

# SCOTTISH BORDERS COMMUNITY PLANNING PARTNERSHIP OPERATING & GOVERNANCE FRAMEWORK

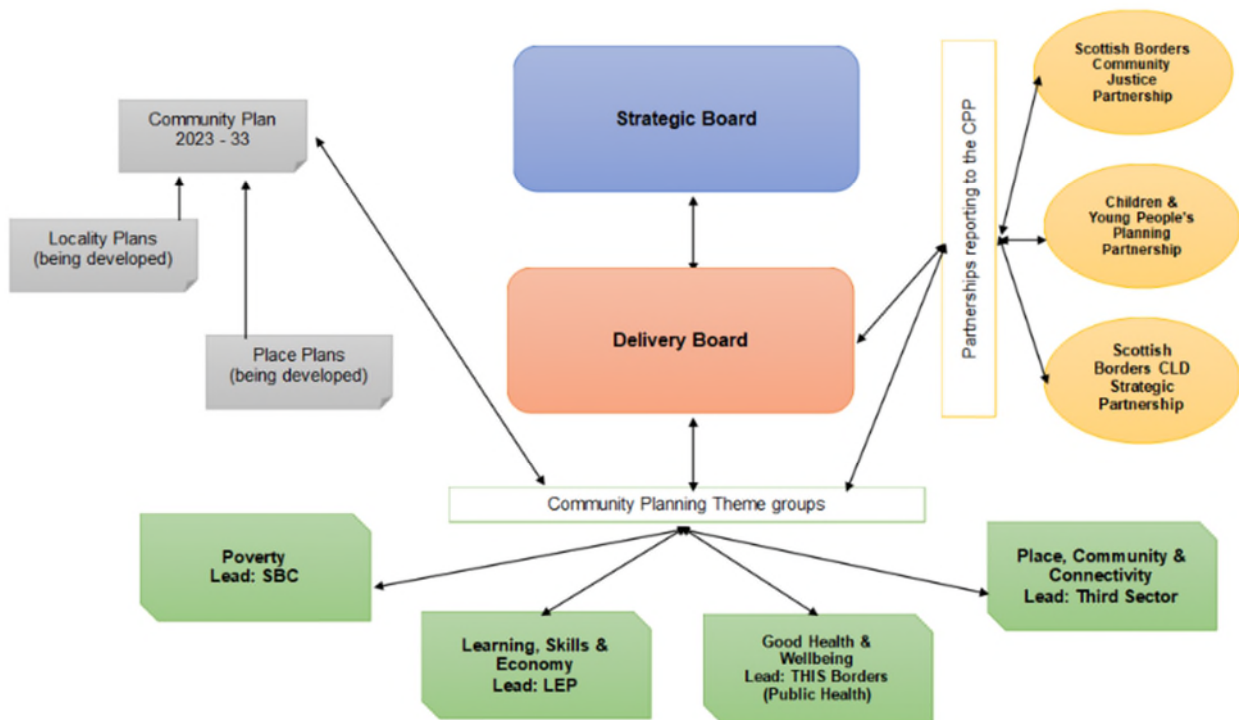
In March 2024 the Community Planning Strategic Board agreed to remove itself from Scottish Borders Council’s committee structure, becoming an unincorporated association. This Framework was developed to replace the constitution which was part of the Council’s Scheme of Administration.

## PARTNERSHIP STRUCTURE

The Community Empowerment (Scotland) Act 2015 requires Community Planning Partnerships to put in place structures and arrangements which support effective community planning to tackle local challenges and improve local outcomes, with a particular focus on reducing inequality.

The following diagram sets out the governance structure of the Community Planning Partnership, including the relationship with the Community Plan Theme Groups and the local partnerships which report into the Community Planning Partnership.

Community Planning Partnership Governance Structure and key documents



## **STRATEGIC BOARD**

### **Remit and Exercise of Function**

The remit of the Strategic Board is to:

1. Set the vision for the Community Planning Partnership.
2. Give strategic direction to the Delivery Board.
3. Approve, monitor and evaluate progress on the Community Plan (Local Outcomes Improvement Plan) and the individual Locality Plans.
4. Monitor the work of, and liaise with, the Delivery Board and Themed Delivery Groups.
5. Find consensus in reaching decisions on those issues that involve competing interests or are controversial or contentious.
6. Work together to resolve any problems arising from significant issues.
7. Sign off the Annual Report on Community Planning.
8. Liaise with the Scottish Government on matters pertaining to the Community Planning Partnership.
9. Approve plans and strategies developed by the Children and Young People's Planning Partnership, Community Justice Partnership, and Community Learning & Development Strategic Partnership.
10. Engage with the Improvement Service to undertake a biennial self-assessment.

