



**Governance Framework for the Midlothian Community
Planning Partnership**

December 2017

Contents

	Page
1 Introduction	3
2 Aims and Objectives of the Partnership	5
3 Partnership Structure	7
4 Role Profiles	9
5 Terms of Reference	10
6 Community Partnership Board	12
7 Thematic Groups	15
8 Supporting Groups	22
9 Principles for Community Engagement in Relation to the Work of the Partnership	28
10 Access to Information	29
11 Midlothian Community Planning Partnership – Membership	30

1 Introduction

- 1.1 This document has been prepared and approved by the Midlothian Community Planning Partnership Board at its meeting on 19 April 2018. This document aims to ensure a consistent approach to the governance of the Midlothian Community Planning Partnership Board.
- 1.2 Community Planning is a process which helps public agencies to work together with the community to plan and deliver better services which make a real difference to people's lives.

The aims of Community Planning in Scotland are:

- making sure people and communities are genuinely engaged in the decisions made on public services which affect them; allied to
- a commitment from organisations to work together, not apart, in providing better public services.

There are two further key principles in addition to the two main aims outlined above:

- Community Planning as the key over-arching partnership framework helping to co-ordinate other initiatives and partnerships and where necessary acting to rationalise and simplify a cluttered landscape;
- the ability of Community Planning to improve the connection between national priorities and those at regional, local and neighbourhood levels.

- 1.3 As a result of the Community Empowerment (Scotland) Act 2015, Community Planning Partnerships now have a statutory role and additional duties have been placed on public sector partners to play a full and active role in Community Planning. The Act clarifies that Community Planning is the process by which public bodies must work together with community bodies to plan for, resource and provide services which improve local outcome in the local authority area.
- 1.4 Community Planning Partnerships draw together public sector assets, activities and resources, together with those of the voluntary and private sectors and local communities to deliver a shared 'plan' that uses an evidence based approach to drive improvement in meeting the differing needs of local populations. Community Planning Partnerships must have clear performance measures and make demonstrable improvements in people's lives, by reducing outcome gaps within populations and between areas, promoting preventative approaches that reduce demand for public services, and working with communities to increase their influence in decision making and managing their own needs.

- 1.6 Five core partners (the Local Authority, NHS Board, Enterprise body, Police Scotland and Scottish Fire and Rescue Service) are named in the Community Empowerment (Scotland) Act 2015 (s.13) as being responsible for the co-facilitation of the partnership and places a duty on these partners to take reasonable steps to ensure that the Community Planning Partnership carries out its functions under Part 2 of the Act efficiently and effectively. This duty provides a formal focus on a small group of key and influential partners in the Community Planning Partnership to drive effective community planning. These partners should be able to demonstrate how, individually and together, they fulfil this duty. Nevertheless the day to day practical responsibility to ensure community planning works effectively falls to all community planning partners and not just those listed in section 13.

- 1.7 The aims and objectives of the Midlothian Community Planning Partnership are outlined below. By approving this document, Partner Bodies agree to commit to the aims and objectives and to participate in the Midlothian Community Planning Partnership in the manner specified below.

2 Aims and Objectives of the Partnership

- 2.1 The main aim of the Midlothian Community Planning Partnership is to improve the quality of life for everyone in Midlothian and to safeguard the resources we have today for future generations. Fundamental to the work of the Partnership is ensuring that people are involved in the decisions on public services that affect them and there is a commitment from organisations to work together to provide better public services. Core to the Partnership is the Midlothian Community Planning Partnership Board. The Board's mission is to provide strategic direction, prioritisation, accountability and acts as the governing body for community planning in Midlothian. The Board's Role is to be the creative powerhouse, showing strategic and collaborative leadership and driving performance and good governance, to achieve our aim and shared vision for Midlothian with a focus on prevention, equality and sustainability.
- 2.2 As a result of the Community Empowerment (Scotland) Act 2015, one of the key roles for the Community Planning Partnership Board is to prepare a plan for improving local outcomes, in consultation with the communities of Midlothian. These outcomes must be consistent with the national outcomes determined by Scottish Ministers. The Community Planning Partnership Board must publish the plan, monitor progress and report annually on progress. The Community Planning Partnership's activities are based on Midlothian's Local Outcomes Improvement Plan – 'The Single Midlothian Plan'. This is Midlothian's 'plan for place' and is based on a set of clear outcomes that will be jointly delivered by partner bodies operating in Midlothian. The Single Midlothian Plan is an agreement between all community planning partners that demonstrates a shared commitment to improving outcomes for our communities. The Single Midlothian Plan uses an evidence based approach, underpinned by data, to drive improvement in meeting the differing needs of local populations and client groups. It includes performance commitments leading to demonstrable improvements in people's lives; focuses upon reducing outcome gaps within populations and between areas; and promotes early intervention, co-production and preventative approaches aimed at reducing outcome inequalities. It also identifies priorities for interventions that include plans for prevention, integration and improvement to promote better partnership working and more effective use of public assets and resources.
- 2.3 In addition, and as a key promise in relation to ways of working, individual members of the Midlothian Community Planning Partnership Board and its supporting structures are required to commit to the Seven Principles of Public Life as the accepted standards in public life.
- 2.4 The Community Empowerment (Scotland) Act 2015, requires all public sector organisations to engage with communities and support their participation in setting priorities and in the design and delivery of services. Community bodies must in turn, ensure that they operate in an open and inclusive way and are truly representative of their communities. Shared leadership is

