

Agenda Item	4.
Report No	CPB/4/22



Highland Community Planning Board – 9 September 2022

Terms of Reference – Update and Review

Report by: Head of Community Support and Engagement, Highland Council

Recommendations:

The CPP Board is asked to:

- Note the update outlining the purpose and remit of the CPP Board;
- Consider and agree the proposed changes to the Terms of Reference;
- Agree any further amendments to the Terms of Reference.

1. Background

- 1.1 In December 2019, the CPP Board agreed a new Terms of Reference. The purpose was to articulate the roles and responsibilities of the Board and improve overall governance and accountability. The Terms of Reference includes the purpose and structure of the CPP including the remits of the Board and Partnership Co-ordinating Group and HOIP delivery groups. The current Terms of Reference is set out in Appendix 1.
- 1.2 This paper provides an update on the Terms of Reference for new Board members and seeks approval of a number of proposed amendments to the Terms of Reference.

2. Remit of the CPP Board

- 2.2 The remit of the Board covers several key areas:
- To provide collective strategic leadership and oversight of service delivery with the aim of improving services and outcomes for Highland communities.
 - Promote and develop improved partnership working.
 - To provide vision, direction and governance for community planning activity.
 - To provide oversight and scrutiny of partnership activity and priorities. This includes statutory oversight of:
 - Highland Outcome Improvement Plan
 - Highland Community Justice Plan

- Highland Alcohol and Drug Joint Strategy
- Highland Community Learning and Development Plan

As the strategic body for partnership working in Highland, the Board also provides oversight for a number of other core partnership groups.

- For Highlands Children Strategic Group
- Adults Commissioning Group
- Public Protection Chief Officer's Group
- Contest Board
- Environmental Forum
- Highland Alcohol and Drugs Partnership
- Highland Cultural Strategic Board

3. Proposed Amendments to the Terms of Reference

3.1 The following amendments are proposed to the Terms of Reference:

3.1 Remit

- Amend the references to *For Highland's Children* to reflect the Integrated Children's Service Plan and Board.

3.2 Membership

- A request has been received from the UHI Executive Office to increase UHI membership to 2 – one from the Executive Office and one from the college network.

3.3 Meetings

- It is proposed to change the quorum level to one third from the current half.

6 – Community Partnerships

- Amend the remit to reflect the change to local partnership plans agreed in November 2021
- Remove the requirement for all partnership meetings to be public meetings and instead include requirement for public engagement sessions to promote involvement and participation.

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Date: 2-9-22

Appendices: CPP Board Terms of Reference

Highland Community Planning Partnership

Terms of Reference

1. Partnership Purpose

1.1 The Community Empowerment Act (2015), set out a new direction for community planning in Scotland. Community planning is about how public bodies work together and with the local community, to plan for, resource and provide services which improve local outcomes. This is with a view to reducing inequalities.

1.2 Core principles underpin the work of a Community Planning Partnership. These include:

- Strong shared leadership
- Governance and accountability – apply effective challenge and scrutiny to the delivery of priorities
- Tackling inequalities and focusing on prevention
- Resourcing improvement
- Community participation and co-production
- Understanding community needs
- Focus on key priorities – those which will have greatest effect in improving outcomes and reducing inequality
- Measuring performance

1.3 In Highland, the Community Planning Partnership has refocused following the change in duties and responsibilities. The core work of the Partnership is set out in the Highland Outcome Improvement Plan and this shapes and drives the activity of the Partnership.

1.4 The Partnership is governed by a Board supported by a Partnership Co-ordinating Group. HOIP Delivery groups focus on delivering the partnership outcomes set out in the HOIP whilst at a local level, 9 Community Partnership drive local planning and priorities through locality plans and plans for children and adult health and social care.

2. Structure



3. Community Planning Partnership Board

3.1 Remit

To provide collective strategic leadership and oversight of service delivery with the aim of improving services and outcomes for Highland communities.

Promote and develop improved partnership working.

To provide vision, direction and governance for community planning activity.

To provide oversight and scrutiny of partnership activity and priorities. This includes statutory oversight of:

- Highland Outcome Improvement Plan
- Highland Community Justice Plan
- Highland Alcohol and Drug Joint Strategy
- Highland Community Learning and Development Plan
- **Integrated Children's Service Plan**

For the Highland Outcome Improvement Plan:

- The HOIP will consist of 10 year outcomes and 3 year and 1 year priorities to deliver against these outcomes.
- The Board will determine a performance management framework to ensure consistency of reporting and the ability to identify areas of concern.
- The Board will review the HOIP priorities and delivery against these priorities annually through an annual review of the HOIP

The Board will develop a strategic risk register. This will be reviewed at every meeting with mitigating actions identified.

An action log will be developed and will be considered and updated at each Board meeting.

As the strategic body for partnership working in Highland, the Board will receive reports on occasion from the following core partnership groups.

