



**PARTNERSHIP
AGREEMENT
2018-2022**



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1. Introduction

- 1.1 Community Planning West Dunbartonshire (CPWD) is a management group representing the key community planning partners for the area. CPWD brings together key public bodies, communities, the voluntary sector and other key sectors to plan and deliver high quality, local and accessible services that are focused on improving lives for the people of West Dunbartonshire. The partnership is guided by principles which underpin and crosscut these priorities.
- 1.2 The context for delivery is set through the Community Empowerment (Scotland) Act 2015. The section on community planning describes how public bodies should work for and with communities to plan for, resource and provide services which improve local outcomes and reduce inequalities. The Act gives community planning a clear statutory purpose focused on improving outcomes, requiring partnerships to:
 - prepare and publish Local Outcome Improvement Plans (LOIPs);
 - develop locality plans for smaller geographical areas experiencing poorer outcomes; and
 - review and report publicly on progress towards their LOIPs and locality plans.
- 1.3 Under the Act the running and effective delivery of community planning is a shared responsibility. The Act applies duties to support shared leadership and governance on specified community planning partners. These partners are:
 - NHS Greater Glasgow & Clyde
 - Police Scotland
 - Scottish Enterprise
 - Scottish Fire & Rescue Service
 - West Dunbartonshire Council
- 1.4 In addition, the Act expands the number of public sector bodies subject to community planning duties. Statutory community planning bodies for CPWD, in addition to those listed above, are:
 - Historic Environment Scotland
 - Loch Lomond & the Trossachs National Park Authority
 - Scottish Environment Protection Agency
 - Scottish Natural Heritage
 - Skills Development Scotland
 - SportScotland
 - Strathclyde Partnership for Transport (SPT)
 - Visit Scotland
 - West Dunbartonshire Health & Social Care Partnership (WDHSCP)
 - West College Scotland
- 1.5 Finally CPWD membership also includes representatives from the following list of key local agencies, supporting delivery of local priority outcomes:
 - Dunbartonshire Chamber of Commerce
 - Job Centre Plus/ DWP
 - Scottish Canals
 - Scottish Prison Service
 - West Dunbartonshire CVS (Local Third Sector Interface)
 - West Dunbartonshire Leisure Trust

2. Guiding Principles

Adopting a preventative and early intervention approach

- 2.1 CPWD will take a partnership approach to identifying new ways of working and evidencing this shift to a preventative approach. This includes taking a determinants oriented approach to tackling inequalities, focusing on those factors which positive impact on reducing inequalities such as housing, employment and attainment.

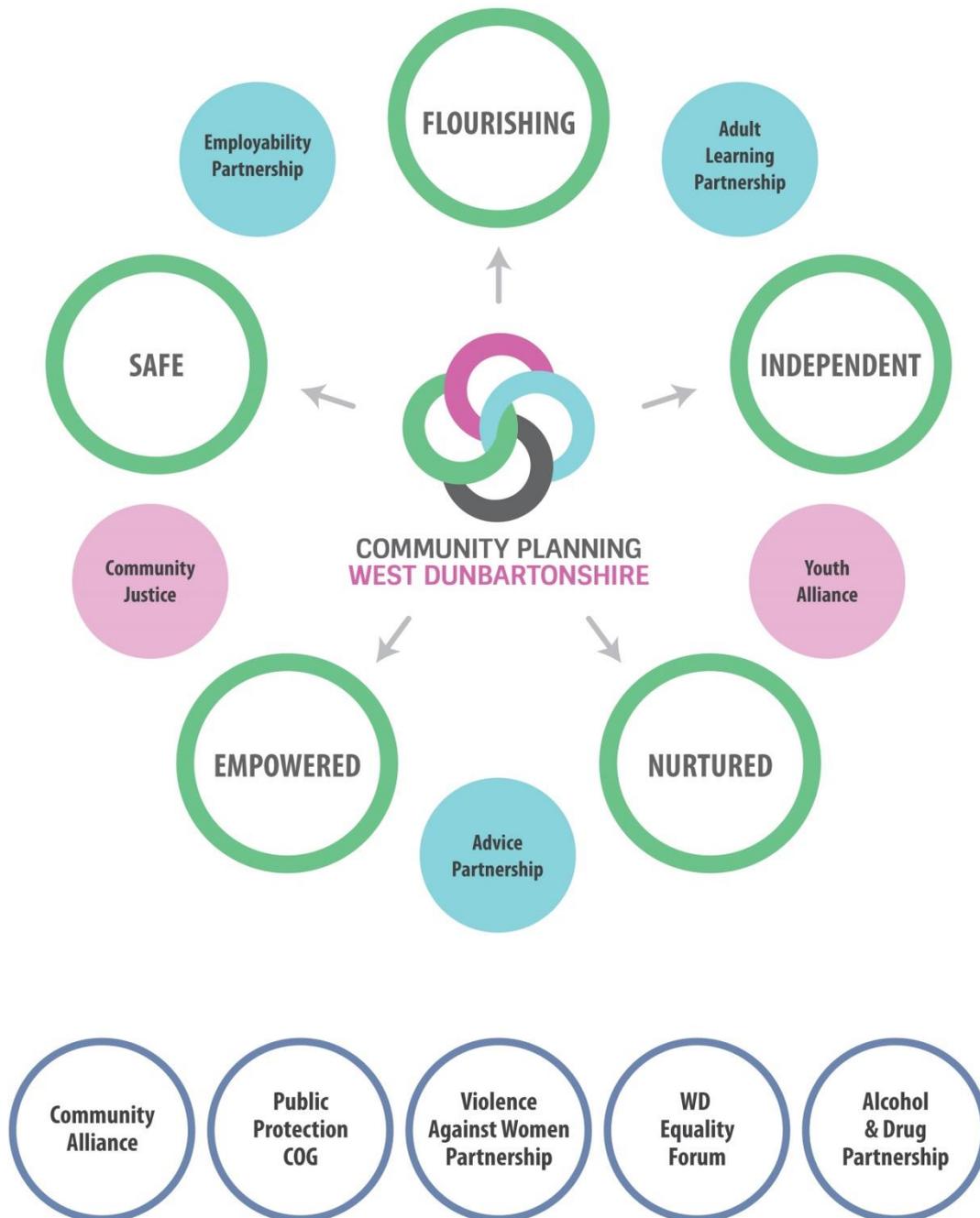
Ensuring effective community engagement in planning and delivery of local services and working with our communities to empower and strengthen their voice