needed to ensure collective ownership of effective community planning and to provide strategic direction for activities.

- 2.5 In relation to accountability, all partners within the Community Planning Partnership are accountable to each other. Coupled with this, they are also subject to other formal lines of accountability. These include to their own organisation's board, Scottish Ministers, the Scottish Police Authority (in the case of Police Scotland), the Scottish Fire and Rescue Board, or to the communities that elected them (in the case of local authorities).
- 2.6 Those who hold public bodies to account, principally Elected Members and the Scottish Government should test partners on how they are working effectively in partnership and especially through Community Planning Partnerships to improve outcomes and reduce inequalities as part of how they do so. By the same token, organisations' boards, Scottish Ministers, Elected Members, the Scottish Police Authority and Scottish Fire and Rescue Service Board should hold partners to account on these issues within the context of their regional or national remit and responsibilities. The Community Planning Partnership Board should make clear how it is using collective resources to improve local outcomes and reduce inequalities on its priority themes, as part of how it reports to its local communities.

3 Partnership Structure

- 3.1 The Community Empowerment (Scotland) Act 2015, places a responsibility on the partners with facilitation duties (as outlined in 1.6 above) to decide which local partnership working arrangements are most appropriate for their area. The Act further legislates that partners should ensure that these arrangements are streamlined as far as possible and aligned with local improvement priorities.
- 3.2 Supporting the Board a number of thematic groups have been put in place to support the delivery of the effective community planning. These groups support the five agreed key themes of community planning:
- Adult Health and Care – Midlothian Integration Joint Board
 - Community Safety – Community Safety and Justice Partnership Board
 - Getting it Right for Every Midlothian Child-(GIRFEMC)Board
 - Improving Opportunities for the People of Midlothian
 - Sustainable Growth in Midlothian
- 3.3 The following diagram illustrates the overarching governance arrangements for community planning in Midlothian.



- 3.4 The Community Planning Partnership Board is accountable to the communities in Midlothian for the progress the Partnership makes towards its community planning ambitions. Effective community participation requires the Community Planning Partnership Board to demonstrate clearly ways in which it has improved local peoples' lives. Section 14(4) of the Community Empowerment (Scotland) Act 2015 makes it clear that each community planning partner must provide such information about local

outcomes as the partnership request which includes contributions to the be published annual report.

- 3.5 Sections 8 and 12 of the Community Empowerment (Scotland) Act 2015 require the Community Planning Partnership Board to publish annual reports which describe the progress made towards ambitions in their Local Outcome Improvement Plan.

4 Role Profiles

4.1 All members of the Community Planning Partnership Board and associated groups will be committed to working together and with others and will uphold and put into practice the following:

- Be committed to the 'Seven Principles of Public Life' published by the Committee on Standards in Public Life with the belief that these should apply to all in the public service.
- Be committed to the National Standards for Community Engagement.
- Promote the Partnership structure generally and within their nominating bodies, as a core element of Community Planning in Midlothian.
- Work in a way that demonstrates the values of openness, respect and parity between partners and which achieves progress through reaching consensus and positively promotes shared decision-making.
- Contribute to promoting, developing and/or maintaining strong links with wider partners and local community organisations and communities.
- Contribute to ensuring that partnership working is co-ordinated and inclusive, especially in relation to accepting shared responsibility for agreed actions.
- Promote the aims, principles and actions relating to relevant policy objectives.
- Work together and with others to support the Partnership to identify local or strategic priorities.
- Provide clarification as appropriate when contributing to final decision-making, whether views expressed are as an individual or on behalf of their nominating body.
- At all times act in the best interests of the Partnership, setting aside personal interests.
- Co-operate and participate in monitoring frameworks as agreed by the Community Planning Partnership Board.

