

East Renfrewshire Community Planning Partnership Board

Thursday 22 June 2017

Item 5: Review of Governance
Arrangements for East Renfrewshire
Community Planning Partnership

Context and Background

In June 2016 the Board agreed that a light touch review of community planning arrangements be undertaken to ensure the CPP structure is fit for purpose in light of the requirements of the Community Empowerment (Scotland) Act 2015.

In March 2017, the Board discussed some initial recommendations of this review and requested that the Performance Accountability Review further discuss and provide final recommendations to the Board in relation to four key areas:

- Level of partner representation at the CPP Board
- Timing and frequency of meetings
- Terms of Reference for the Board and the PAR
- Arrangements for the delivery of outcomes

East Renfrewshire Community Planning Partnership Arrangements

This graphic shows the existing partnership arrangements and these remained unchanged



Also:

Information and Consultation Sessions – 3 sessions per year allowing elected members to scrutinise community planning activity and influence community planning policy.

Police and Fire Cabinet – Quarterly scrutiny meeting to discuss performance, planning and partnership working.

Community Empowerment Guidance

A reminder of the key community empowerment act requirements is set out below:

- **Governance and accountability** is one of the nine key principles of effective community planning in the guidance.
 - CPPs have discretion as to how they are organised. However, each CPP should have a “top-level board or committee to provide strategic leadership and oversight of how the CPP conducts its business and fulfils its ambitions”.
 - This board should involve senior representatives from CPP partners with high levels of authority, including elected members, who can hold senior executives to account.
- The CPP should be organised effectively and “provide platforms for **strong strategic decision-making** and action, and **effective scrutiny and challenge**”.
- Under the principle of **community participation and co-production** it should be clear where community bodies fit within community planning arrangements.
- CPPs should pool **collective resource** in order to drive improvement in outcomes.

Strengths

Completion of the Improvement Service Self-Assessment checklist in 2015-16 demonstrated:

- **High performing CPP** with few targets missed. Strategic leads have actions in place to address those targets at risk.
- High levels of **community engagement**.
- **Good use of evidence** to inform decision-making.
- **Clear focus on outcomes**.
- **Strong leadership**.
- **Effective performance management and reporting of impact**.

Summary of PAR Discussion

The following PAR discussions informed the final recommendations to the Board:

Partner Representation: SPT should be invited to join the CPP Board, in light of local transport challenges being identified through recent engagement; consideration of appropriate representation from the health and care sector identified as NHSGCC Chief Executive and the IJB Chief Officer; and that the Chief Superintendent is the appropriate level representation on the CPP Board for Police Scotland.

Frequency of Meetings: Keep Board and PAR to existing meeting cycles with the flexibility for additional meetings to be called. The PAR terms of reference will build in a formal role for approving outcome plans and strategies as required

Terms of Reference: the PAR discussed and commented on draft terms of reference for the Board and PAR to ensure adequate coverage of the community planning principles contained within the Community Empowerment Act.

Arrangements for Outcome Delivery: The PAR agreed to retain use of the Model for Improvement, with revised stretch aims to focus on closing the gap outcomes within the Fairer East Ren and locality plans

Review of Community Planning Arrangements: Final Recommendations

Recommendation 1: The board agrees to revise partner representation as by:

- Inviting a representative from Strathclyde Partnership for Transport
- Inviting appropriate representation from the health and care sector, identified as NHS Greater Glasgow & Clyde Chief Executive and the Integration Joint Board Chief Officer
- appointing Board membership at Chief Superintendent level, in response to feedback from Police Scotland
- Considering any other potential membership of the Board.

