

WEST LOTHIAN COMMUNITY PLANNING PARTNERSHIP

TERMS OF REFERENCE

1. Objective

West Lothian Community Planning Partnerships main objective is to “improve the quality of life for all people who live, work and do business in West Lothian.”

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

2. Context

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, the college sector, businesses and business organisations.

The Review of Community Planning and the subsequent Statement of Ambition set out Community Planning's role in the future of public services. *‘Effective community planning arrangements will be at the core of public service reform. They will drive the pace of service integration, increase the focus on prevention and secure continuous improvement in public service delivery, in order to achieve better outcomes for communities.’* It is in this context that Community Planning Partnerships are expected to make transformational change over the next ten years, through the delivery of Single Outcome Agreements. Community Planning Partnerships and Single Outcome Agreements are at the centre of an outcomes based approach to improving public services in Scotland.

3. Activity

The CPP's activities are based on West Lothian's Single Outcome Agreement, ‘Achieving Positive Outcomes.’ This is West Lothian's ‘Plan for Place’ and is based on a set of clear outcomes that will be jointly delivered over the next ten years. The SOA is a partnership agreement between all community planning partners that demonstrates a shared commitment to improving outcomes for our communities.

West Lothian Community Planning Partnership will focus its activities on delivering the outcomes set out in the SOA;

1. Our children have the best start in life and are ready to succeed
2. We are better educated and have access to increased and better quality learning and employment opportunities
3. Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business
4. We live in resilient, cohesive and safe communities
5. People most at risk are protected and supported to achieve improved life chances
6. Older people are able to live independently in the community with an improved quality of life
7. We live longer, healthier lives and have reduced health inequalities
8. We make the most efficient and effective use of resources by minimising our impact on the built and natural environment

4. Membership and Structure

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. Membership should reflect the needs of the Partnership fluid and can therefore change subject to approval by the Board. There are currently 15 member organisations;

- Association of Community Councils
- Jobcentre plus
- Scottish Fire and Rescue Service
- Police Scotland
- NHS Lothian
- Scottish Rural University College
- Scottish Water
- SEStran (South East Scotland Transport)
- Skills Development Scotland
- Voluntary Sector Gateway West Lothian (VSGWL)
- West Lothian Chamber of Commerce
- West Lothian College
- West Lothian Council
- West Lothian Leisure
- West Lothian Youth Congress

The partnership is supported by the Scottish Government who are represented on the Steering Group and the board by the Locality Director and support.

WLCPP is structured to deliver the Single Outcome Agreement through a number of partnership groupings;

- The Community Planning Partnership Board
- The Community Planning Steering Group
- Four Thematic Forums
 - Community Safety Board – Community Safety
 - CHCP Sub Group - Health and Well-Being
 - Economic Partnership - Economic
 - Climate Change Working Group - Environment

Each grouping of the partnership has the relevant representation from partner organisations based on the business of that group. Details of the remit, membership, meetings and communication channels for the main groupings of the Partnership can be found in Appendix 1.

4.1 Accountability

The Community Planning Partnership has clear governance and accountability arrangements in place to ensure that all partners can be held to account for their contribution to delivering our outcomes. These will be strengthened by changes to the duties of individual partners in light of new legislation.

WLCPP have robust scrutiny arrangements in place to ensure that progress on the Single Outcome Agreement is closely monitored. This is undertaken by the Community Planning Steering Group.

5. Resources

West Lothian's Single Outcome Agreement has a particular focus on a collective approach to prevention and early intervention which has an impact on how resources are organised and deployed. Delivering the SOA will require the mobilisation of public sector assets, activities and resources, together with those of the third and private sectors and local communities. The Agreement on Joint Working on Community Planning and Resourcing describes how CPP's will draw on the totality and breadth of partnership resources to improve local outcomes for communities and to ensure that the individual and collective decisions of partners are in the best interests of communities and the public sector as a whole. The joint agreement places clear expectations on CPP's to work towards sharing budget and resource planning assumptions at an earlier stage and to deploy resources towards the jointly agreed SOA outcomes.

6. Performance Monitoring

The Community Planning Partnership Board is ultimately responsible for monitoring the performance of the partnership against the outcomes set out in the Single Outcome Agreement.