- ~~For Highlands Children Strategic Group~~ to **Integrated Children's Services Board**
- Adults Commissioning Group
- Public Protection Chief Officer's Group
- Contest Board
- Environmental Forum
- Highland Alcohol and Drugs Partnership Strategy Group
- Highland Cultural Strategic Board

3.2 Membership

Membership of the CPP Board is confined to core partners to ensure effective scrutiny and operation. Members of the Board will include:

- 5 statutory partners
- Third sector representatives: Highland Third Sector Interface and High Life Highland
- Organisations with a Highland wide remit and cross priority focus

Core Membership:

- Police Scotland: Chief Superintendent
- Scottish Fire and Rescue Service: Local Senior Officer
- Highlands and Islands Enterprise: Director
- Highland Council: 2 Elected Members, Chief Executive
- NHS Highland: 1 Non-Executive Board Member, Chief Executive, Director of Public Health
- Scottish Government: Location Director
- 1 Community Partnership Representative

Third Sector:

- Highland Third Sector Interface: two members
- High Life Highland: Chief Executive

Highland Wide Organisations

- NatureScot – one senior officer
- UHI – one senior officer
- SDS – one senior officer

Organisations will be expected to provide a substitute for any member unable to attend.

In Attendance:

- Executive Chief Officer, Health and Social Care, Highland Council
- HOIP Delivery Group Chairs, the Chair of the Community Justice Partnership and the Chair of the Highland Alcohol and Drugs Partnership will be expected to attend to provide performance updates. They will not be members of the Board.
- Community Partnership Chairs may be invited to attend as appropriate.

3.3 Meetings**Frequency:**

The Board will meet on a quarterly basis in February, June, September and December. The focus of these meetings shall be as follows:

- February: Priority setting meeting for forthcoming year
- June: Annual review of previous year's performance
- September: Mid-year review
- December: General update

Two exceptional meetings will be scheduled for April and October. These will be optional, to be used for development or items of exceptional business dependent upon need. These meetings will be at the discretion of the Chair however any member can request items for these meetings through the Chair.

Quorum and voting:

The quorum of the Board will be half its total membership.

Decisions will be by consensus. In exceptional circumstances and when required, voting will be on a simple majority basis. The Chair will have the casting vote.

Chair of the Board:

Will be shared amongst the 5 statutory partners and rotate every 18 months.

4. Partnership Co-ordinating Group

4.1 Remit

The Partnership Co-ordinating Group is responsible for:

- co-ordinating and monitoring partnership priorities
- reporting performance to the Board
- ensuring alignment between strategic and local priorities and monitoring shared performance
- identifying successes and good practice
- identifying where resources are required deliver improvement
- identifying where training or development is required across the partnership in order to deliver improvement
- to agree Community Partnership representation on the Board

4.2 Membership

Membership of the Partnership Co-ordinating Group will be:

- HOIP Delivery Group Chairs
- Community Partnership Chairs
- Chair of the Community Justice Partnership
- Co-ordinator of the Highland Alcohol and Drug Partnership
- HTSI
- Skills Development Scotland

4.3 Meetings

Frequency:

Meetings of the Group will be every two months to ensure effective monitoring and improvement.

Chairing:

The Chair of the group will rotate each meeting between the 5 HOIP Delivery Group Chairs.

5. HOIP Delivery Groups

5.1 Remit:

- Responsible for the delivery of their outcome and associated priorities
- Will develop an action plan to take forward the identified priorities and deliver against the key outcome
- May task other relevant partnership groups for the delivery of particular actions.
- Will be responsible for ensuring delivery of the cross-cutting themes in relation to their outcome.
- Will take cognisance of the locality plans developed by Community Partnerships in relation to the delivery of their outcome and priorities identified.
- Will develop appropriate performance indicators in order to measure the delivery of each action plan.

- Responsible for reporting on outcome area to the Board, reflecting performance locally and strategically to deliver against the outcome.

5.2 **Membership**

- Representation from each of the five lead partners and third sector plus others as appropriate and required.
- Will include a named person from the Equality and Diversity Group.

5.3 **Meetings**

- A minimum of 4 per year
- Meetings will be chaired by one of the 5 lead agencies as per agreement of the Board. This agency will be responsible for chairing and organising the meeting however all partners are equally responsible for activities, actions and delivery.

5.4 **Review**

- Every three years, each group will be responsible for leading on the review of the three year priorities for their particular outcome.

6. **Community Partnerships**

6.1 **Remit**

- Developing a **local plan for whole partnership area which will include:**
 - **Actions for Children and Adults**
 - **Actions to address inequality including by geography, community of interest and thematically for the area**
 - ~~Develop Locality Improvement Plans/CLD plans focusing on communities facing the greatest level of inequality as a result of socio-economic disadvantage~~
- Identify local actions and priorities

6.2 **Membership**

- All 5 statutory partners – Scottish Fire and Rescue service, HIE, Highland Council, NHS Highland, Police - and Third Sector representation arranged by the Highland Third Sector Interface at each Local Partnership
- Other 10 named partners would attend as and when required on a thematic basis
- Local partnerships to determine other organisational representation including community organisations
- All partners have shared and equal responsibility

6.3 **Meetings**

- Local partnerships will meet no less than 4 times annually
- Consider taking a thematic approach to meetings
- Scrutiny of local plans should be action focused and based on evidence
- ~~Meetings should be in public but not public meetings. There should be the opportunity on each agenda for members of the public to contribute~~ **Will hold wider public engagement sessions to ensure community participation and involvement in partnership activity.**