- 2.2 Engagement with residents and community organisations is central to delivery of improved local outcomes. Our local model of empowerment and service improvement, led by resident engagement and feedback, allows CPWD to deliver this ambition. Underpinning this is the [Engaging Communities Framework](#), which provides a consistent approach for all methods of engagement with communities, both geographical and interest.
- 2.3 The process of engagement will be strengthened through the use of the National Place Standard for gathering views on a range of issues through the lens of local neighbourhoods.

Promoting equality and tackling inequality

- 2.4 CPWD is committed to promoting equality and reduce the impact of inequality on our residents. We will progress this equality agenda, recognising the diversity within our local communities and ensuring that the needs of residents are considered and planned for fairly.

3. Community Planning West Dunbartonshire Structure



4. The Agreement

Purpose

- 4.1 This agreement details how the membership of Community Planning West Dunbartonshire will work in collaboration to deliver on the ambitions and priorities of the partnership in order to improve the economic, social, cultural and environmental wellbeing of West Dunbartonshire for all who live, work, visit and do business there.
- 4.2 CPWD works to the principles of good public sector corporate governance namely selflessness, objectivity, openness, inclusivity, integrity, leadership and accountability. CPWD seeks to promote partnership working that delivers public sector reform and improvement leading to better quality of life for the residents and communities of West Dunbartonshire.
- 4.3 This Partnership Agreement should remain in place for a period not exceeding 5 years, at which point the document in its entirety should be reviewed. During the lifetime of the agreement, specific sections can be reviewed and amended at the discretion of CPWD.
- 4.4 The partnership will:
 - Develop and agree a common understanding of local needs and opportunities;
 - Work to deliver common outcomes for the area;
 - Oversee a shared approach to delivery of improved outcomes through priority action plans;
 - Scrutinise and challenge progress towards delivery of priority outcomes;
 - Manage performance to ensure improved outcomes;
 - Report to communities and stakeholders on delivery of priorities; and
 - Work with communities, citizens and wider stakeholders to identify priorities.

Duties

- 4.5 Each partner has a duty to support CPWD to fulfil its ambitions. Partners do this by:
 - Aligning single agency plans and strategic priorities to the overarching priorities described in the [West Dunbartonshire Plan for Place](#).
 - Exploring opportunities for aligning plans and resources to support collaboration.
 - Committing resources to delivering on priority outcome areas.
 - Reporting progress towards delivery of outcomes.
 - Exploring opportunities for and participating in partnership programmes and activities.
 - Ensuring relevant information, research and evidence is shared to enhance the reporting and learning of the partnership.