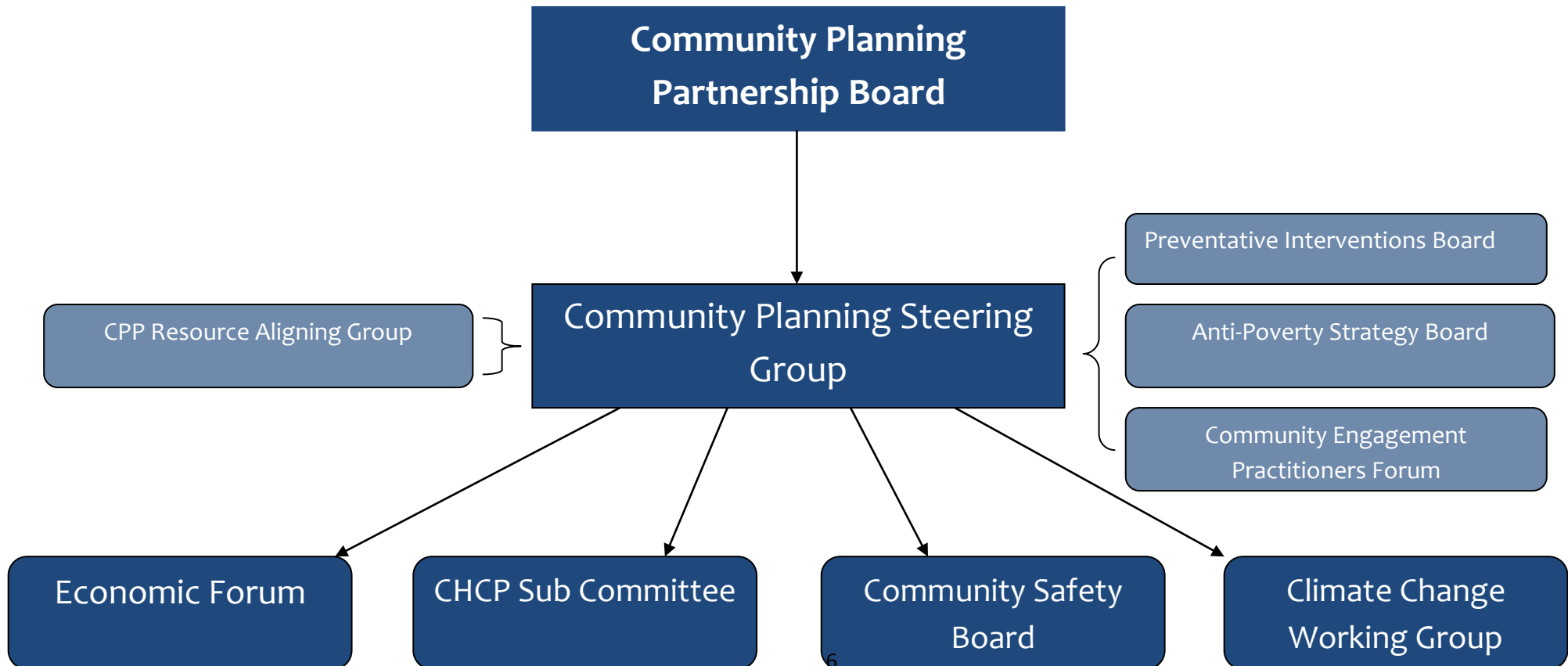
Performance against the Single Outcome Agreement is measured through the Partnerships performance management system, Covalent. Ongoing monitoring of the Single Outcome Agreement is delegated to the four thematic forums. The Community Planning Steering Group and the Board receive thematic performance reports generated from Covalent at each meeting.

The Community Planning Partnership is required to report on progress against the Single Outcome Agreement as directed by the Scottish Government.

Performance relating to prevention, community engagement and the anti-poverty strategy is also reported on to the Steering Group and Board.

West Lothian Community Planning Partnership

Strategic Structure



Appendix 1

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 four Forums and take any action necessary to address poor performance.
- 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 Deputy 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
- Changes in membership or additional members are subject to Board approval

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 Community Planning Development Manager will co-ordinate agendas, reports etc in consultation with the Chair.

- 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 Councils website <http://coins.westlothian.gov.uk/coins/> 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 Executive for information.

