

REPORT TO: Policy & Resources Committee - 25 June 2007

REPORT ON: Dundee City Council's Scheme of Decentralisation

**REPORT BY: Director of Leisure and Communities
Assistant Chief Executive (Community Planning)**

REPORT NO: 352-2007

1.0 PURPOSE OF THE REPORT

- 1.1 The report evaluates the effectiveness of the current arrangements for the Council's Decentralisation Scheme and recommends the establishment of Local Community Planning Partnerships (LCPP's) to replace the existing Neighbourhood Partnership Networks (NPN's).
- 1.2 The report also presents the rationale for the re-alignment of Dundee City Council's Decentralisation boundaries with the new multi-member ward areas and seeks approval for these changes if the rationale is accepted.

2.0 RECOMMENDATIONS

It is recommended that Committee approve:

- 2.1 the re-alignment of the Council's Decentralisation Areas with the local community planning areas and the new multi-member electoral wards.
- 2.2 the establishment of LCPP's to replace NPN's as the structure responsible for delivering, the Council's Decentralisation Scheme and the development of local community plans.
- 2.3 the LCPP's draft remit and membership proposed in the report.
- 2.4 the proposed arrangements for servicing and supporting the development of the LCPP's.
- 2.5 remit the draft content of para 2.3 to the Assistant Chief Executive (Community Planning)/Director of Leisure & Communities to discuss and finalise with community planning key partners.

3.0 FINANCIAL IMPLICATIONS

- 3.1 The re-alignment of the Decentralisation Area boundaries will require the Council and its partner agencies to support the development of eight LCPP's and eight sets of local strategies and plans, rather than seven. This can only be contained within existing resources provided that existing staff support levels are maintained and if the Committee accepts that existing resources will be spread more thinly.

4.0 SUSTAINABILITY POLICY IMPLICATIONS

4.1 Sustainability

The creation of an additional Decentralisation Area will improve the Council's ability to achieve the Community Plan's underpinning principles of sustainability, social inclusion and active citizenship.

LCPP's will enable Council Departments to work together with partner agencies at a local area level to enable services and activities to be delivered in a sustainable manner. This approach will also deliver best value and as far as possible, mitigate against any adverse effects on the environment, with regard to social and economic conditions.

4.2 Strategic Environment Assessment

The report falls outwith the scope of Strategic Environment Assessment.

4.3 Anti-Poverty

The creation of eight Decentralisation Areas will improve the Council's ability to target resources and services towards groups of people who are particularly likely to suffer from poverty.

LCPP's will encourage all sections of local communities to participate in decision-making and collective action with others.

5.0 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 The re-alignment of the Decentralisation Area boundaries with the new multi-member wards will improve the Council's ability to consult and involve target groups on all issues that effect them and improve their participation in civic and community life.

5.2 Dividing the existing Dundee Central Area into two new areas will improve LCPP's awareness of the diversity and equality issues that exist for the wide range of ethnic minority groups who live there.

6.0 BACKGROUND

6.1 Dundee City Council's Scheme of Decentralisation

The Council's Scheme of Decentralisation was approved in accordance with Scottish Office Guidance in 1997 and revised in 2002. The Decentralisation Scheme aims are detailed in Appendix One.

The existing Decentralisation Areas are defined by the old electoral ward boundaries, which up to now have been consistent with the non-denominational secondary schools catchment areas and the NHS Public Health Network Zones.

6.2 Neighbourhood Service Teams (NST's)

NST's were established under the original Decentralisation Scheme as the vehicle to bring the Council closer to communities.

NST's had a fixed membership and met on a regular quarterly basis. The NST's primary function was service co-ordination and interacted with local communities through Neighbourhood Forum Events.

The NST's had a degree of success in identifying and responding to local community issues. However, Departments were not held accountable for the actions they were given responsibility to take forward and there was little involvement from partner agencies or ongoing dialogue with local groups. The Neighbourhood Development Groups charged with overseeing the regeneration process in social priority areas were more successful in these areas.

The NST's had more of an information sharing role than a strong action focus. The fixed membership and meeting pattern meant that the most appropriate departmental representatives were not always in attendance at meetings to discuss the pertinent issues and the NST's found it difficult to respond to issues raised in between meetings.

6.3 Neighbourhood Partnership Networks (NPN's)

NPN's replaced the NST's following a review of the Council's Decentralisation Scheme in 2002. The NPN's were chaired by middle or senior managers, had a flexible membership and met as and when required. This made the NPN's more flexible in their approach and more responsive to local needs and issues.