5. Remit and Function

- 5.1 All members have a collective and individual responsibility to ensure that the decisions of the CPWD Management Board are implemented. Once decisions are taken members of the CPWD Management Board are expected to act in an ambassadorial role, promoting and supporting these decisions within their respective arena.
- 5.2 Senior officers participating in community planning structures are responsible for ensuring strategic and operational buy-in from their agencies, and that CPWD policy and decisions are communicated to their agencies. Actions and objectives generated through CPP structures must be embedded in each CPWD partner agency's corporate plans.
- 5.3 There are three main structures for community planning in West Dunbartonshire
- Community Planning West Dunbartonshire (Management Board)
 - Delivery and Improvement Groups
 - Community Alliance West Dunbartonshire

Community Planning West Dunbartonshire

- 5.4 The role of the Management Board is to:
- Act as the public meeting for community planning in West Dunbartonshire.
 - Scrutinise delivery of thematic action plans and associated activity aimed at delivering outcome improvement.
 - Analyse performance linked to the LOIP, supported by detailed performance monitoring by Delivery and Improvement Groups.
 - Ensure the CPP has the widest possible impact on and involvement of the public sector, private sector, third sector and communities.
 - Promote and publicise the work of CPWD.
 - Undertake scrutiny of local Police & Fire plans as delegated by West Dunbartonshire Council.
- 5.5 CPWD will meet quarterly for full meetings, with additional development sessions or workshops organised as and when required. West Dunbartonshire Council will provide administrative support to CPWD, including hosting of meetings and preparation of meeting papers.

Delivery and Improvement Groups (DIGs)

5.6 Each DIG supports and delivers on one of the five LOIP Priorities and each DIG is chaired by a senior officer from the partnership.

Priority	Chair	Agency
Flourishing	Strategic Director – Regeneration, Environment & Growth	West Dunbartonshire Council
Independent	Head of Community Health & Care	West Dunbartonshire Health and Social Care Partnership
Nurtured	Chief Education Officer	West Dunbartonshire Council
Empowered	Chief Officer	West Dunbartonshire CVS
Safe	Superintendent (operations)	Police Scotland

5.7 The overarching role and remit of DIGs is to drive forward partnership activity that achieve the aspirations laid out in the West Dunbartonshire LOIP. Each DIG develops an annual action plan which details the partnership activity which will be progressed related to their thematic area of responsibility. DIG action plans will be reported through CPWD meetings, and progress included in the CPWD Annual Report.

5.8 The DIG chair will:

- Attend CPWD meetings to represent the thematic area.
- Report progress through CPWD as required.
- Develop and manage relevant action plans and programmes of work.
- Convene meetings and ensure appropriate support is in place.

Community Alliance

5.9 Community Alliance West Dunbartonshire operates to ensure communities and local organisations within West Dunbartonshire are able to influence and scrutinise the work of Community Planning West Dunbartonshire (CPWD).

5.10 Membership is formed of representatives from a range of organisations at neighbourhood, interest and user group level across West Dunbartonshire with the intention of:

- Identifying issues of common concern; and
- Ensuring that CPWD are delivering on those issues local residents are highlighting as priorities.

5.11 The Community Alliance operates to strengthen and widen access and membership across communities of interest as well as 'neighbourhoods'. Ensuring that all local residents, community groups and service users have, and are able to access, opportunities to inform, shape and change the services that affect them and impact upon their quality of life.

6. Role and function of the CPWD Chair

- 6.1 CPWD is chaired by the leader of West Dunbartonshire Council, ensuring political oversight and support for the work and ambition of the Partnership.
- 6.2 The Chair is responsible for ensuring efficient conduct of each meeting. The Performance & Strategy Manager, as Community Planning Manager, in consultation with the Chair, will determine non-critical decisions such as submission of data returns, replying to correspondence, or attending national events on behalf of the partnership.
- 6.3 The Chair of the Community Alliance also acts as the Vice-Chair of CPWD and will chair meetings in the absence of the Council Leader.
- 6.4 An agenda will be drawn up by the Community Planning Manager in liaison with the Chairperson. Each item on the agenda will be marked clearly for approval or for noting. The chair will be responsible for ensuring robust discussion takes place before any decisions are made. While it is desirable that decisions will be reached by broad consensus, those which are not will be decided by a show of hands vote of the membership.

7. STANDING ORDERS

7.1 These *Standing Orders* are basic agreed procedures, rules and protocols for Community Planning West Dunbartonshire Management Board meetings, which should be adhered to by all partners.

7.2 The function, key responsibilities, accountabilities and membership of the Community Planning West Dunbartonshire Management Board are set out in the main body of the Partnership Agreement.

Meetings - Quorum

7.3 The quorum for Community Planning West Dunbartonshire Management Board meetings will be 10 members. If, after 20 minutes from the time scheduled for the start of the meeting, a quorum of members is not present, the Chairperson will allow items for information only to be presented to the meeting.

7.4 No items that require decisions by the Management Board will be discussed. The Chairperson will then close the meeting, ensure that another meeting is arranged as soon as is practically possible and carry forward the relevant agenda items.