5 Terms of Reference

- 5.1 The Terms of Reference for the Midlothian Community Planning Partnership are outlined below and these along with the Terms of Reference of the Groups that support the work of the Community Planning Partnership Board are contained within section 6 of this document. This section provides the general principles that are required by all Groups within the governance structure.
- 5.2 Under the Community Empowerment (Scotland) Act 2015, Community Planning Partnerships are established as statutory boards with the following duties:

Shared Leadership:

- Partners demonstrate collective ownership, leadership and strategic direction of community planning.
- Partners use their shared leadership role to ensure the Community Planning Partnership sets an ambitious vision for local communities; the Community Planning Partnership involves all partners and resources that can contribute towards delivering on that vision; and those partners deliver on it.
- The Community Planning Partnership is clear about how they work with public service reform programmes (including health and social care integration and community justice reforms).

Governance and Accountability:

- The Community Planning Partnership understands what effective community planning requires, and the improvement needs for it and its partners.
- The Community Planning Partnership and its partners apply effective challenge and scrutiny in community planning, built on mutual trust, a shared and ambitious commitment to continuous improvement, and a culture that promotes and accepts challenge among partners.
- The Community Planning Partnership organises itself in an effective way, which provides platforms for strong strategic decision-making and action, and effective scrutiny and challenge.
- The Community Planning Partnership and partners can demonstrate, including to local communities through annual progress reports, how they are working effectively in partnership to improve outcomes as part of how they are held to account.

Resourcing improvement:

- The Community Planning Partnership and its partners understand how their collective resources are supporting shared local priorities, and whether together these are sufficient and the right resources to enable the Community Planning Partnership to meet its improvement targets.
- Partners demonstrate strong shared leadership by working with other bodies to use collective resources in more effective and efficient ways to improve outcomes and reduce inequalities.
- Partners deploy sufficient resource to meet agreed ambitions for the Community Planning Partnership's local priorities.
- Partners align their collective resources in ways which support its local priorities effectively and efficiently.
- The Community Planning Partnership and its partners keep under review whether partners' deployment of resources remains appropriate for meeting its ambitions, and take corrective action where necessary.

Effective performance management:

- The Community Planning Partnership has a deep-rooted commitment to continuous improvement.
- The Community Planning Partnership has effective processes and skills to understand and scrutinise performance.
- The Community Planning Partnership acts wherever appropriate to improve performance in light of this understanding and scrutiny.

5.3 Another key aspect of effective governance is the management of risk. The Community Planning Partnership Board should discuss and agree what potential risks the community and the partnership is exposed to, including failure to improve outcomes and reduce inequalities and develop a risk management strategy to monitor and manage these risks appropriately, including mitigating actions for each identifiable risk to success.

6 Community Planning Partnership Board

- 6.1 The role of the Community Planning Partnership Board in Midlothian is to act as that governing body of the wider Partnership.

Remit

- 6.2 The remit of the Community Planning Partnership Board is:
- To show creative and active leadership – taking action on both the opportunities which arise and the challenges which the people and communities in Midlothian face.
 - To lead a culture of collaboration and co-production which maximises the creativity, knowledge, skills and resources of all partner organisations and Midlothian communities.
 - To provide effective community involvement within the Partnership.
 - To set out the shared vision and strategy for Midlothian through the Single Midlothian Plan
 - To set out the expectations placed upon partner organisations towards delivering the Single Midlothian Plan and to support the development of effective business planning to align resources and services to work together effectively and efficiently to deliver the Plan.
 - To monitor the progress of the Single Midlothian Plan and to scrutinise the performance against the Plan objectives at a strategic level. The Board will receive routine performance reports and discuss significant issues with a view to developing a ‘joined-up’ approach to resolving problems.
 - To ensure that a performance management and improvement framework is in place to scrutinise the performance of the Thematic Groups and to monitor the performance of the Thematic Groups.
 - To ensure transparency and accountability through public reporting and information sharing across partners.
 - Develop partnership relationships within Midlothian, other local authorities, Scottish Government and national agencies
 - Ensure the Board proactively shapes the national agenda, seeking to secure the best outcomes for Midlothian.