Partner agencies became involved in the NPN's with Tayside Police/Fire and Rescue, NHS Tayside and Voluntary Sector organisations (with a major service delivery role at a local area level) represented on the groups.

The NPN's were given responsibility for developing and delivering the local community plans during the period 2004-2007 and interacted with the community through a broad range of local community engagement strategies.

The NPN Review (2006), revealed that although the networks had successfully progressed around 90% of the items contained in the local community plans, there had been difficulties securing Departmental commitment to attend meetings and deliver agreed partnership working commitments. Lack of communication between NPN members and their Departments limited the effectiveness of the networks.

6.4 Local Structures, Strategies and Plans

A number of local partnership structures have been developed in line with existing Decentralisation Area Boundaries. The membership of these groups are by and large based on officers geographic locations. These structures include the NPN's, Local Community Learning and Development Partnerships, Integrated Children's Services Groups and the Public Health Network Groups. Community Councils and Local Community Regeneration Forum boundaries are currently contained within each of the Decentralisation Area boundaries. (See Appendix Two)

Dundee's approach to the development of local community plans and community engagement strategies has been held up by Audit Scotland and the HMle as examples of good practice. Local community plans, community profiles and local community engagement strategies are currently produced for each Decentralisation Area.

6.5 Elected Member Engagement

Local elected member attendance at NST and NPN meeting was rare, as representation on these groups was usually limited to Council Officers. Elected member engagement in the work of the local community regeneration forums has been sporadic.

Although not all elected members attend all meetings of the above-mentioned groups, they have been hugely supportive of the work that they do, participating regularly in NPN activities and events.

The establishment of the new multi-member electoral wards has prompted many local authorities to examine the extent to which their local areas structures can be used to facilitate elected member engagement. It is recognised that in Dundee there is an opportunity to build on the strengths of the NST's and NPN's and establish a devolved structure that would allow elected members to work together towards a common purpose.

6.6 Servicing and Support

Local Community Regeneration Teams led by a full-time Communities Officer, deliver community engagement, community capacity building, local community planning and NPN support in each of the five Decentralisation Areas which have community regeneration priority areas. The two non-priority areas (West End and Broughty Ferry) are supported by a 0.5 Communities Officer in each area.

The development of local community engagement strategies based on the National Standards For Community Engagement place a significant responsibility on those local teams to achieve standards that will stand up to inspection and audit.

7.0 LOCAL COMMUNITY PLANNING PARTNERSHIPS

7.1 Purpose

It is recommended that Local Community Planning Partnerships are established in place of the Neighbourhood Partnership Networks. LCPP's will build on the strengths of previous models and have the advantage of partner involvement. The LCPP's purpose is consistent with Dundee City Council's Decentralisation Scheme objectives, detailed in Appendix One.

7.2 Functions

The LCPP's functions should be aligned to their remit and are summarised as follows:

- to support the development, implementation, monitoring and evaluation of local community plans
- to identify and address issues of local concern
- to improve the linkages between strategic priorities and local delivery
- to facilitate the integrated delivery of local services
- to combat disadvantage by targeting partner resources towards the areas of greatest need
- to facilitate local community involvement in the planning and delivery of public services
- to evaluate the impact of services on local communities
- to strengthen the system of representative democracy at local area level by supporting the development of structures which will enhance the influence of local people in decision-making which effects their communities.

7.3 Membership

LCPP's will build on the effective partnership working developed through the NPNs.

Dundee City Council Departments will be represented on the LCPP's alongside representatives from the partner agencies identified in Appendix Three. Local elected members will be represented on the LCPP's. There will be a network of contacts from other Dundee City Council Departments and partner agencies to facilitate their involvement in relevant matters. This will ensure that all of the Dundee Partnership's Community Planning themes are adequately addressed in the local community planning process.

Community representation may vary from area to area but for most partnerships, representation will be drawn from Community Councils, Local Community Regeneration Forums, recognised Neighbourhood Representative Structures and local tenants and residents groups. The process for electing community representatives on to the LCPP will be defined in a local governance framework.

8.0 LCPP REMIT

8.1 The proposed LCPP remit is detailed in Appendix Four.

9.0 LCPP AREAS

9.1 LCPP areas will be aligned with Dundee City Council's Decentralisation areas and the new multi-member ward boundaries (see Appendix Five).

