

Agenda Item	13.
Report No	CPPB/7/24



Highland
Community
Planning
Partnership

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Highland Community Planning Partnership Board – 1 March 2024

Community Planning Partnership Terms of Reference

Report by: CPP Senior Officers

Summary

The paper summarises the updates and amendments made to the Community Planning Partnership Terms of Reference.

The Board are asked to:

1. Agree the updated Terms of Reference.

1. Background

- 1.1 Following discussions at the June 2023 Board meeting, and the recruitment of the Partnership Development Team, the Senior Officers Group have updated and amended the Terms of Reference to take account of Board and wider partnership developments.

2. Summary of updates

- 2.1 The CPP Terms of Reference have been updated to include details reflecting the current Community Planning structure in Highland. This has included:
 - The Partnership Structure diagram has been updated to reflect the current structure.
 - The Community Planning Partnership Board section has been reviewed to demonstrate the current Remit, Membership and Meetings information.
 - Per agreement by the Board, the Chair of the Board section has been updated to reflect the extension to 24 months, with the rotation beginning on 1st October to 30th September. The rotation of the Chair has been added.
 - Following discussion at the Partnership Coordinating Group in November 2023, this section has been updated to reflect the inputs gathered from Membership of this group. This includes amendments to update to the Remit, Membership, and Meetings.
 - Amendments have been made to the HOIP Delivery Groups section, updates are reflected within Remit, Membership, Meetings and Review sections. It

should be noted that this will require further update following agreement of the revised HOIP and accompanying Delivery Plan.

- A number of updates have been included in the Community Partnerships section, reflecting the current Remit, Membership, Meetings and Review requirements with the Partnership Development Team in place.
- A Community Partnerships: Minimum Standards Model, heading has been inserted to reflect the introduction of the Model.

3. Independent Chairs

- 3.1 Per discussion at the June 2023 Board meeting, a section covering recruitment of Independent Chairs within the wider Community Planning Partnership structure has been added.

Recommendation

The Board is asked to:

- i) Agree the updated Terms of Reference.

Author: CPP Senior Officers

Date: 21st February 2024

Appendices: HCPP Terms of Reference Updated February 2024



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Terms of Reference Updated February 2024

1. Partnership Purpose

- 1.1 The Community Empowerment (Scotland) Act 2015 sets out the direction for community planning in Scotland. Community Planning is a process which helps public agencies to work together and with the community to plan and deliver better services which make a real difference to people's lives. Tackling inequalities is a specific focus.
- 1.2 Core principles underpin the work of a Community Planning Partnership. These include:
 - Strong shared leadership
 - Community participation and co-production
 - Governance and accountability – apply effective challenge and scrutiny to the delivery of priorities
 - Understanding community needs
 - Tackling inequalities and focusing on prevention
 - Resourcing improvement
 - Measuring performance
- 1.3 The Community Planning structure in Highland is based on the statutory requirements as outlined in the Act and consists of:
 - **Highland Community Planning Partnership (HCPP):** The Act lists all the public authorities which take part in community planning and places duties on them. These authorities form a Community Planning Partnership (CPP) for each local authority area.
 - **Highland Outcome Improvement Plan (HOIP) 2017 – 2027:** The Act requires each CPP to prepare and publish a local outcome improvement plan (LOIP) which sets out the local outcomes which the CPP will prioritise for improvement.
 - **Locality Plans:** The Act requires CPPs to identify smaller areas within the local authority area which experience the poorest outcomes, and prepare and publish 'locality plans' to improve outcomes on agreed priorities for these communities.
- 1.4 In addition to these statutory requirements Community Planning in Highland has adopted additional delivery mechanisms and consists of:
 - **Community Partnerships:** Due to the large geographical area covered by Highland the area has been split into nine Community Partnerships.
 - **HOIP Delivery Groups:** Five thematic Delivery Groups have been established to deliver against the core outcomes identified within the HOIP.
 - **Partnership Development Team:** The team will provide strategic direction and support alignment of strategic and local priorities.



2. Partnership 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, with a focus on prevention and reducing inequalities.

To promote and develop improved partnership working across partners and between the public and third sector.

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 Drugs Joint Strategy
- Highland Community Learning and Development Plan
- Highland Integrated Children's Service Plan

3.2 Governance

The Partnership is governed by a Board, made up of senior representatives from across the statutory agencies and other partners.

The Board is supported by a Partnership Co-ordinating Group, made up of representatives from across the Community Partnership and HOIP Delivery Group networks.