Recommendation 2: Agree the purpose and responsibilities for the Board and PAR as set out in the revised Terms of Reference in Annex 1

Recommendation 3: Approve the ERCPP Governance Pack in Annex 1 (containing structure chart, strategic plan hierarchy and key Terms of Reference) as a basis for communicating the arrangements for community planning to key stakeholders

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East Renfrewshire Community Planning Partnership

Arrangements for Community Planning

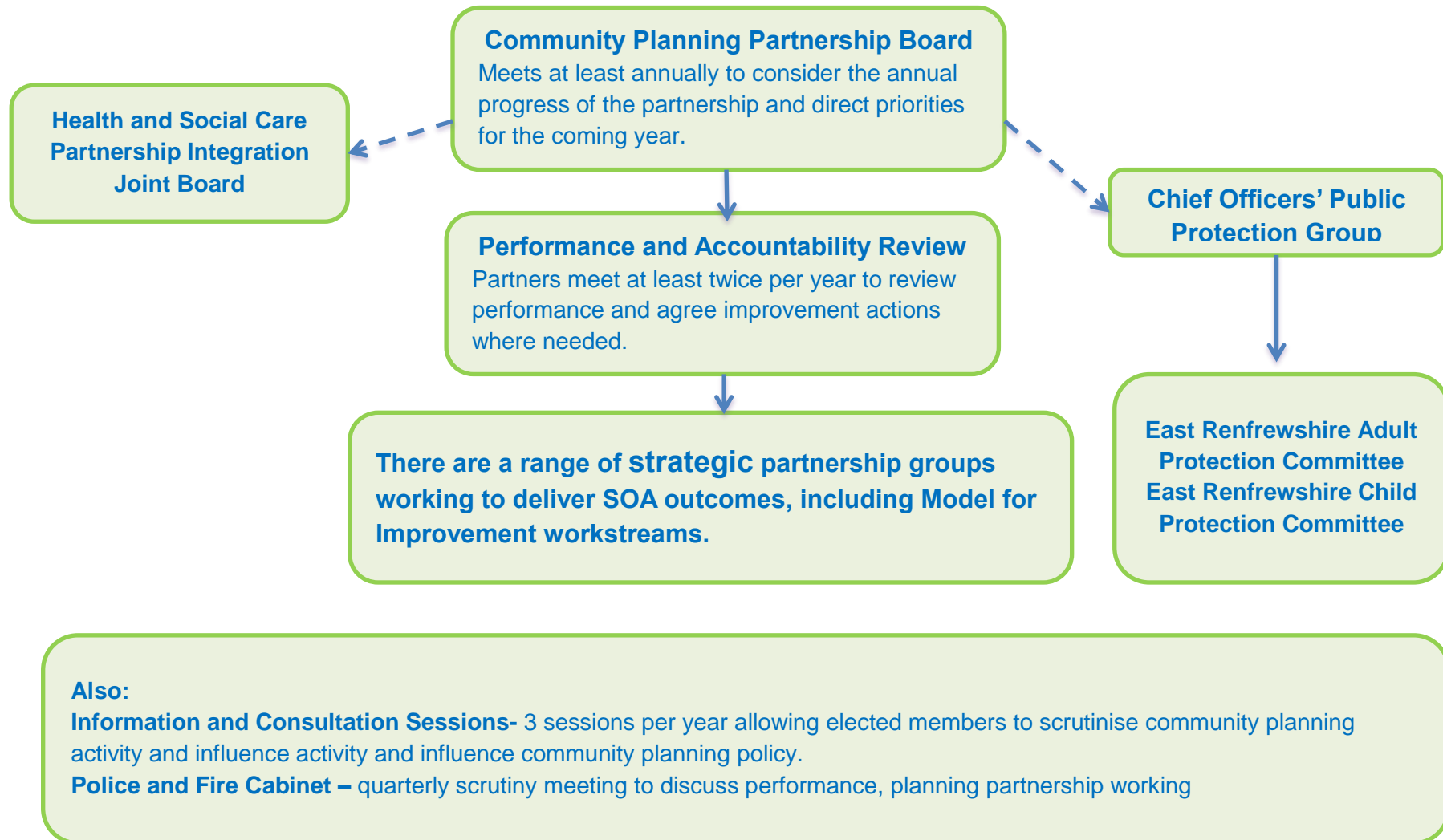
Governance Pack

Contents:

- i. Community Planning: Governance Structure
- ii. Hierarchy of Strategic Plans
- iii. Terms of Reference: CPP Board
- iv. Terms of Reference: Performance and Accountability Review
- v. Terms of Reference: Information and Consultations Sessions

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East Renfrewshire Community Planning Partnership Arrangements



East Renfrewshire Community Plan



Partnership Strategies e.g.