Membership

- 6.3 The members of the Midlothian Community Planning Partnership Board shall consist of individuals appointed by recognised partner bodies and recognised local community networks. These bodies have a strategic role in setting the agenda for Midlothian. Member organisations should name a member and a substitute who can make decisions in their place.

6.4 Voting membership of the Community Planning Partnership Board shall consist of the following:

- Three Elected Members from Midlothian Council (the Leader or Deputy Leader and a representative from each of the other political groups)
- One appropriate representative from each of the core public sector partners (as defined by the 2015 Act) – Police Scotland, Scottish Fire and Rescue Service, Scottish Enterprise, NHS and Midlothian Council.
- A representative from the Midlothian Integration Joint Board.
- A representative from Further Education.
- A representative from Higher Education.
- A representative from Skills Development Scotland.
- A representative of the Federation of Community Councils.
- A representative of the Third Sector Interface Partnership.
- A representative of Neighbourhood Planning groups.
- A representative from each local membership umbrella body for the private sector business community; namely the Chamber of Commerce and Enterprise and the Federation of Small Business.
- A representative from the Department for Work and Pensions.
- A representative from the Armed Forces.
- The Scottish Government Community Planning Link Director.

Each of the Members will have one vote in all matters presented to the Board which require to be decided by vote. The only exception to this will be the Chair of the Board who will have the casting vote where required.

Scottish Natural Heritage, Scottish Environment Protection Agency and Scottish Water given their limited staffing capacity to engage with all 32 Community Planning Partnerships, and the need to make best use of their contributions, are invited to be partners in the sustainable growth thematic group.

With the exception of the Elected Members, the term of office for all other members of the Community Planning Partnership Board will be determined by the constituent partners. In the case of Elected Members, their membership of the Community Planning Partnership Board will be determined by the Council and will not exceed their term of office as a Councillor.

Chair and Vice Chair

6.5 The Council Leader or Deputy Leader will assume the Chair of the Board with the Vice Chair to be selected from the Membership of the Board.

Meetings

6.6 The Community Planning Partnership Board will meet six times per annum with a schedule of meeting dates to be agreed in advance by the Board. Special meetings can be arranged by the Chair if required.

- 6.7 Agendas will be circulated to Members of the Board no later than seven calendar days in advance of the meeting and be available for public view via an appropriate website no later than three calendar days in advance of the meeting.
- 6.8 Meetings of the Community Planning Partnership Board will be held in public. Individual agenda items may be heard in private if the content of the report involves reference to exempt information as determined by Schedule 7A of the Local Government (Scotland) Act 1973.
- 6.9 The quorum for meetings is 50% of the membership +1.
- 6.10 Decisions should be reached by consensus wherever possible. In the event the Board is unable to reach a consensus then a vote may be required. Voting shall be taken by show of hands. If there is an equal number of votes for and against any resolution, the Chair will have the casting vote. In any case once a decision has been reached it thereupon becomes the decision of the Board.
- 6.11 Every meeting of the Community Planning Partnership Board will be minuted and these minutes will be presented to the following meeting of the Board for approval.

7 Thematic Groups

Adult Health and Social Care

- 7.1 The role of the Midlothian Integration Joint Board is set out in its own governance documents and supporting legislation and therefore will not be included in this document. The Midlothian Integration Joint Board will be required to provide update reports to the Community Planning Partnership Board in respect of the Midlothian Integration Joint Board's performance and impact for the specific outcomes contained within the Single Midlothian Plan that relate to its work.

Community Safety

- 7.2 The role of the Community Safety and Justice Partnership is set out in its own governance documents and supporting legislation and therefore will not be included in this document. The Community Safety and Justice Partnership will be required to provide update reports to the Community Planning Partnership Board in respect of the Community Safety and Justice Partnership's performance and impact for the specific outcomes contained within the Single Midlothian Plan that relate to its work.
- 7.3 The role of the remaining Thematic Groups is to provide strategic leadership and direction for specific services and to oversee the delivery of services across Midlothian that support the achievement of the outcomes of the Single Midlothian Plan.

Sustainable Growth in Midlothian

Remit

- 7.4 The aim of the Sustainable Growth in Midlothian Thematic Group is to promote economic growth in Midlothian and the safeguarding and enhancement of its environment, in the interests of the quality of life and well-being of its people. In doing so, to seek out opportunities which are mutually beneficial to the economic and environmental agendas, to take into account housing needs and demands, and to contribute to the achievement of sustainable development.