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HOIP Delivery Groups focus on delivering the thematic outcomes set out in the HOIP.

At a local level nine Community Partnerships drive priorities locally through area-based locality plans and Community Partnership Plans.

The Partnership Development Team is in place to support the Community Planning Partnership structure and reports to the Board, involvement includes the Board, HOIP Delivery Groups, Partnership Coordinating Group and Community Partnerships.

3.3 **Highland Outcome Improvement Plan**

The Highland Outcome Improvement Plan (HOIP) is the Strategic Plan for the Partnership and was developed in 2017. There is a statutory duty for CPPs to create a Local Outcome Improvement Plan in response to the Community Empowerment Act, the HOIP is Highland's response to this duty.

Five Core Outcomes with Priority Areas for Action, and Four Cross-Cutting Themes all directly relating to the Vision were identified, following a period of engagement, by the communities across the Highland area.

- 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.

3.4 **Strategic Risk Register**

The Board will develop a Strategic Risk Register. This will be reviewed at every Board meeting with mitigating actions identified.

3.5 **Action Log**

An Action Log will be developed, considered and updated at each Board meeting.

3.6 **Reporting**

In addition to the oversight noted within the Remit the Board will receive annual reports and updates from the following groups:

- Contest Board
- Highland Environment Forum
- Highland Regional Economic Partnership
- Public Protection Chief Officers Group
- Highland Health and Social Care Partnership
- Active Highland Strategy Group
- Highland Green Health Partnership



3.7 Membership

Membership of the CPP Board is confined to statutory partners as defined in the Community Empowerment Act to ensure effective scrutiny and operation. Members of the Board includes:

- Five statutory partners: Scottish Fire and Rescue Service, Highlands & Islands Enterprise, Highland Council, NHS Highland, Police Scotland
- Third sector representatives: Highland Third Sector Interface and High Life Highland
- Organisations with a Highland wide remit and cross-priority focus including Skills Development Scotland, NatureScot, and University of the Highlands and Islands

Core Membership:

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

Third Sector:

- Highland Third Sector Interface: Two representatives
- High Life Highland: Chief Executive

Highland Wide Organisations:

- NatureScot: One senior officer
- University of the Highlands & Islands: Two senior officers (one from the Executive Office and one from the college network)
- Skills Development Scotland: One senior officer

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

In Attendance:

- Executive Chief Officer, Communities and Place, Highland Council
- Executive Chief Officer, Health and Social Care, Highland Council
- Chief Officer, Community/Highland Health and Social Care Partnership, NHS Highland
- HOIP Delivery Group Chairs; Chair of Community Justice Partnership; Chair of Highland Alcohol and Drug 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.

3.8 Meetings

Frequency:

The Board will meet on a quarterly basis in February, June, September and December.



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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 one third of 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:

The role of Chair will be shared amongst the five statutory partners and rotate every 24 months, commencing from 1st October to 30th September.

The cycle of the Chair rotation across the partners is: HIE – NHS – Police – Fire – HC.

4. Partnership Co-ordinating Group

4.1 Remit

The Partnership Co-ordinating Group remit includes:

- Support Community Partnerships and Delivery Groups to identify and coordinate priorities
- Communicating information and performance reporting to and from the Board
- Ensuring alignment between strategic and local priorities
- Monitoring shared performance across Community Partnerships and Delivery Groups
- Identifying and sharing successes, practical examples and practice – good and bad
- Identifying where resources are required to deliver against priorities
- Identifying where training or development is required across the Partnership
- Agreeing Community Partnership representation on the Board
- Bringing guest speakers for Highland wide relevant themes when the Community Partnerships and Delivery Groups are together
- Providing a support mechanism and offering networking opportunities for Community Partnerships and Delivery Groups

4.2 Membership

Membership of the Partnership Co-ordinating Group includes:

- HOIP Delivery Group Chairs
- Community Partnership Chairs and Vice Chairs
- Staff of Community Justice Partnership
- Staff of Highland Alcohol and Drug Partnership
- Highland Third Sector Interface
- Programme Leads: including Highland Employability Partnership; Whole Family Wellbeing; Community learning & Development; Health and Social Care Partnership; Integrated Children's Service Plan; Are Place Planning; Community Benefits



4.3 Meetings

Frequency:

Meetings of the Group will be organised quarterly, in person where possible, in August, November, February and May. Alternating with HCPP Board meetings, with dates set in advance allowing for Community Partnerships and Delivery Groups to plan their schedule of meeting dates. Additional online meetings will be organised if required between quarterly meetings.