### **Membership**

Elected Members, Chairs, Non-Executive Directors and Senior Officers (Police Scotland and Scottish Fire & Rescue Service) representing the following organisations

- Borders College: one representative
- Integration Joint Board: one representative
- Live Borders: one representative
- NHS Borders: two representatives
- Police Scotland: one representative
- Registered Social Landlords: one representative
- Scottish Borders Community Councils Network: one representative – under review
- Scottish Borders Council: three representatives which shall be the Executive Member, one member of the Administration and one member of the Opposition
- Skills Development Scotland – one representative
- Scottish Fire and Rescue Service: one representative
- South of Scotland Enterprise: one representative
- Third Sector Interface: one representative

## **Chair**

The Chair of the Board is rotated between the five partners with a statutory duty to deliver community planning. These being:

- NHS Borders
- Police Scotland
- Scottish Borders Council
- Scottish Fire & Rescue Service
- South of Scotland Enterprise

The term of office is two years running from April - March.

## **Vice Chair**

The Vice Chair is appointed from one of the five partners with a duty to deliver community planning. They are from a different partner organisation to the Chair. The term of office is two years, running from April – March, after which they (the organisation) will take on the role of Chair.

The total organisational commitment in the role of Vice Chair and then Chair is therefore four years.

## **Meetings**

The Strategic Board meets four times a year. Meetings will be a hybrid of online and in person to enable as many partners as possible to attend.

## **Quorum**

The quorum for meetings is not less than a third of the membership organisations.

## **Voting**

Decisions by Members of the Strategic Board shall be made by either a majority approval at a meeting or via email if a decision is required out of the meeting cycle. If the number of votes for and against a proposal are equal, the Chair shall have the casting vote, unless the Chair is otherwise excluded from participating in the relevant vote (e.g. should they have a conflict of interest etc.), in this instance the Vice Chair, or interim Chair, will have the casting vote.

Any decision made via email outwith the meeting cycle must be recorded at the next board meeting. All decisions should be made by consensus. If it is not possible to reach a decision by consensus, a vote will be held.

All members of the Board have one vote with each carrying equal weight. In the event of the number of votes cast being tied, the Chair has the casting vote.

## **Declarations of Interest**

Board Members are required to declare when they have a business or personal interest in agenda items and remove themselves from the meeting for the duration of that item and shall not be counted as part of the quorum.

## **Secretariat**

The secretariat function is provided by Scottish Borders Council and will be reviewed at a future date.

## **Record of Decisions**

Minutes of each meeting of the Strategic Board will be prepared and shall include time and place of the meeting, those attending, any conflicts of interest noted and all decisions made at such meetings by the Members.

Draft minutes will be approved at the next meeting of the Strategic Board, signed by the Chair. A copy of the final minutes will be made available to the Partnership and published online.

## **COMMUNITY PLANNING DELIVERY BOARD**

### **Role**

The remit of the Delivery Board is to:

1. Manage all operational functions as directed by the Strategic Board.
2. Oversee the development, publication and the delivery of the Community Plan (Local Outcomes Improvement Plan) and Locality Plans.
3. Direct activities, scrutinise performance, evidence change and report progress to the Board regarding the programmes of work undertaken by the Themed Delivery Teams.
4. Provide recommendations and progress updates to the CPP Strategic Board on strategic issues and the allocation of partnership resource.
5. Agree the level of resources required to deliver the work of the Community Planning Partnership. \*
6. Oversee and influence the strategic direction of the Children and Young People's Planning Partnership, the Community Justice Partnership, and the Community Learning & Development Strategic Partnership.

\* It is anticipated that Board members may need to seek approval from their own organisations before making some decisions and/or committing resources.

### **Membership**

Chief Executives and Senior Officers representing the following organisations:

- Berwickshire Housing Association
- Borders College
- Department of Work & Pensions
- Eildon Housing Association
- Historic Environment Scotland
- Integration Joint Board
- Live Borders
- NatureScot

- NHS Borders
- Police Scotland
- Scottish Borders Council
- SBHA
- Scottish Fire and Rescue Service
- Skills Development Scotland
- SEStran
- South of Scotland Enterprise
- Sport Scotland
- Third Sector Interface
- Waverley Housing

While the number of representatives per organisation are not fixed attendance should be limited to those playing an active part in the meeting.

### **Chair**

The Chair of the Board is rotated between the five partners with a responsibility to deliver community planning. These being:

- NHS Borders
- Police Scotland
- Scottish Borders Council
- Scottish Fire & Rescue Service
- South of Scotland Enterprise

The term of office is two years running from April - March.

### **Vice Chair**

The Vice Chair is appointed from one of the five partners with a responsibility to deliver community planning. They are from a different partner organisation to the Chair. The term of office is two years, running from April – March, after which they will take on the role of Chair.

### **Meetings**

The Delivery Board meets four-times a year with the option for additional meetings as required. Meetings will be a hybrid of online and in person to enable as many partners as possible to attend.

### **Quorum**

The quorum for meetings is not less than a third of the membership organisations.

### **Voting**

All decisions should be made by consensus. If it is not possible to reach a decision by consensus a vote will be held. All members of the Board have one vote with each carrying equal weight. In the event of the number of votes cast being tied, the Chair has the casting vote.

### **Decision making**

Decisions required outwith the meeting cycle shall be made by email. Decisions made by email are reported at the next meeting and included in the formal minute.

## **Secretariat**

The secretariat function is provided by Scottish Borders Council and will be reviewed at a future date.