- Community Learning and Development Strategy
- Employability Strategy
- Integrated Children's Services Plan

Fairer East Ren – Focus on Closing the Gap

Locality Planning Approach – outcome based and community led

Individual Partner's Plans e.g.

East Renfrewshire Council Outcome Delivery Plan; Local Police Plan for East Renfrewshire; Local Fire and Rescue Plan for East Renfrewshire; East Renfrewshire HSCP Strategic Plan; Scottish Enterprise Business Plan; Skills Development Scotland Operating Plan; SPT Local Transport Outcomes Report

***East Renfrewshire Community
Planning Partnership Board***

Terms of Reference

June 2017

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Introduction

1. This document refers to the Terms of Reference for the East Renfrewshire Community Planning Partnership Board, hereafter referred to as 'the Board'.

Frequency of meetings

2. The Board will meet a minimum of once annually in the first quarter of each financial year. Additional meetings shall take place as and when required as agreed by the Board.

Function of the Board:

3. To provide strategic leadership, direction and democratic oversight to the Community Planning Partnership (CPP) in East Renfrewshire.
4. To demonstrate commitment to the community planning partnership and to successful delivery of its outcomes, in line with the statutory requirements of the Community Empowerment (Scotland) Act 2015.

Terms of Reference

- i. Provide shared leadership, governance and accountability to ensure ERCPP delivers on the key principles of the Community Empowerment Act
- ii. Promote a culture of/demonstrate commitment to community participation and co-production across the CPP and within individual organisations and provide challenge and scrutiny on the levels of community influence within plans and strategies
- iii. Review local evidence, socio-economic profile, community priorities, and data highlighting local needs and service demand.
- iv. Focus on key priorities through the Community Plan and Fairer East Ren Plan and any required updates.
- v. Promote a single framework for the optimal deployment of public sector resources and assets within East Renfrewshire's Community Planning Partnership area to assure the delivery of the Community Plan, Fairer East Ren and locality plans
- vi. Oversee the work of the Performance and Accountability Review by considering an annual report on performance and progress on priorities
- vii. Review progress on joint resourcing of outcomes and commit partner resources towards the successful delivery of the outcomes in the Community Plan, Fairer East Ren and locality plans.
- viii. Agree the key improvement priorities for ERCPP for the coming year.

Membership:

5. The membership of the Board shall be comprised of representatives from the following organisations:

East Renfrewshire Council	Leader
East Renfrewshire Council	Deputy Leader
East Renfrewshire Council	Leader of the Opposition Group
East Renfrewshire Council	Chief Executive
Scottish Government	Location Director for East Renfrewshire
Strathclyde Partnership for Transport	Assistant Chief Executive
Police Scotland	Chief Superintendent
Scottish Enterprise	Head of Innovation
Voluntary Action East Renfrewshire	Chairperson
East Renfrewshire Health and Social Care	Chief Officer
Integration Joint Board	
NHS Greater Glasgow and Clyde	Chief Executive
Scottish Fire and Rescue	Assistant Chief Officer

6. Named substitutes shall be provided for each Board member should they be unable to attend. However it is expected that members shall make every effort to attend.

***East Renfrewshire Community
Planning Partnership***

***Performance and Accountability
Review***

Terms of Reference

June 2017

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Introduction

1. This document refers to the Terms of Reference for the East Renfrewshire Community Planning Partnership Performance and Accountability Review, hereafter referred to as 'the PAR'.