Chairing:

The Chair of the Group will rotate between the HOIP Delivery Group Chairs.

5. HOIP Delivery Groups

5.1 Remit

- Responsible for the delivery of the thematic outcomes and associated priorities identified within the HOIP
- Develop an action plan to take forward the identified priorities and deliver against outcomes
- May task other relevant partnership groups with the delivery of particular actions
- Will be responsible for ensuring delivery of the cross-cutting themes in relation to their outcomes
- Will take cognisance of Locality and Community Partnership Plans developed in Community Partnership areas in relation to the delivery of outcomes and priorities
- Will develop appropriate performance indicators in order to measure the delivery of each action plan
- Responsible for reporting on outcome areas to the Board, reflecting performance locally and strategically to deliver against outcomes
- Share information on priorities and actions with Community Partnerships offering support for local delivery if and when required

5.2 Membership

- Representation from each of the five statutory partners and the third sector plus others as appropriate and required

5.3 Meetings

- Meetings of the Group will be organised quarterly, with a minimum of four per year, with dates set in advance. Additional online meetings will be organised if required between quarterly meetings.
- Meetings will be chaired by one of the five statutory partners as per agreement of the Board. This agency will be responsible for chairing and organising the meetings 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 and setting a new Action Plan
- Each Group will be responsible for delivering an annual report to the Board on progress



6. Community Partnerships

6.1 *Remit*

- Developing a Community Partnership Plan for the partnership area which will include:
 - The new strategies for Integrated Children's Plan, Health and Social Care Plan and Community Learning and Development Plan
 - Actions to address inequality including by geography, community of interest and thematically for the area.
- Identify local actions and priorities ensuring alignment to HOIP
- All Community Partnerships will work towards and maintain the Minimum Standards Model

6.2 *Membership*

- Representation from each of the five statutory partners and the local Third Sector Interface as a minimum core membership plus others as appropriate and required – details included in the Community Partnerships: Minimum Standards Model
- Other named partners will attend as and when required on a thematic basis
- Partnerships to determine other organisational representation including community organisations
- All partners have shared and equal responsibility

6.3 *Meetings*

- Partnerships will meet no less than four times annually – details included in the Minimum Standards Model
- Consider taking a thematic or geographic approach to meetings and structure
- Scrutiny of Community Partnership Plans and Priorities should be action focused and based on evidence
- Will hold a minimum of one wider public engagement sessions per year to ensure community participation and involvement in partnership activity
- Partnerships will be chaired by one of the five statutory partners as per agreement of the Board. This agency will be responsible for chairing and organising the meeting plus providing secretariat support
- All partners are equally responsible for activities, actions and delivery

6.4 *Review*

Each Partnership will be responsible for delivering an annual report to the Board on progress once Priorities and the Community Partnership Plan has been completed.

6.5 **Community Partnerships: Minimum Standards Model**

The Minimum Standards Model developed for Community Partnerships across Highland provides a framework with key parameters which when applied creates the basis of a similar structure across the nine Community Partnerships in Highland.

The aim of the Minimum Standards Model is to create a consistent basis for how all Community Partnerships in Highland establish themselves and conduct their business, allowing for improvements with delivery, monitoring and reporting.



7. Independent Chairs

7.1 The wider Community Planning Partnership structure consists of a number of different groups, including:

- Highland Community Justice Partnership
- Highland Violence Against Women
- Highland Adult Support and Protection Committee
- Highland Child Protection Committee
- Highland Alcohol and Drugs Partnership

These groups operate with Independent Chairs. Although there are different processes that apply to the recruitment of these.

7.2 **Adult and Child Protection Committees**

The Highland Adult Support and Protection Committee and Highland Child Protection Committee operate within the Community Planning Partnerships structure with Independent Chairs. National statutory guidance which is adopted locally provides guidance on the processes involved for the recruitment of Independent Chairs.

The Board will be informed when the recruitment process begins for a new Independent Chair once a tenure is complete, or a current Independent Chair resigns.

7.3 **Process for Identifying Independent Chairs for Partnership Groups**

All remaining partnership groups with independent chairs, or who in the future may wish to appoint an independent chair, will inform the Board of their intention to begin the process of recruiting an Independent Chair. The Board will assess the request based on decision making within the group, funding available and the needs of the group.

All groups will follow the CPP Independent Chair recruitment process set out.

Final decisions relating to the approval of the recruitment of Independent Chairs will be made by the Board. A member of the Board will be included within the interview panel for all Independent Chairs.