

REPORT TO: COMMUNITY PLANNING BOARD ON 16 SEPTEMBER 2010

SUBJECT: ALIGNMENT OF COMMUNITY PLANNING & COMMITTEE STRUCTURES: REMITS, OPERATIONAL GROUPS AND PRE-PLANNED AGENDAS

BY: CORPORATE POLICY UNIT MANAGER

1. REASON FOR REPORT

- 1.1 The Community Planning Board is asked to note the progress on the alignment of the Community Planning and the Council committee structures and to consider any outstanding issues.

2. RECOMMENDATION

- 2.1 The Community Planning Board is asked to note that the alignment of the two structures has been approved and the progress made against the details on the remits, operational groups and pre-planned agendas for the theme groups to support the alignment.
- 2.2 The remits for the Community Planning Board and theme groups are agreed and the Board is asked to note that suggestions for the Community Engagement Group are contained elsewhere on this agenda.
- 2.3 In relation to operational groups, the Board is asked to approve the changes to the operational groups based on the criteria agreed at the previous Board meeting in May.
- 2.4 In relation to pre-planned agendas, the Board is asked to approve the suggested items for discussion with the lead officers and theme group chairs to set agendas for upcoming meetings of the theme group.

3. BACKGROUND

- 3.1 All agreements for the alignment have been finalised for the Community Planning Board and theme groups with the pilots beginning in September. However there some outstanding issues which need to be resolved before the cycle begins in relation to remit, operational groups and pre planned agendas. These issues are listed below.

3.2 Remits

3.2.1 The revised remits were approved and a copy of the final remits is attached. **(Appendix 1)** The main change is to Safer & Stronger theme group which has taken on an increase in responsibilities.

3.2.2 To reflect the changes to the remits the partners have been asked to amend the membership of their representation on the theme groups as appropriate. Officer membership will be amended during the cycle.

3.3 Operational Groups

3.3.1 The criteria for operational groups was approved at the last meeting of the Board is attached for reference. **(Appendix 2)**

3.3.2 At the last meeting of the Community Planning Statutory Partners meeting the implications to implement the criteria for operational groups was prepared. This is attached. **(Appendix 3)**

3.3.3 One amendment from Moray College has been received to request that the Lifelong Learning Group was not disbanded due to legislation requirements to have such a group. If agreed the list will be amended accordingly.

3.4 Pre-planned agendas

3.4.1 To support changes to the theme group remit, proposals to pre-plan agenda items have been drafted. The agendas for the theme groups should contain some or all of the following:

1. Single Outcome Agreement – defining and monitoring key actions and milestones.
2. Local Delivery Action Plans – scrutinising the delivery of key actions through focused reports on areas related to and/or contained in Local Delivery Action Plans.
3. Governance issues – following agreed protocols and monitoring risks.
4. National Policies and Strategies – raising awareness of national strategies through reports interpreting what the partnership is doing to address the national agenda.
5. Inspections – circulating the outcomes and improvements required from external inspections.
6. Local strategies – developing, approving and implementing local strategies previously carried out by operational groups.
7. Outstanding Actions – tracking any items which are outstanding.

3.4.2 A list of reports for the theme groups based on the milestone actions is attached. **(Appendix 4)** If agreed these topics need to be agreed by the lead officers and Chairs and then circulated to the relevant officers.

4. SUMMARY OF IMPLICATIONS

- (a) **Single Outcome Agreement/ Service Improvement Plan**
Improvements to the community planning structure is in keeping with local priority on efficiencies and the national priority in which “our public services are high quality continually improving, efficient and respond to local people’s needs”.
- (b) **Policy and Legal**
There is no policy on legal requirements in relation to the structure of community planning.
- (c) **Financial implications**
There are no direct financial implications other than staff time as mentioned below.
- (d) **Risk Implications**
There are risks associated with changes to the operational groups; these risks have not been fully explored since there was limited response to the consultation on the proposed changes. However the statutory partners were in agreement with the proposals and would have considered the risks from their organisational view point.
- (e) **Staffing Implications**
Partners have considered the changes for their representatives on the theme groups to reflect the aligned structures. The pre-planned agendas will enable officers writing reports to better plan workload around reports due to be reported to theme groups.
- (f) **Property**
None.
- (g) **Equalities**
The equalities remit has been aligned to the Safer & Stronger theme group and Communities Committee.
- (h) **Consultations**
Consultations on the remit has taken place with the statutory partners who are in agreement with the changes.

Consultations on the operational groups has taken place with statutory partners, theme groups lead officers and chairs. Only a few replies were received which were:

- Callum McPherson suggested that RAF Task Force should be in the structure as well.
- Jill Stewart said “If we drop some (members) from the group, then we may risk affecting communication etc with those representatives. I think any request for reduction in numbers

needs to be considered in terms of what the group seeks to achieve and not simply be a numbers game.”

- Mike Devenney requested that the Lifelong Learning Group continue.

Consultations on the general principles of the pre-planned agendas has taken place with the statutory partners, theme groups lead officers and chairs; no specific comments were received. Further consultation took place with the statutory partners on the content of the agenda and their comments are incorporated into the report.

5.0 CONCLUSION

- 5.1 The Community Planning Board have agreed the alignment of the Community Planning and Council Committee structures. Over the past few months progress of outlining the detail of the alignment has been developed and the Board is asked to consider that detail in order to strengthen the workings of the theme groups and ensure that the partnership is operating efficiently.**

Author of Report:
Background Papers:
Ref:

Signature: _____

Date : _____