9.2 The extent to which Community Council boundaries can be nested within the multi-member wards will be reviewed.

10.0 OPERATIONAL ARRANGEMENTS

10.1 It is recommended that a local governance framework and rules for the declaration of interests be established.

10.2 The Governance Framework would refer to the appointment and role of the chair, working arrangements, the quorum, frequency of meetings, sub-groups, partnership support, notice of meetings, access to information, format of meetings, recording of meetings, conflict resolution and provision for making any amendments.

10.3 It is anticipated that the LCPP's will be chaired by a 1st/2nd tier member of Dundee City Council Management.

- 10.4 It is recommended that the LCPP Core Group should meet around four or five times a year as required, with the power to appoint sub-groups to deal with specific business and/or short-life working groups to identify and address issues of community concern.
- 10.5 An annual LCPP event will be organised to bring together stakeholders from other local partnership groups to ensure a co-ordinated approach.
- 11.0 RE-ALIGNMENT OF DECENTRALISATION AREAS WITH THE MULTI-MEMBER WARD BOUNDARIES**
- 11.1 The new electoral ward boundaries are very closely matched to six of the seven existing Decentralisation boundaries (see Appendix Five). However, the new boundaries divide the Dundee Central area into two. The new Maryfield Ward includes the Stobswell and the City Centre areas and the Coldside ward includes Fairmuir, the Hilltown, the Law and the Gens areas.
- 11.2 The re-alignment of the Council's Decentralisation Areas and with the local community planning areas and the new electoral wards would mean the creation of eight areas rather than seven.
- 11.3 Boundary re-alignment will in effect create a more even distribution of the Dundee population areas across each of the proposed Decentralisation Areas. (See Appendix Six)
- 11.4 The Dundee Partnership's Community Engagement resources will be more evenly distributed across the five Community Regeneration priority areas.
- 11.5 The new Decentralisation Areas will be more or less co-terminus with the Integrated Children's Service Plan boundaries.
- 11.6 Elected member engagement will be made easier by matching the local community planning areas to the multi-member electoral wards. This will facilitate and encourage local elected members to work together to support the local community planning process.
- 12.0 IMPACT ON LOCAL STRUCTURES, STRATEGIES AND PLANS**
- 12.1 The structures identified in 6.4 will remain unaltered for six of the seven local community planning areas. However, two new LCPP's will be created to service and support the Maryfield and Coldside areas.
- 12.2 Local Community Learning and Development Partnerships will be subsumed into the LCPP's, with sub-groups continuing to operate at a local level alongside the Public Health Networks and the Integrated Children's Services groups.
- 12.3 Local Community Regeneration Forums will operate as LCPP sub-groups across the five community regeneration priority areas.
- 12.4 An annual LCPP event will be organised to ensure the development of a co-ordinated approach.
- 12.5 The Community Regeneration Forum that covers Stobswell, Fairmuir and the Hilltown will continue to function across the Maryfield and Coldside areas. Mechanisms will be put in place to ensure continuity of servicing and support.
- 12.6 The Scheme for the Operation of Community Councils will be reviewed to examine the extent to which the Community Council areas can be nested within the new elected ward and decentralisation boundaries.
- 12.7 An additional set of local community plans, community engagement strategies and community profiles will be created for the Maryfield and Stobswell areas in addition to the six to be produced for the other areas.
- 13.0 RESOURCES, SERVICING AND SUPPORT**
- 13.1 It is not anticipated that LCPP's will be allocated devolved budgets at this stage, but the LCPP's will have a role in resource allocation described in Appendix Four.

- 13.2 It is recommended that professional support for the LCPP's will be provided by the LCPP Chairs and the Leisure and Communities Department.
- 13.3 It is recommended that a programme of training is provided for the LCPP's based on the Working and Learning Together model used previously as part of the SIP Partnership Training programme. This would involve representatives from Dundee City Council and its partner agencies participating in a training programme alongside elected members and community representatives.
- 13.4 Local Community Regeneration Teams will continue to operate in the four Community Regeneration priority areas unaffected by the change.
- 13.5 Local Community Regeneration Forums currently have devolved responsibility for making recommendations on the allocation of the Community Regeneration Fund. It is proposed that appropriate governance arrangements be introduced between Community Regeneration Forums, Local Community Planning Partnerships, the Dundee Partnership and the Council as the accountable body. These will ensure that funding is allocated to projects, activities and services which achieve the priorities set out in the Regeneration Outcome Agreement agreed with the Scottish Executive and the Local Community Plan for each area.
- 13.6 The service and support provided to Local Community Planning Partnerships in non regeneration priority areas will be enhanced. Additional Communities Officer support will be secured through the re-profiling of the CRF Implementation Team budget 2007-2008.