The Sustainable Growth Midlothian thematic group is responsible for:-

- Developing and pursuing delivery of the outcomes, priorities and actions set out in the Single Midlothian Plan;
- Contributing to area profiling and strategic assessment for Single Midlothian Plan purposes;
- Oversight and scrutiny of subordinate partnerships and linked partnership arrangements;
- Prioritising emerging trends and threats, with a view to ensuring the effective and efficient targeting and focussing of resources.

Membership

- 7.5 The members of the Sustainable Growth in Midlothian Thematic Group are:

- Edinburgh College
- Federation of Small Businesses
- Forestry Commission Scotland
- McSence
- Midlothian Council
- Midlothian and East Lothian Chamber of Commerce
- Midlothian Federation of Community Councils
- Midlothian Tourism Forum
- Pentland Science Park
- Scottish Enterprise
- Scottish Natural Heritage
- Scottish Water
- Scottish Environmental Protection Agency
- SEStran
- University of Edinburgh

Chair and Vice Chair

- 7.6 The roles of Chair and Vice Chair will be appointed from within the membership of the group.

Meetings

- 7.7 The Sustainable Growth in Midlothian Thematic Group will meet four times per annum with a schedule of meeting dates to be agreed in advance by the Community Planning Partnership Board. Special meetings can be arranged by the Chair if required.
- 7.8 Agendas will be circulated to members of the Group no later than seven calendar days in advance of the meeting and be available for public view via an appropriate website no later than three calendar days in advance of the meeting.
- 7.9 Meetings of the Group will be held in public. Individual agenda items may be heard in private if the content of the report involves reference to exempt information as determined by Schedule 7A of the Local Government (Scotland) Act 1973.
- 7.10 The quorum for meetings is 50% of the membership +1.
- 7.11 Decisions should be reached by consensus wherever possible. In the event the Group is unable to reach a consensus then a vote may be required. Voting shall be taken by show of hands. If there is an equal number of votes for and against any resolution, the Chair will have the casting vote. In any case once a decision has been reached it thereupon becomes the decision of the Group.
- 7.12 Every meeting of the Group will be minuted and these minutes will be presented to the following meeting of the Group for approval. Following this the minutes will be submitted to the Community Planning Partnership Board for noting.
- 7.13 The Group will provide a formal report to the Community Planning Partnership Board outlining the performance of the Group twice per annum.

Improving Opportunities in Midlothian

Remit

7.14 The aim of the Improving Opportunities in Midlothian Thematic Group is to ensure that progress is made in respect of the following:

- Improve the level, access to and quality of lifelong learning
- Reduce poverty in the Midlothian population
- Increase attainment levels in Midlothian Schools
- Reduce Health Inequalities in the Midlothian population
- Increase Community Capacity

The Improving Opportunities in Midlothian thematic group is responsible for:-

- Producing an action plan which highlights the key themes and actions outlining the activity of the Group
- Contribute to the engagement strategy for community planning in Midlothian
- Monitor progress of actions in line with the Single Midlothian Plan
- Monitor the impact of projects in receipt of Fairer Scotland Funding
- Use business intelligence that is gathered to inform future planning

Membership

7.15 The members of the Improving Opportunities in Midlothian Thematic Group are:

- Midlothian Council
- NHS Lothian
- Volunteer Centre Midlothian
- Jobcentre Plus
- Midlothian Third Sector Partnership
- Midlothian Youth Platform
- Federation of Community Councils
- Queen Margaret University
- Skills Development Scotland
- Newbattle Abbey College
- Melville Housing
- Penicuik Citizens Advice Bureau

- Dalkeith Citizens Advice Bureau
- Edinburgh College
- Midlothian Financial Inclusion Network
- Midlothian Libraries

Chair and Vice Chair

- 7.16 The roles of Chair and Vice Chair will be appointed from within the membership of the group.

