer and Forum members will agree membership of the Forums.
- The Forum Chairs will be agreed by the partners participating in that Forum.

Meetings

- The Forums will meet at least four times a year.
- Support to the Forums, and at the meetings, will be supplied by the Lead Officers. The Council will provide administrative support.
- Any member of the Forum is able to submit agenda items. The Lead Officer will agree the agendas with the Chair.

Communication Channels

- Agendas, reports and minutes will be available on the Community Planning website http://www.westlothian.gov.uk/Council_and_government/locality-mmw or from the Community Planning Manager, Tel: 01506 774035.

- Agendas, reports etc., will be circulated to the Forums one week prior to the meeting.
- Minutes will be circulated to the Board and Community Planning Working Group for information
- The Theme Leads / Chairs will present a monitoring report on their theme's progress and on progress towards the targets in the Single Outcome Agreement to a meeting of the Community Planning Partnership Board twice a year

Appendix 3

SOA Challenge	CPP Forum	Director
Community Safety	Community Safety	Chief Executive
Delayed Discharge	Health and Wellbeing	CHCP
Development Challenge	Economic Partnership	Development and Environmental services
Growing Economy	Economic Partnership	Development and Environmental services
Educational Attainment and Achievement	Economic Partnership	Education and Cultural services
Health Improvement	Health and Wellbeing	CHCP
Homelessness	Health and Wellbeing	Customer and Support Services
Looked After Children	Health and Wellbeing	CHCP
Public Protection	Community Safety	Chief Executive
Substance Misuse	Health and Wellbeing	CHCP
Supporting People at Home	Health and Wellbeing	CHCP
Young People in need of More Choices More Chances	Economic Partnership.	Education and Cultural services