14.0 CONSULTATION

- 14.1 Consultation has taken place with the Chief Executive, Depute Chief Executives (Finance and Support Services) and the Assistant Chief Executives (Management and Community Planning) in the preparation of this report.

15.0 BACKGROUND PAPERS

The following background papers as defined in Section 50D of the Local Government (Scotland) Act 1973 were relied on to material extent in preparing the above report.

Dundee City Council Scheme of Decentralisation 1997.

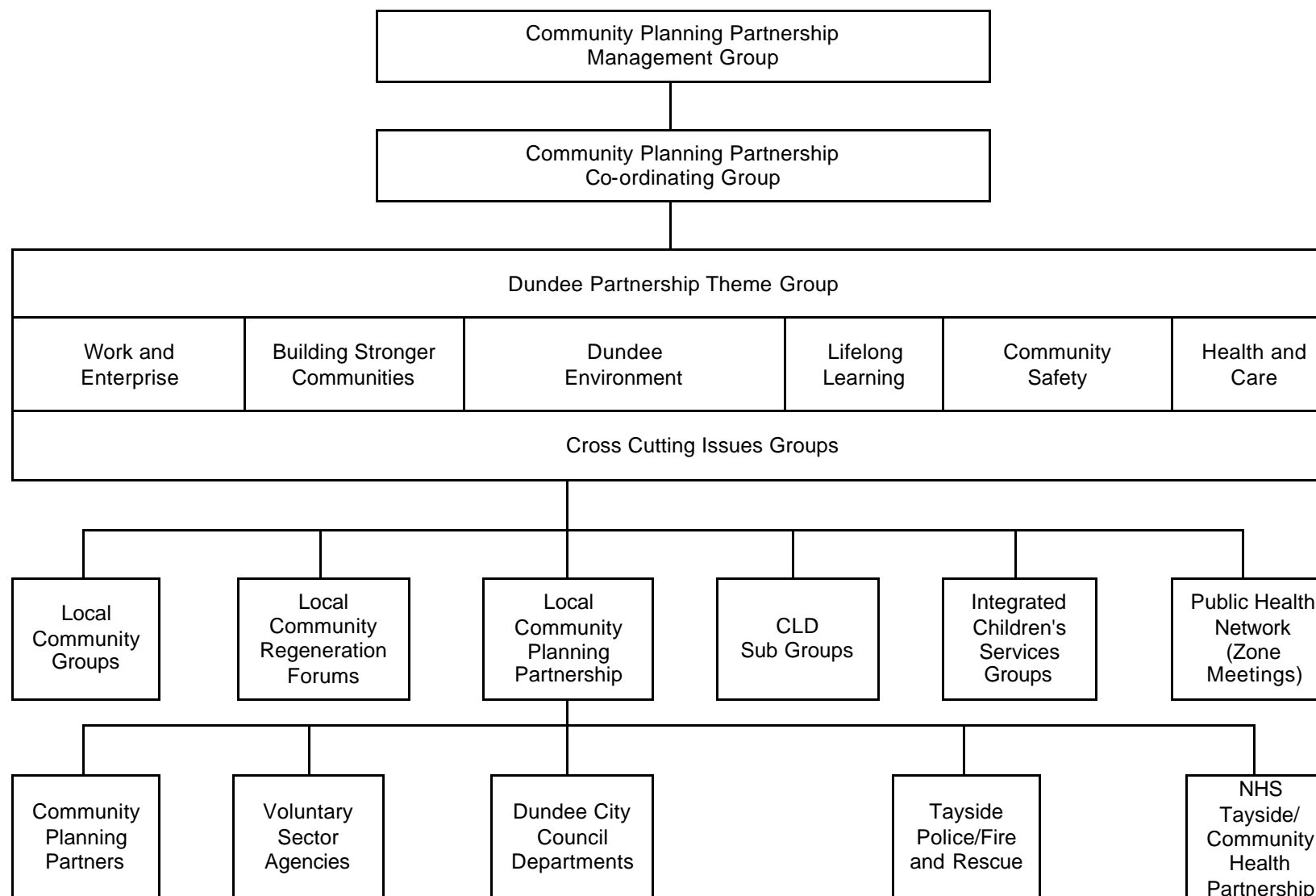
"Bringing the Council Closer to Its Communities" A review of Dundee City Council's Scheme of Decentralisation (DCC Management Team Report 26.02.02).

