



**COMMUNITY PLANNING GOVERNANCE, OPERATING  
AND FINANCIAL FRAMEWORK**

**As at 2 August 2010**

## 1. DUMFRIES AND GALLOWAY STRATEGIC PARTNERSHIP (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 Strategic Partnership 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 Strategic Partnership 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 Partnership 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 Strategic Partnership 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 Strategic Partnership 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 Strategic Partnership meeting for homologation.

### **Voting**

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

- All members of the Partnership 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](http://www.dumgal.gov.uk/communityplanning) or from the Administrative Assistant Tel 01387 260332
- Agendas and reports will be circulated to the Partnership one week prior to the meeting

## **2. 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 Strategic Partnership in its work programme and activities
- To ensure the delivery of the Strategic Partnership'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 Strategic Partnership for noting and published on the Community Planning website

### **3. FINANCIAL FRAMEWORK**

#### **(a) Existing Resources**

The Strategic Partnership shall ultimately be accountable for ensuring that services operate in line with Best Value, and in line with the objectives of the Community Plan/Single Outcome Agreement.

Where resources are allocated by partners, and which are held by one agency on behalf of the Strategic Partnership, for example Telecare funding or delayed discharge monies, the Strategic Partnership shall be the body responsible for ensuring that such funding is utilised in line with any policy direction, prescribed guidance or recommendations from the Scottish Government. The Strategic Partnership shall also be responsible for ensuring that such funding is utilised to meet the agreed vision and Objectives as set out in the Community Plan/Single Outcome Agreement and Community Care Outcomes Framework.

#### **(b) Future Strategic Developments**

The Strategic Partnership shall be responsible for setting the strategic direction for partnership developments and projects across the Community Planning interface. As such, this means that where the Strategic Partnership agrees, Strategic Partnership members will recommend to their individual parent organisations how resources could be utilised in order to deliver on the shared strategic activity.

Whilst the Strategic Partnership has a role in making recommendations about how one organisation might look to deploy its resources, it has no authority to make decisions about how one organisation will spend its money outwith the framework set out in this paper.

Any new jointly planned, agreed and jointly resourced services shall operate within the framework of an operating agreement, and the Strategic Partnership shall be the body responsible for setting out the general outline of that agreement with the Executive Group charged with signing off the details using an agreed formula to guide respective allocations.

#### **(c) Financial Management**

Proposals for funding partnership activities will be prepared as part of the annual budgetary review, as advised by the respective Directors of Finance, and submitted to the Strategic Partnership. These discussions and agreements will be made in line with the financial and planning cycles. Where exceptional uplifts occur due to national policy or unavoidable circumstances, e.g. Agenda for Change, agreement on further increases will be reached on the basis of a reasonable and equitable division of costs, in line with the national responsibilities and accountabilities for each organisation.

#### **(d) Monitoring and Reporting**

Six-monthly financial reports, together with a performance and activity report from the managers of the services, will be presented to the Strategic

Partnership with reports to the host organisation, as required by the partnership agreement and the exigencies of the services.

**(e) Overspend/Underspend**

The service must be managed within resources allocated, as no budget manager has authority to spend outwith this resource. Cost pressures must be identified as early as possible and presented to the Strategic Partnership for consideration. Details of reasons for overspend, either actual or predicted, will be reported in quarterly financial monitoring data. The risks for managing any overspends or unavoidable cost pressures will be shared jointly between both parties.

Detailed reasons for underspends will be reported in quarterly financial data. Where significant underspends occur on a regular basis, it may be necessary for the partner organisations to consider whether the resource allocated to the service should be reviewed or if further developments are allowable.

**(f) Virements**

Where a budget holder is confident of remaining within budget, overall they have the authority to vire underspends from one area to another.

Any proposal to recurrently vire money from a supplies budget to a pay budget must be agreed by the Strategic Partnership.

**(g) Financial Regulations**

The services will operate within the host organisation's Standing Financial Instructions and Scheme of Delegation. Internal and external audit reviews will be carried out in line with all other departments within the organisation. All employees must accord to these regulations and operate within the financial framework.

#### **4. STAKEHOLDER GROUP**

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 Seniors 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 Strategic Partnership 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 Group 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 Stakeholder Group 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](http://www.dumgal.gov.uk/communityplanning) or from the Administrative Assistant Tel 01387 260332
- Any events and key issues will be reported to the Strategic Partnership

## **5. 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](http://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 Stakeholder Group for information
- The LRP will present a monitoring report on its progress to a meeting of the Strategic Partnership 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

## **6. 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

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, Deputy 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.

## **7. COMMUNITY PLANNING THEMATIC WORKING GROUPS**

Diversity

Chair: John Dowson

Support: Policy Officer DGC

Poverty, Inequality and Deprivation

Chair: Irene Mungall,

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

## **8. COMMUNITY PLANNING 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 (The Bridge Dumfries & Galloway)

### **Demographic**

Chair: Director of Public Health, NHS D&G

### **Efficiency Group (Shared Services)**

Lead: Director of Finance, NHS D&G

Director Support Services, DGC

Support: Efficiency and Productivity Manager, NHS D&G

Business Transformation Manager, DGC

### **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

## **9. COMMUNITY PLANNING 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 20 July 2010**

