



COMMUNITY PLANNING STRUCTURES, MEMBERSHIPS AND OPERATING PROTOCOLS

As at 22 March 2010

1. COMMUNITY PLANNING JOINT BOARD (16)

Dumfries and Galloway Council	5 Political Group Leaders Chief Executive
Dumfries and Galloway Constabulary	Chief Constable
NHS Dumfries and Galloway	Chair Chief Executive
Private Sector	2 representatives
Regional Transport Partnership	Chairman
Scottish Enterprise	Regional Director South
Third Sector	2 representatives from Voluntary Sector 1 representative from Community Councils <i>to be implemented when arrangements are in place for the democratic selection of a representative</i>
Observer Scottish Government	1 Director

Dumfries and Galloway Community Planning Joint Board is a partnership of agencies and organisations from the public, private, voluntary and community sectors that have an interest in Dumfries and Galloway. It is an unincorporated body.

The aim of the Community Planning Joint Board is to work together ‘to create an ambitious, prosperous and confident Dumfries and Galloway where people achieve their potential’.

Remit

- Set out a joint vision and high level outcomes for Dumfries and Galloway in the form of a Community Plan and Single Outcome Agreement
- Set out the contribution expected from partners towards delivering these outcomes
- Monitor and evaluate progress on agreed outcomes, and receive regular reports on these. Identify and agree corrective action where appropriate
- Identify and secure the resources necessary to achieve the agreed outcomes
- Influence the national agenda to secure the best outcomes for Dumfries and Galloway
- Co-ordinate joint Dumfries and Galloway responses on issues

- Adopt a way of working together which properly reflects and enhances the governance arrangements of the partners

Criteria for Membership

- Appointed/Elected Members and/or most senior officials of organisations named as having a duty of Community Planning in legislation
- Representatives of Third Sector and private sector
- The organisations represented must have a strategic role in setting the agenda for the region
- The representatives must be able to commit funding and/or other resources to Community Planning
- Members may nominate a substitute

Chair/Vice Chair

- The Board will be chaired by the Leader of Dumfries and Galloway Council or, in the Chair's absence, by the Vice Chair, the Chair of NHS Dumfries and Galloway
- In the event that the Chair and Vice Chair are not at the meeting, a Chair will be chosen by those present at the meeting

Meetings

- The Joint Board will meet six times per year with the venue rotating between the membership organisations
- The quorum for the meeting will be seven members, representing at least four different member organisations/forums
- The Corporate and Community Planning Manager will ensure executive and administrative support
- Forward agendas will be outlined at each meeting and all members of the Board can request items for future reports
- Agendas will only include items of a strategic nature
- All meetings are open to any Community Planning partner to observe. All requests to be channelled through the Corporate and Community Planning Manager. Partners can contribute and speak at meetings by prior agreement with the Chair
- Decisions taken by the Joint Board must be followed through by reports being submitted to the relevant partner agencies' decision making system, e.g. for the Council, the relevant Council Committee

Decisions taken outwith meetings

There may be occasions when decisions are required to be taken between meetings. In such instances, the decision making will be delegated to the Executive Group in consultation with the Chair and Vice Chair and actioned by the Corporate and Community Planning Manager. The matter will be reported at the next Joint Board meeting.

Voting

Consensus should be reached wherever possible. However in the event that the Board is unable to reach consensus in any matter a vote may be required.

- All members of the Board have equal status and where issues are to be voted upon, each member has one vote
- In the event of an even number of votes 'for' and against', the Chair will have the casting vote
- Votes will be made by roll call and recorded in the minutes

Communication Channels

- Copies of agendas and reports will be available on the Community Planning website www.dumgal.gov.uk/communityplanning or from the Administrative Assistant Tel 01387 260332
- Agendas and reports will be circulated to the Board one week prior to the meeting

2. COMMUNITY PLANNING PARTNERSHIP

Age Concern
Barony College
Carbon Trust, Crichton
Careers Scotland
Communities Scotland
Community Council members (list available from DGC)
Crichton Development
Crichton Foundation
Crichton University Campus
D&G Chamber of Commerce
D&G Coalition of Disabled People
D&G College
D&G Disability Access Panel
D&G Elderly Forum
D&G Federation of Small Businesses
D&G Inter Faith Group
D&G International Women's Network
D&G Multicultural Association
Forest Enterprise
Forestry Commission
GMB
Irvine Housing Association
Jobcentre Plus
LGBT Scotland
MPs, MSPs & MSYPs
National Farmers Union
Pension Service
Procurator Fiscal
Scottish Agricultural College
Scottish Children's Reporter Administration
Scottish Environmental Protection Agency
Scottish Natural Heritage
Scottish Water
Skills Development Scotland
South West Scotland Community Justice Authority
Solway Firth Partnership
South of Scotland Alliance
South of Scotland European Partnership
Third Sector Forum members (list available through Third Sector Chair)
Unite
Unison
VisitScotland
Xchange Panel
Youth Strategy Executive Group

