



COMMUNITY PLANNING GOVERNANCE AND OPERATING PROTOCOL

As at 13 September 2021

1. DUMFRIES AND GALLOWAY COMMUNITY PLANNING PARTNERSHIP (21)

Community representative	one Community Councillor
Dumfries and Galloway Council	five Elected Members (Currently Leader and the four largest Political Group Leaders)
Further/Higher Education Sector	one representative (Currently Chair of the Board of Management Dumfries and Galloway College)
Housing Sector	one representative (Currently Chair of Dumfries and Galloway Housing Partnership)
Integration Joint Board	one representative (Currently Chair)
NHS Dumfries and Galloway	one representative (Currently Chair)
Private Sector	one representative (Currently Chair of the Economic Leadership Group)
Regional Transport Partnership	one representative (Currently Chairman)
South of Scotland Enterprise	one representative (Currently Chair)
Third Sector	two representatives (Currently Chair and Vice Chair of Third Sector, Dumfries and Galloway)
Observer Scottish Government	Location Director
Advisors	Dumfries and Galloway Community Planning Executive Group

Dumfries and Galloway Community Planning 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 Community Planning Partnership is to work together 'to create an ambitious, prosperous and confident Dumfries and Galloway where people achieve their potential'.

Board Remit

- Set out a joint vision and high level outcomes for Dumfries and Galloway in the form of a Local Outcomes Improvement Plan
- 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
- Through the Executive Group, receive reports on significant issues facing thematic and strategic partnerships and forums, for example changes in policy direction and budget challenges

Criteria for Membership

- Appointed/Elected Members named as having a duty of Community Planning in legislation
- Representatives of Third Sector, Further/Higher Education sector; housing sector, private sector and the community
- 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 Community Planning Partnership Board will meet four times per year
- The quorum for the meeting will be seven members, representing at least four different member organisations/forums
- The Community Planning and Engagement Manager will ensure executive and administrative support
- 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 the public
- Decisions taken by the Community Planning Partnership 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 Community Planning and Engagement Manager. The matter will be reported at the next Community Planning Partnership Board 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 or from the Community Planning and Engagement Manager Tel 01387 260074
- 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

NHS Dumfries and Galloway - Chief Executive

Police Scotland - Local Commander Dumfries and Galloway Division

South of Scotland Enterprise - Chief Executive

Scottish Fire and Rescue Service - Local Senior Officer Dumfries and Galloway Division

Third Sector, Dumfries and Galloway - Chief Executive

Remit

- To provide advice and guidance to the Community Planning Partnership Board in its work programme and activities
- To ensure the delivery of the Community Planning Partnership Board's decisions through the allocation of resources and decisions taken within the key public sector partners
- To receive Partnerships' work programmes/strategic plans and to advise the Community Planning Partnership Board of significant issues, for example changes in policy direction and budget challenges
- To ensure inter-agency/sector leadership development across partners

Criteria for Membership

- Senior Executive of the Council, NHS, Police Scotland, South of Scotland Enterprise, Scottish Fire and Rescue Service, and Third Sector Dumfries and Galloway

Meetings

- The Group will normally meet on a bi-monthly basis
- The Chief Executive Dumfries and Galloway Council will chair the meetings
- The Community Planning and Engagement Manager will ensure executive and administrative support for the meetings

Communication Channels

- Agendas, reports and minutes will be circulated to the Group via the Group members' respective Personal Assistants
- A Briefing Note of recent discussions and decisions, along with minutes of the Group's meetings, will be submitted to the Community Planning Partnership Board for noting

3. FINANCIAL FRAMEWORK

(a) Existing Resources

The Community Planning Partnership Board shall ultimately be accountable for scrutinising that services operate in line with Best Value, are shifting towards prevention and are directed towards the Priorities of the Local Outcomes Improvement Plan.

The Local Outcomes Improvement Plan sets out the resources available to key partners.

(b) Future Strategic Developments

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

Whilst the Community Planning Partnership Board 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.

(c) Monitoring and Reporting

Information on aligned and joint budgets, together with a performance and activity report from the managers of the services, will be presented to the Executive Group and then the Strategic Partnership on an annual basis.

Information on joint resourcing and planning will feature as part of the Partnership's annual update on the Improvement Plan.