Community Planning Steering Group

Remit

- Advise the Board on the key issues affecting West Lothian
- To receive regular monitoring reports regarding the SOA and Thematic Forum action plans
- To oversee performance management information in relation to the SOA and Community Plan 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

Criteria for Membership

- The Council's Chief Executive will chair the Steering Group. When the Chair is not available he/she will nominate a substitute.
- Representatives from West Lothian Council, Community Health & Care Partnership, Police Scotland, Scottish Fire & Rescue Service, NHS Lothian, West Lothian College, the four Forum Lead Officers, the Head of Finance and Estates, the Head of Area Services and the Depute Chief Executive of Corporate, Operational and Housing Services.
- All representatives must be able to speak on behalf of their organisation.
- The four Lead Officers for the Themes will specifically represent their respective Thematic Forum, not their Employer's interests.
- Changes in membership or additional members are subject to Board approval

Meetings

- The Community Planning Steering Group will meet four times per year.
- The Community Planning 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 Steering Group can request items to be included on the agenda these will be agreed by the Chair.
- Each meeting will include progress reports from the thematic Forums

Communication Channels

- Copies of the agenda, minutes and reports will be available from the Community Planning Development Officer Tel: 01506 282141/281086 and from the Community Planning webpage on the Councils website www.westlothian.gov.uk
- Agendas, reports etc., will be circulated to the Steering 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. Each Forum has a set of outcomes that it is responsible for, shown in Table 1.
- 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 SOA and 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. The Forum that oversees the Health and Wellbeing theme will be the Community Health and Care Partnership Sub Committee. Its membership is prescribed by NHS Lothian.
- 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. One of the statutory agencies 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 from the Lead Officers
- Agendas, reports etc., will be circulated to the Forums one week prior to the meeting.
- Minutes will be circulated to the Board for information

Terms of reference for the thematic forums can be accessed using the links below;

Community Safety Board

http://www.westlothian.gov.uk/media/downloadaddoc/1799465/lcp/CSB_ToR

CHCP Sub Committee

http://www.westlothian.gov.uk/media/downloadaddoc/1799465/lcp/CHCPSUB_TOR

Economic Forum – Terms of Reference being developed

Climate Change Working Group

http://www.westlothian.gov.uk/media/downloadaddoc/1799465/lcp/ClimateChange_TOR

Table 1: Thematic Groups and related outcomes

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|-------------------------------|--|
| Community Safety | Outcome 4. We live in resilient, cohesive and safe communities Outcome 5. People most at risk are protected and supported to achieve improved life chances |
| Economic | Outcome 2. We are better educated and have access to increased and better quality learning and employment opportunities Outcome 3. Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business |
| Health & Wellbeing | Outcome 1. Our children have the best start in life and are ready to succeed Outcome 6. Older people are able to live independently in the community with an improved quality of life Outcome 7. We live longer, healthier lives and have reduced health inequalities |
| Environment | Outcome 8. We make the most efficient and effective use of resources by minimising our impact on the built and natural environment |

SOA Enabler Groups

The following groups are part of the Community Planning Structure and have a particular focus on helping the partnership to achieve the SOA.

Preventative Interventions Board

The Preventative Interventions Board is responsible for taking forward the Prevention Plan. It is responsible for further embedding prevention approaches across the Community Planning Partnership. A Terms of Reference for the Preventative Interventions Board will be developed.

Anti Poverty Strategy Board

The Anti-Poverty Strategy Board is responsible for monitoring and reviewing West Lothian's Anti Poverty Strategy 'Better Off'. Meetings are held quarterly. The Anti Poverty Strategy Board reports to the Community Planning Board and is chaired by the Head of Area Services. The terms of reference for the Anti-Poverty Strategy Board can be accessed using the following link;

http://www.westlothian.gov.uk/media/downloadaddoc/1799465/lcp/APSB_TOR

Community Engagement Practitioners Forum

The West Lothian Community Engagement Practitioners Network (CEPN) is the lead group that will progress the actions detailed in the Community Planning Partnerships Community Engagement Plan. The main aim of the Community Engagement Practitioners Network is to improve and embed community engagement across West Lothian Community Planning Partnership. The Meetings are held quarterly. The CEPN reports to the Community Planning Steering Group. The terms of reference for the Community Engagement Practitioners Forum can be accessed using the following link;

http://www.westlothian.gov.uk/media/downloadaddoc/1799465/lcp/CEPN_ToR

Resource Aligning Group

The Resource Aligning Group (RAG) will be the lead group which will progress resource mapping across the partnership. The RAG will consider how West Lothian Community Planning Partnership can work together to identify the totality of resources deployed across the partnership to ensure delivery of each of the SOA outcomes and to develop an agreed framework to improve the partnership's capacity to target and align resources for better impact. The terms of reference for the Resource Aligning Group can be accessed using the following link: http://www.westlothian.gov.uk/media/downloadaddoc/1799465/lcp/RAG_ToR

Members of West Lothian Community Planning Partnership