Remit

- Advise the Joint Board on the key issues affecting Dumfries and Galloway and help set realistic targets by acting as a key consultative group for the Community Plan, Single Outcome Agreement and major policy developments
- Maintain effective communication with participants in the Partnership through an e-mail network with regular information and invitations and the development of interactive mechanisms
- Promote Community Planning principles, objectives and practices in the respective partner organisations
- Celebrate success and achieve consensus

Criteria for Membership

- Representatives must be senior officials/delegates from organisations that deliver a region wide service, or a voluntary/community group that offers an area wide perspective
- The representatives must be able to speak on behalf of their organisation and ensure a communications flow within their organisation

Meetings

- The Community Planning Partnership will operate mainly as an e-network and will meet at least on an annual basis through an appropriate forum
- The Corporate and Community Planning Manager will ensure executive and administrative support

Communication Channels

- Papers relating to forthcoming and previous events will be available on the Community Planning website www.dumgal.gov.uk/communityplanning or from the Administrative Assistant Tel 01387 260332
- Any events and key issues will be reported to the Joint Board

3. LOCAL RURAL PARTNERSHIPS (LRPs)

Annandale and Eskdale

Chair: Vacant

Vice Chair: Jamie Ferguson, Principal Officer Community Services

Support: Partnership Support Officer

Nith

Chair: Alan Thomson, Depute Director, Dumfries and Galloway Arts Association

Support: Partnership Support Officer

Stewartry

Chair: Sharon Walker, Public Health Practitioner, NHS Dumfries and Galloway

Support: Partnership Support Officer

Wigtown

Chair: Julie Currie, Public Health Practitioner, NHS Dumfries and Galloway

Support: Partnership Support Officer

Remit

- Provide effective links between strategic policy development and planning with frontline agencies involved in putting policies into practice
- Support customers, citizens and communities in identifying their social, health, economic, environmental and cultural needs
- Improve existing arrangements for local Community Planning
- Rationalise and revitalise existing local partnerships
- Lead the way in putting into practice a scheme of community consultation and participation, to improve on existing practice
- Set up an effective working partnership with Local Area Committees, Local Health Partnerships and the Community Health Partnership, as a means of agreeing local priorities in service and policy development
- Develop an Area Action Plan, which identifies local activity that contributes to the Community Plan and Single Outcome Agreement

Criteria for Membership

- The Local Rural Partnerships will include representatives who live or work in the geographic area covered by the Partnership
- Representatives from agencies will be at local operational level
- Representatives from all groups will be at local operational level
- The Chairperson will be appointed by the Partnership

Meetings

- Local Rural Partnerships will meet at the frequency each determines but at least three times each year
- Meeting venues will move around the geographic area covered by the Partnership
- Any member of the LRP can request agenda items to be included
- The Council's Area Managers will provide professional and secretariat support for the LRPs

Communication Channels

- Agendas, reports and minutes will be available from the Community Planning website www.dumgal.gov.uk/communityplanning
- Agendas and reports will be circulated by the LRP one week prior to the meeting
- Minutes or reports of events will be circulated to the Community Planning Partnership for information
- The LRP will present a monitoring report on its progress to a meeting of the Joint Board once a year
- The LRP will produced update reports for the relevant Council Area Committee as appropriate
- There will be regular dissemination of information about strategic developments to the LRPs

4. THEMATIC AND STRATEGIC FORUMS AND PARTNERSHIPS CONTRIBUTING TO THE COMMUNITY PLAN AND SINGLE OUTCOME AGREEMENT

Alcohol and Drugs Partnership
Chair: Patrick Shearer, Chief Constable
Support: Lead Officer Substance Misuse Team

Area Tourism Partnership
Chair: Joan Mitchell
Support: Visit Scotland

Community Health and Social Care Partnership
Chair: Keith Warford
Support: Head of Strategic Planning, Commissioning and Performance