4. STAKEHOLDER GROUP

Age Scotland
 Carbon Trust, Crichton
 Community Council members (list available from DGC)
 Crichton Development Company
 Crichton Foundation
 Crichton University Campus
 Destination D&G
 D&G Carers Centre
 D&G Chamber of Commerce
 D&G College
 DGVoice
 D&G Federation of Small Businesses
 D&G Inter Faith Group
 Scottish Women's Convention
 D&G Multicultural Association
 Forest Enterprise
 Forestry Commission
 GMB
 Health and Social Care Partnership
 Historic Environment Scotland
 Home Scotland
 Irvine Housing Association
 Jobcentre Plus
 LEADER
 LGBT Youth Scotland
 LGBT Plus
 Loreburn Housing Association
 MPs, MSPs, MEPs & MSYPs
 National Farmers Union
 Pension Service
 Procurator Fiscal
 Scotland's Rural College
 Scottish Children's Reporter Administration
 Scottish Environmental Protection Agency
 Scottish Natural Heritage
 Scottish Water
 Skills Development Scotland
 Solway Firth Partnership
 South of Scotland Alliance
 SportScotland
 Third Sector Dumfries and Galloway
 Unite
 Unison
 University of West of Scotland
 VisitScotland

Remit

- Advise the Community Planning Partnership Board on the key issues affecting Dumfries and Galloway and help set realistic targets by acting as a key consultative group for the Local Outcomes Improvement Plan 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 as required
- The Community Planning and Engagement 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 Community Planning and Engagement Manager Tel 01387 260074.
- Any events and key issues will be reported to the Community Planning Partnership Board

5. LOCALITY HUBS

5.1 Locality Hubs

Annandale and Eskdale

Support: Third Sector Dumfries and Galloway (TSDG) Engagement Officer for Annandale and Eskdale

Nithsdale

Support: TSDG Engagement Officer for Nithsdale

Stewartry

Support: TSDG Engagement Officer for Stewartry

Wigtown

Support: TSDG Engagement Officer for Wigtownshire

Remit

- To share information and experience across the people living and working in the area
- To co-ordinate the activities of partners in the locality, particularly in relation to the local economy and community
- Support the area's response to, and recovery from, COVID pandemic

Criteria for Membership

- The Locality Hubs will welcome representatives who live or work in that geographic area
- Representatives from agencies will be at a local operational level wherever possible. (Community Council Federations/Associations or individual CCs as they determine).

Meetings

- Meetings will be as and when required and offer both virtual and in person presence
- Any member can request an agenda item to be included.

Operating arrangements

- Third Sector Dumfries and Galloway and the Council's Community Planning and Engagement Service will provide professional and secretariat support for the Hubs
- Materials will be available to members on web or Teams
- At least annual reports on progress will go to the CPP Board

6. THEMATIC STRATEGIC PARTNERSHIPS CONTRIBUTING TO THE LOCAL OUTCOMES IMPROVEMENT PLAN

Children's Services Strategy and Planning Partnership (CSSaPP)

Chair: Jim Brown, Head of Quality and Curriculum and Chief Education Officer, DGC

Support: Children's Services Officer, DGC

Community Learning and Development Partnership

Chair: Stephen Jack, Lifelong Learning Manager, DGC

Support: Lifelong Learning Manager, DGC

South of Scotland Economic Partnership

Chair: Councillor Rob Davidson

Support: Chief Executive, South of Scotland Enterprise

Poverty and Inequalities Partnership

Chair: Professor Malcolm Foley

Support: Service Manager, Youth Work(includes Poverty and Inequalities) DGC

Employability and Skills Partnership

Chair: Councillor Rob Davidson

Support: Service Manager, Economic Development: Employability and Skills, DGC

Integration Joint Board

(Health and Social Care Partnership)

Chair: Laura Douglas

Support: Chief Officer Health and Social Care

Safer Communities Partnership

Chair and Support: Resilience and Community Safety Manager, DGC

Strategic Housing Forum

Chair: Councillor Archie Dryburgh

Support: Housing Strategy & Gypsy Traveller Co-ordinator, Economy and Resources Directorate, DGC

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

7. COMMUNITY PLANNING THEMATIC WORKING GROUPS

Equality and Diversity

Chair: (rotating)

Support: Community Planning and Engagement

Participation and Engagement

Chair: Kirsty Peden, Community Engagement Manager, DGC

Support: Community Planning and Engagement

Resettlement Project

Chair: Liz Manson

Support: Community Planning and Engagement