## **DELIVERY THEME GROUPS**

The Community Planning Partnership's Community Plan 2023/33 sets out 11 priority outcomes which sit under four themes which are delivered through Themed Delivery Groups.

These Delivery Groups are a mix of physical and virtual groups and report progress to the Community Planning Partnership Boards on a quarterly basis.

Theme 1 – Poverty: a virtual group that identifies actions to fill gaps in services

Theme 2 - Learning, Skills & Economy: the Local Employability Partnership has absorbed the Community Plan outcomes into its work streams

Theme 3 - Good Health & Wellbeing: THIS Borders (Tackling Health in the Scottish Borders) is building on its improving public health remit.

Theme 4 - Place, Community & Connectivity: a new theme group has been established and is working closely with THIS Borders due to the links between the two themes.

## **PARTNERSHIPS REPORTING TO THE COMMUNITY PLANNING PARTNERSHIP**

There are three partnerships that sit under the Community Planning Partnership's governance structure. Each of these partnerships has its own membership, operating structure as well as appropriate plans and strategies. These being:

### **Children & Young People's Community Planning Partnership**

The Children and Young People's Planning Partnership (CYPPP) is an improvement partnership in the Scottish Borders, comprising key stakeholders who deliver services to children and young people. The partnership's primary responsibilities include delivering the Promise, Corporate Parenting responsibilities, and the Integrated Children & Young People's Plan. The CYPPP ensures the implementation of national frameworks such as Getting It Right For Every Child (GIRFEC) and the United Nations Convention on the Rights of the Child (UNCRC), aiming to improve outcomes for children, young people, and their families through collaboration and strategic planning. The partnership champions the needs of children and families, ensuring their voices are heard in decision-making processes.

The CYPPP met monthly initially and then bi-monthly once established, with special meetings as needed. It is chaired by the Scottish Borders Council Director of Education, with plans to include young people as co-chairs. Decisions are made by consensus or vote, with the chair having a casting vote in case of a tie. The partnership reports quarterly to the Community Planning Partnership and aligns its work with other relevant partnerships to ensure cohesive service delivery.

### **Community Justice Partnership**

The Community Justice Partnership (CJP) in the Scottish Borders, established under the Community Justice (Scotland) Act 2016, provides strategic leadership and accountability for community justice services. The CJP focuses on prevention, early intervention, and reducing reoffending, aligning resources to achieve these outcomes. The partnership integrates planning and delivery across agencies, monitors performance using the national framework, and reports progress to the Community Planning Partnership (CPP).

The CJP meets quarterly, with a quorum of five members, and is chaired by an appointed member for a minimum of two years. In the absence of the Chair, the Vice-Chair, who rotates every six months, assumes the role. Decisions are made by consensus or vote, with the chair having a casting vote if needed. The CJP collaborates with other relevant groups and ensures effective communication and governance. It is accountable to both the CPP's Strategic Board and Delivery Board, reporting on progress and performance regularly. The Board may also create short-life working groups to address specific issues.

### **Community Learning & Development Strategic Partnership**

The Community Learning and Development Strategic Partnership is a multi-agency group in the Scottish Borders, established to set the strategic direction and oversee the delivery of community learning and development. The partnership aims to improve life chances and strengthen communities through collaborative efforts, informed by regular performance monitoring and evaluation.

The CLD Strategic Partnership meets at least every three months, with special meetings as needed. The partnership is chaired by a representative nominated by the group, with a deputy chairperson also appointed from its membership. Both roles rotate every two years. Decisions are made by consensus or vote, with the chair having a casting vote in case of a tie. The partnership includes members from various organisations, ensuring diverse representation and collaboration.

The partnership is responsible for developing a three-year strategic plan, aligning with the CPP's priorities, and ensuring strategic priorities are met. It engages with learners and communities to shape service planning and delivery, promotes joint working, and reports progress to the CPP every six months. The partnership also ensures efficient use of resources and robust communication across communities and agencies.

### **Partnership Reporting**

To ensure that the Community Planning Partnership Boards are aware of the work of these partnerships and how it relates to the priority outcomes in the Community Plan, each partnership submits a quarterly performance monitoring report. Each report sets out:

- The key issues, progress updates, and future plans regarding the delivery of their current plan/strategy.
- The current key activities, projects, and initiatives that specifically contribute to the outcomes, overarching themes, and the cross-cutting issue identified in the Community Plan along with any positive impacts they may have on local communities.

## **PERFORMANCE**

The Community Planning Partnership has a Performance Management Framework in place. This is available on SBC's website: [CPP Performance Management Plan | Scottish Borders Council \(scotborders.gov.uk\)](#)

## **COMMUNICATION & MARKETING**

### **Website**

The Partnership is in the process of developing a standalone website. This section will be updated once the website goes live.

### **Branding**

The partnership uses the Our Scottish Borders branding (shown below). Guidance to how it is used is being developed.



## **AMENDING THE FRAMEWORK**

The Framework may be amended by the agreement of no less than 80% of the Delivery Board Membership prior to agreement by no less than 80% of the Strategic Board. Agreement may be gathered by email.