Meetings

- 7.17 The Improving Opportunities in Midlothian Thematic Group will meet four times per annum with a schedule of meeting dates to be agreed in advance by the Community Planning Partnership Board. Special meetings can be arranged by the Chair if required.
- 7.18 Agendas will be circulated to members of the Group no later than seven calendar days in advance of the meeting and be available for public view via an appropriate website no later than three calendar days in advance of the meeting.
- 7.19 Meetings of the Group will be held in public. Individual agenda items may be heard in private if the content of the report involves reference to exempt information as determined by Schedule 7A of the Local Government (Scotland) Act 1973.
- 7.20 The quorum for meetings is 50% of the membership +1.
- 7.21 Decisions should be reached by consensus wherever possible. In the event the Group is unable to reach a consensus then a vote may be required. Voting shall be taken by show of hands. If there is an equal number of votes for and against any resolution, the Chair will have the casting vote. In any case once a decision has been reached it thereupon becomes the decision of the Group.
- 7.22 Every meeting of the Group will be minuted and these minutes will be presented to the following meeting of the Group for approval. Following this the minutes will be submitted to the Community Planning Partnership Board for noting.
- 7.23 The Group will provide a formal report to the Community Planning Partnership Board outlining the performance of the Group twice per annum.

Getting it Right for Every Midlothian Child

Remit

7.25 The aim of the 'Getting it Right for Every Midlothian Child Board is to provide strategic leadership and direction for services to children and young people in Midlothian. The statutory duty to deliver a Children and Young People's Services Plan (CYPSP) rests on 2 partners, NHS Lothian and Midlothian Council, however, statutory guidance requires that this plan be devised in partnership with community planning partners and aligned with the local outcomes improvement planning process. The GIRFEMC Board is the mechanism that ensures this partnership planning duty is undertaken. The CYPSP forms the Getting it Right for Every Midlothian Child element of the Single Midlothian Plan (SMP).

The objectives of the Getting it Right for Every Midlothian Child Board are:

- To maintain effective links with local children and young people to ensure that their views are included in the work of the Partnership
- To ensure that the Partnership has a good understanding of the needs of children and young people in Midlothian in order to ensure that services are delivered to meet those needs
- To set the direction for children's services in Midlothian through the CYPSP and SMP and to ensure that services for children and young people in Midlothian are aligned with these plans
- To oversee the implementation of relevant inspection action plans
- To produce an annual progress report of the work of the Partnership ensuring that all CYPSP/SMP indicators are reported and that the needs of children and young people are reviewed at least annually

Membership

7.26 The members of the Getting it Right for Every Midlothian Child Thematic Board are:

- Midlothian Council
- NHS Lothian
- Midlothian Integration Joint Board
- Police Scotland
- Scottish Fire and Rescue Service
- Children's Reporter
- Two representatives from the Voluntary Sector Forum

Chair and Vice Chair

- 7.27 The roles of Chair and Vice Chair will be appointed from within the membership of the group.

Meetings

- 7.28 The Getting it Right for Every Midlothian Child Board will meet six times per annum with a schedule of meeting dates to be agreed in advance by the Community Planning Partnership Board. Special meetings can be arranged by the Chair if required.
- 7.29 Agendas will be circulated to members of the Board no later than seven calendar days in advance of the meeting and be available for public view via an appropriate website no later than three calendar days in advance of the meeting.
- 7.30 Meetings of the Board will be held in public. Individual agenda items may be heard in private if the content of the report involves reference to exempt information as determined by Schedule 7A of the Local Government (Scotland) Act 1973.
- 7.31 The quorum for meetings is 50% of the membership +1.
- 7.32 Decisions should be reached by consensus wherever possible. In the event the Board is unable to reach a consensus then a vote may be required. Voting shall be taken by show of hands. If there is an equal number of votes for and against any resolution, the Chair will have the casting vote. In any case once a decision has been reached it thereupon becomes the decision of the Board.
- 7.33 Every meeting of the Board will be minuted and these minutes will be presented to the following meeting of the Board for approval. Following this the minutes will be submitted to the Community Planning Partnership Board for noting.
- 7.34 The Board will provide a formal report to the Community Planning Partnership Board outlining the performance of the Board twice per annum.

8 Supporting Groups

- 8.1 The following section outlines the remits of other Groups that provide support to the Community Planning Partnership Board and support the work of community planning across Midlothian.

Chief Officer Group

Remit

- 8.2 The aim of the Chief Officer Group is to provide a forum for the Chief Officers within the five core partners to make facilitation decisions that will support the work of the Community Planning Partnership Board and more generally community planning across Midlothian, meeting the expectations of the Community Empowerment Act that the Partnership is co- facilitated by all five partners

Membership

- 8.3 The members of the Chief Officer Group are:
- Midlothian Council
 - NHS Lothian
 - Police Scotland
 - Scottish Fire and Rescue Service
 - Scottish Enterprise
 - The community planning manager

Chair and Vice Chair

- 8.4 The roles of Chair and Vice Chair will be appointed from within the membership of the group.