Community Safety Partnership
Chair : Councillor Ian Blake, DGC
Support: Principal Policy Officer Community Safety, DGC

Domestic Abuse and Violence Against Women Partnership
Chair: George Graham, Deputy Chief Constable
Support: Development Officer Domestic Abuse, DGC

Integrated Children's Services – Chief Officers Group
Chair: Gavin Stevenson, Chief Executive, DGC
Support: Integrated Children's Services Co-ordinator, DGC

Lifelong Learning Partnership
Chair: Tony Jakimciw, Principal D&G College
Support: Community Learning and Development, DGC

Local Economic Forum
Chair: Mike Keggans
Support: Group Manager Economic Regeneration, DGC

Road Safety Partnership
Chair and Support: Gerry Campbell, Chief Fire Officer, Fire and Rescue Service

Local Social Economy Partnership
Chair: Rotates at each meeting
Support: Principal Economic Regeneration Officer, DGC

Local Housing Forum
Chair: Councillor Ian Carruthers
Support: Operations Manager Strategic Housing and Commissioning, DGC

Remits and operating arrangements are as agreed by the organisations to whom these bodies are accountable.

5. COMMUNITY PLANNING THEMATIC WORKING GROUPS

Diversity

Chair: John Dowson

Support: Policy Officer DGC

Fairer Scotland Fund Steering Group (to end of funding allocation and monitoring)

Chair: Operations Manager Community Services, DGC

Support: Fairer Scotland Fund Manager, DGC

Poverty, Inequality and Deprivation

Chair: Principal Economic Regeneration Officer, DGC

Support: Policy Officer, DGC

Remits agreed and monitoring undertaken by the Executive Group

Communication Channels

Papers and minutes are circulated to members of the Groups

6. COMMUNITY PLANNING EXECUTIVE GROUP

Dumfries and Galloway Council
Chief Executive

Dumfries and Galloway
Constabulary
Chief Constable

Dumfries and Galloway
Fire and Rescue Service
Chief Fire Officer

NHS Dumfries and Galloway
Chief Executive

Remit

- To provide advice and guidance to the Joint Board in its work programme and activities
- To ensure the delivery of the Joint Board's decisions, through the allocation of resources and decisions taken within the key public sector partners and through the work of inter-agency/sector Working Groups on specific tasks
- To ensure inter-agency/sector leadership development across partners

Criteria for Membership

- Senior Executive of the Council, NHS, Constabulary and Fire and Rescue Service

Meetings

- The Group will normally meet every quarter with meetings coinciding with Chief Officers meetings for Integrated Children Services, Child Protection Committee and Adult Protection Committee
- The Chief Executive DGC will chair the meetings
- The Corporate and Community Planning Manager will ensure executive and administrative support for the meetings

Communication Channels

- Agendas, reports and minutes will be circulated to the Group via the Chief Executives' respective Personal Assistants
- Agendas and reports will be circulated to the Group one week prior to the meeting
- Minutes will be submitted to the Joint Board for noting and published on the Community Planning website

7. CENTRAL WORKING GROUPS

Support is provided by the Corporate and Community Planning Unit unless otherwise stated.

Communications

Chair: Communications Manager, DGC

Compact

Chair: Third Sector Representative (Federation of Councils of Voluntary Services)

Demographic Change

Chair: Director of Public Health, NHS D&G

Performance Management

Chair: Corporate and Community Planning Manager

Public Involvement Working Group

Chair: Neil Johnson

Support: Public Involvement Co-ordinator, NHS D&G

Training

Chair: Peter Ross

Communication Channels

Papers and minutes are circulated to members of the Groups

8. CORE SUPPORT TEAM

Remit

To ensure effective operational arrangements, particularly in relation to co-ordination between different groups and organisations and information sharing

Criteria for Membership

- Partnership Support Officers or appropriate representative of Area Management Team; Policy Officer (Corporate and Community Planning Unit); identified strategic community planning resource from Constabulary, Fire and Rescue Service and Third Sector Forum.

Meetings

The Corporate and Community Planning Unit will provide written materials to assist communication

- Corporate and Community Planning Manager or Policy Officer representative from the Corporate and Community Planning Unit will chair the meetings with the Community Planning Administrative Assistant providing administrative support
- Meetings will be by video conferencing whenever appropriate

Communication Channels

- Agendas and minutes are circulated to the Team and copied to the Area Managers

DUMFRIES AND GALLOWAY COMMUNITY PLANNING STRUCTURES - As at 22 March 2010