Frequency of meetings

2. The PAR will meet a minimum of twice annually in May and November, in correspondence with mid and end year performance reporting cycles. Additional meetings shall take place as and when required as agreed by the PAR.

Function of the Board:

3. To monitor the performance of the Community Planning Partnership (CPP) in East Renfrewshire and drive improvement.
4. To drive the delivery of the Fairer East Ren and locality plans

Terms of Reference

- i. Oversee the development of the Fairer East Ren and locality plans and any required updates assuring a focus on tackling inequalities through prevention and early intervention
- ii. Keep under review and look to continuously improve approaches to community participation and co-production
- iii. Review performance towards achieving the outcomes contained in Fairer East Ren and locality plans, identify areas of declining performance and identify improvement actions, using an evidence-based approach to determine the effectiveness of interventions.
- iv. Monitor the level of joint resourcing and collaborative partnership approaches to achieve outcomes identified in Fairer East Ren and locality plans.
- v. Drive a stretch aims approach to delivering the outcomes in the Fairer East Ren Plan and locality plans.
- vi. Approve outcome based partnership strategies, within meetings or electronically, as required. This will be undertaken with a focus on assessing the level of community participation, focus on tackling inequalities and consideration of joint resourcing approaches.
- vii. The ability to form sub-groups and short-life working groups as required to deliver on community planning in East Renfrewshire

Membership:

5. The membership of the PAR shall be comprised of representatives from the following organisations:

East Renfrewshire Council	Chief Executive (Chairperson)
Police Scotland	Area Commander
Voluntary Action East Renfrewshire	Joint Chief Officer
East Renfrewshire Health and Social Care Partnership	Chief Officer
Scottish Fire And Rescue	Area Manager
Scottish Enterprise	Head of Innovation
Skills Development Scotland	Head of Operations (West Region)
East Renfrewshire Council	Deputy Chief Executive
East Renfrewshire Council	Director of Education
East Renfrewshire Council	Director of Environment
West College Scotland	Principal
East Renfrewshire Culture and Leisure Trust	Chief Executive
Strathclyde Partnership for Transport	Assistant Chief Executive
Scottish Government	Location Director for East Renfrewshire
Department for Work and Pensions	Employment and Partnership Manager

6. Named substitutes shall be provided for each PAR member should they be unable to attend. However it is expected that members shall make every effort to attend.

***East Renfrewshire Community
Planning Partnership***

Information and Consultation Sessions

Terms of Reference

June 2017

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Introduction

1. This document refers to the Terms of Reference for the East Renfrewshire Community Planning Partnership Information and Consultation Sessions, hereafter referred to as 'the ICS'.

Frequency of meetings

2. Information and Consultation Sessions will take place at least three times per year. The sessions take place just prior to Council meetings on a Wednesday evening at approximately 5.45pm. Additional sessions shall take place as and when required.

Purpose of the Information and Consultation Session:

3. To ensure that the full elected membership of East Renfrewshire are kept informed about community planning developments, their role in community planning and have the opportunity to ask questions and explore issues that affect their constituents.

Terms of Reference:

- i. The sessions are aimed at both elected members and community planning partners (representatives from the PAR) to promote in-depth discussion.
- ii. The meeting dates and topics, as far as possible, will be agreed on an annual basis along with the Council's schedule of committee meetings.
- iii. Agenda items for the sessions will be set in advance and there is the opportunity for elected members to request particular topics and for partners to propose topics to present.
- iv. Briefing sessions will provide the opportunity for Partners to bring key issues to the attention of elected members, such as new strategic plans, the results of any consultations, or the outcomes achieved through new areas of joint work. Elected members will have the opportunity to ask questions and hold Partners to account
- v. Summary of discussion and any related documents from the ICS will be posted online to promote community planning.

Membership:

5. The membership of the ICS shall include the full elected membership of East Renfrewshire Council and shall be chaired by the Leader of East Renfrewshire Council. Performance and Accountability Review members will also be invited to attend.

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