Meetings

- 8.5 The Chief Officer Group will meet 3 times per annum with a schedule of meeting dates to be agreed in advance by the Community Planning Partnership Board. Special meetings can be arranged by the Chair if required.
- 8.6 Agendas will be circulated to members of the Group no later than seven calendar days in advance of the meeting and be available for public view via an appropriate website no later than three calendar days in advance of the meeting.
- 8.7 Meetings of the Group will be held in public. Individual agenda items may be heard in private if the content of the report involves reference to exempt information as determined by Schedule 7A of the Local Government (Scotland) Act 1973.
- 8.8 The quorum for meetings is 50% of the membership +1.

- 8.9 Decisions should be reached by consensus wherever possible. In the event the Group is unable to reach a consensus then a vote may be required. Voting shall be taken by show of hands. If there is an equal number of votes for and against any resolution, the Chair will have the casting vote. In any case once a decision has been reached it thereupon becomes the decision of the Group.
- 8.10 Every meeting of the Group will be minuted and these minutes will be presented to the following meeting of the Group for approval. Following this the minutes will be submitted to the Community Planning Partnership Board for noting.
- 8.11 The Group will provide a formal report to the Community Planning Partnership Board outlining the performance of the Group twice per annum.

Advisory and Facilitation Group

Remit

- 8.12 The aim of the Advisory and Facilitation Group is to deliver the mechanics of community planning within Midlothian, providing expert advice to the Board in relation to legislation, risk, policy, performance, engagement and communication.

The Advisory and Facilitation Group will:

- Oversee community engagement and neighbourhood planning activities, approving the content of neighbourhood plans and confirming partners resources to support these
- Approve expenditure in the community planning facilitation budget
- Ensure effective information sharing and communication across the five thematic partnerships and with Midlothian communities
- Monitor risk and where relevant escalate risk issues to the Board where a decision is required
- Monitor opportunities and where relevant escalate to the Board where a decision is required
- Provide relevant highlight reports to the Board
- Monitor national legislation and policy changes and provides appropriate advice and recommendations to the Board for consideration.
- Prepare bi-annual reports in relation to the performance of the Single Midlothian Plan
- Promote and encourage adoption of relevant parts of the Single Midlothian Plan within their own agency decision making structure
- Support bidding for external funding by all partners where bids are consistent with the goals of the partnership

Membership

- 8.13 The members of the Advisory and Facilitation Group are the key facilitating officers of public bodies supporting the thematic partnerships from:

- Midlothian Council,
- NHS Lothian,
- Police Scotland,
- Scottish Fire and Rescue Service
- Scottish Enterprise,
- Skills Development Scotland ,
- The Armed Forces ,
- The UK Department for Work and Pensions ,
- Further Education ,
- Higher Education,
- Scottish Natural Heritage ,
- Sustran,
- Sustran,
- Scottish Government Community planning unit,
- Midlothian Third Sector Interface Partnership
- Midlothian Federation of Community Councils
- Midlothian Neighbourhood Planning forum

- Midlothian People's Equality Group
- Midlothian Faith Communities Partnership

Chair and Vice Chair

- 8.14 The roles of Chair and Vice Chair will be appointed from within the membership of the group.

Meetings

- 8.15 The Advisory and Facilitation Group will meet six times per annum with a schedule of meeting dates to be agreed in advance by the Community Planning Partnership Board. Special meetings can be arranged by the Chair if required.
- 8.16 Agendas will be circulated to members of the Group no later than seven calendar days in advance of the meeting and be available for public view via an appropriate website no later than three calendar days in advance of the meeting.
- 8.17 Meetings of the Group will be held in public. Individual agenda items may be heard in private if the content of the report involves reference to exempt information as determined by Schedule 7A of the Local Government (Scotland) Act 1973.
- 8.18 The quorum for meetings is 50% of the membership +1.
- 8.19 Decisions should be reached by consensus wherever possible. In the event the Group is unable to reach a consensus then a vote may be required. Voting shall be taken by show of hands. If there is an equal number of votes for and against any resolution, the Chair will have the casting vote. In any case once a decision has been reached it thereupon becomes the decision of the Group.
- 8.20 Every meeting of the Group will be minuted and these minutes will be presented to the following meeting of the Group for approval. Following this the minutes will be submitted to the Community Planning Partnership Board for noting.
- 8.21 The Group will provide a formal report to the Community Planning Partnership Board outlining the performance of the Group and the overarching performance in relation to the Single Midlothian Plan twice per annum.