7.5 Statutory members of the Management Board attend as representatives of their organisation in taking forward Community Planning. If the named representative is not available to attend the Management Board meeting, a properly briefed substitute at a senior level within the organisation may attend the meeting.

Meetings – Agenda, Business & Attendance

7.6 Members of the Management Board, may request by email to have items placed on the agenda. This must be done through the Community Planning Manager at least 28 days before Management Board meetings.

7.7 Meetings of the Community Planning West Dunbartonshire Management Board will normally meet, as a minimum, 4 times a year. Special meetings of the Community Planning West Dunbartonshire Management Board, where appropriate, can be called at short notice.

7.8 The dates of Community Planning West Dunbartonshire Management Board meetings will be set on an annual basis for the ensuing year. A public notice of all Community Planning West Dunbartonshire Management Board meetings will be put on West Dunbartonshire Council website; press and public may attend any meeting of the Board as observers but not participate in the meetings.

7.9 Members of the press or public may be excluded from any part of a meeting of the Board if a discussion relates to exempt or confidential information as defined in Section 50 of the Local Government (Scotland) Act 1973.

7.10 The Chairperson, with the support of the Community Planning Manager and the Council's Communications team, will be responsible for issuing press releases and dealing with media enquiries on behalf of the Partnership.

7.11 Notice of meetings, the agenda and papers for the Community Planning West Dunbartonshire Management Board will be sent electronically to members *not less than 10 days* before the date of the meeting. This deadline may be relaxed (for instance, for special meetings), in which case members shall be informed electronically of reasons and the date for circulation of the papers.

7.12 The time allocated for meetings of the Community Planning West Dunbartonshire Management Board will not exceed three hours. If a matter is considered urgent, then this standing order can be suspended at the request of the Chairperson and with the agreement of two thirds majority of those present at that meeting. This will be assessed by a show of hands.

7.13 Members should confine their contributions to the proper business of the Partnership and should avoid using the meetings to raise matters of individual personal, organisational or sectoral interest. Once an item has been discussed and agreed upon, it is the collective responsibility of members to respect the directive of the Chairperson to move on to the next item of the agenda.

Decision-making procedures

7.14 The Community Planning West Dunbartonshire Management Board will operate on the basis of *consensus and informed agreement*. Consensus on any item under consideration will be taken to constitute a majority rather than unanimity. All non-procedural decisions require consensus agreement and support of the members. Where partners cannot agree there will be compromise and negotiation to identify a compromise position all partners can support.

7.15 Members of CPWD may not take a final decision on any matter which is the statutory responsibility of any member organisation and may not take any final decision on the allocation of funds which are the responsibility of any member organisation, unless given the authority by the member organisation. The Management Board, however, may make recommendations.

7.16 Partner organisations are responsible for assessing the risks to their individual organisations of participating in the Partnership. Partnership risks may be highlighted in the individual partners' risk registers.

Code of Conduct

7.17 Members will adhere to the ethical standards and code of conduct in public life. The key aspects of the Code, to which all members of the Partnership should adhere, are: *Duty, Selflessness, Integrity, Objectivity, Accountability & Stewardship, Openness, Honesty, Leadership and Respect*.

7.18 The Chairperson will ensure that, at no time during Partnership business, any member will use language, behaviour or conduct that goes against these codes. Should this occur, the Chairperson will ask the member to desist. Should the language and/or behaviour continue, the Chairperson has the power to ask the member to leave the meeting and this will be recorded in the minutes of the meeting.

Declaration of Interest and conflict of interest

7.19 Any member of the Community Planning West Dunbartonshire Management Board who has a personal financial interest, a business interest or any other direct or indirect private or personal interest in a matter under discussion *should immediately declare that interest* and take no part in the discussion of this matter. Where appropriate, the member should absent himself/herself from the meeting while the discussion takes place.

7.20 In utilising their authority and carrying out the responsibilities delegated to them, officers from statutory bodies on the Community Planning West Dunbartonshire Management Board must comply with the terms of Code of Conduct for their respective organisation with regard to *conflict of interest*. Rules of *conflict of interest*, contained in the *Code of Conduct for Councillors*, must be adhered to by Elected Members involved in community planning.

7.21 All other members of the Community Planning West Dunbartonshire Management Board should adhere to these agreed procedures in relation to *declaration of interest* and *conflict of interest*.

Confidentiality

7.22 Members of the Partnership may gain access to information and documents that are not fully in the public sphere. There is a variety of reasons for confidentiality and all members should respect the confidentiality requirements of the Partnership.

7.23 Officers/Partners should ensure that documents distributed to members are clearly marked with information that is confidential. The Partnership should be mindful of the Freedom of Information Act and how to direct requests through the appropriate channels in order to meet the requirements of that act.