Priority Areas Group

Remit

- 8.22 The aim of the Priority Areas Group is to support the key priority areas in Midlothian in relation to developing these communities in line with the Single Midlothian Plan.

The Priority Areas Group will:

- Oversee the development and implementation of local co- produced action plans to reduce the identified outcome gaps for residents in Dalkeith/Woodburn, Mayfield/ Easthouses and Gorebridge
- Provide strategic support to the three local area action plans and support continuous improvement by providing constructive challenge.
- Ensure the engagement of all relevant public / private and third sector stakeholders with community agencies in and from these localities

Membership

- 8.23 The members of the Priority Areas Group are:

- Police Scotland
- Midlothian Voluntary Action
- Social Enterprise Alliance Midlothian,
- Mayfield and Easthouses Development Trust
- Gorebridge Community Development Trust
- One Dalkeith
- NHS Lothian
- Midlothian Council
- Melville Housing
- Scottish Government

Chair and Vice Chair

- 8.24 The roles of Chair and Vice Chair will be appointed from within the membership of the group.

Meetings

- 8.25 The Priority Areas Group will meet six times per annum with a schedule of meeting dates to be agreed in advance by the Community Planning Partnership Board. Special meetings can be arranged by the Chair if required.

- 8.26 Agendas will be circulated to members of the Group no later than seven calendar days in advance of the meeting and be available for public view via an appropriate website no later than three calendar days in advance of the meeting.

- 8.27 Meetings of the Group will be held in public. Individual agenda items may be heard in private if the content of the report involves reference to exempt information as determined by Schedule 7A of the Local Government (Scotland) Act 1973.
- 8.28 The quorum for meetings is 50% of the membership +1.
- 8.29 Decisions should be reached by consensus wherever possible. In the event the Group is unable to reach a consensus then a vote may be required. Voting shall be taken by show of hands. If there is an equal number of votes for and against any resolution, the Chair will have the casting vote. In any case once a decision has been reached it thereupon becomes the decision of the Group.
- 8.30 Every meeting of the Group will be minuted and these minutes will be presented to the following meeting of the Group for approval. Following this the minutes will be submitted to the Community Planning Partnership Board for noting.
- 8.31 The Group will provide a formal report to the Community Planning Partnership Board outlining the performance of the Group twice per annum.

9. Principles for Community Engagement in relation to the work of the Partnership

Midlothian Community Planning Partnership endorses and supports the National Standards for Community Engagement within Midlothian's communities



- ❖ 'We' refers to the leaders or organisers of the community engagement process.
- ❖ 'Partners' are any organisation or group who is involved in planning or delivering the community engagement process.
- ❖ 'Participants' are all of the people or groups who are actively involved at any level throughout the community engagement process.
- ❖ 'Community' is a group of people united by at least one common characteristic, including geography, identity or shared interests

10. Access to Information

All information in relation to the meetings of the bodies within the Partnership Structure will be made available via Partners' own channels – e.g. websites.

Information should specifically be disseminated to all Partners outlined within the Governance structure electronically.

11. Midlothian Community Planning Partnership – Membership

11.1 The following table outlines the current Partnership membership structure in relation to the governance framework outlined in this document.

Partners	Council	NHS	Police	Fire	Scottish Enterprise	Third Sector	Community Council	Skills Dev. Scotland	Armed forces	Chamber of Commerce	Federation of Small Business	Scottish Natural Heritage	SESTrans	N/hood planning	Faith Comms	Children's Panel reporter	FE/HE	Prison service	RSL's	Forestry Commis.
Group																				
CPP Board	X	X	X	X	X	X	X	X	X	X	X			X			x			
Advisory and Facilitation group	X	X	X	X	X	X	X	X						X	X		x			
Chief Officers group	X	X	X	X	X															
Integration Joint Board for Adult Health and Social Care	x	x				x														
Community Safety and justice Partnership	x	x	x	x		x		x	x									X		
Getting it Right for Every Midlothian Child Board	x	x	x			x		x								x	x			
Sustainable Growth Midlothian Partnership	x				x	x	x	x		x	x	x	x				x		x	x
Improving Opportunities for the People of Midlothian Partnership	x	x	x			x	x	x						x			X		x	
Priority areas Working group	x	x	x			x		x									x		X	