Stewart Murdoch
Director of Leisure and Communities
6 June 2007

**DUNDEE CITY COUNCIL DECENTRALISATION SCHEME
OBJECTIVES**

1. To promote and encourage active citizenship.
2. To strengthen the system of representative democracy in Dundee by creating structures which will enhance the influence of local people in Council decision-making affecting their communities.
3. To develop the knowledge and skills of residents within local communities.
4. To develop and encourage public participation in influencing the type and quality of Council services.
5. To ensure that Council services are responsive to and reflect the needs of local communities.
6. To target areas of disadvantage and focus resources.
7. To increase public access to information about Council services.
8. To enable more decisions on local services to be made at a neighbourhood level.

**LOCAL COMMUNITY PLANNING PARTNERSHIPS
RELATIONSHIP TO THE DUNDEE PARTNERSHIP**



**LOCAL COMMUNITY PLANNING PARTNERSHIPS
MEMBERSHIP**

Chair - Drawn from Dundee City Council Management Team.

All elected members from each multi-member ward.

Representation from the following Dundee City Council Departments:

- Leisure and Communities
- Social Work
- Housing
- Education
- Waste Management/EHTS
- Planning and Transportation

Representation from partner agencies and/or partnerships as follows:

- Tayside Police
- Tayside Fire and Rescue
- Community Health Partnership
- Voluntary Sector
- Dundee Partnership Theme Groups (where appropriate)

Community Representation drawn from:

- The local community regeneration forum
- Each Community Council/Neighbourhood Representative Structure
- Local housing/residents groups

There will be a network of contacts for other Dundee City Council Departments and partner agencies not represented on the core LCPP membership, to facilitate their involvement on relevant matters.

LOCAL COMMUNITY PLANNING PARTNERSHIPS REMIT

Local Community Planning

- Support the development, implementation, monitoring and evaluation of the local community plan.
- Engage community planning partners, local networks, community groups and the wider community in the local community planning process.
- Provide information about strategic priorities, local services, and service development priorities to establish a context for the local community planning process.
- Contribute to the development of the local community profile as a way of assisting community groups and partner agencies identify their priorities.
- Encourage community involvement in the delivery of the local community plan.
- Report on the outputs, outcomes delivered through the local community planning process.
- Work in partnership with local groups to deliver local community planning priorities.

Strategic Links and Consultation

- Improve the linkages between strategic priorities and local delivery.
- Advise community planning partners and decision-making bodies of the impact of policy decisions and local service delivery.
- Ensure that strategies and plans take into account the views, needs and aspirations of local communities.
- Ensure that the Dundee Community Plan is reviewed against the priorities identified in the local community plans.
- Consult all sections of communities in the development of strategic plans.
- Establish communication systems within each public agency and/or department to facilitate a two-way flow of information between agencies the Local Community Planning Partnership and local community groups.
- Establish links with other local partnerships eg Community Learning and Development Partnerships, Early Years Networks, ICS Structures.
- Act as a consultative body for strategic partnership groups.

Integrated Service Delivery

- Facilitate the integrated delivery of services.
- Share information about service delivery and service development priorities.
- Develop and encourage public participation in the planning and delivery of services.
- Ensure that local services are responsive to and reflect the needs of local communities.
- Increase public access to information about public services.
- Review the performance of services delivered locally in terms of their impact on community.
- Ensure that partner agencies commitments to joint working are delivered.

Resource Allocation

- Target areas of disadvantage by focussing resources on the areas of greatest need.
- Ensure that devolved funds are allocated towards local community planning priorities.
- Work in partnership with the local community regeneration forums to identify and deliver local funding priorities.
- Pool partner resources where appropriate to deliver agreed priorities.
- Access external sources of funding to deliver local community planning priorities where appropriate.
- All.

Community Engagement/Capacity Building

- Work with partner agencies to develop a joined-up approach to community engagement.
- Work with community groups and partner agencies to develop and deliver the local community engagement strategy.
- Use the National Standards for Community Engagement to evaluate the effectiveness of the local community engagement strategies and identify areas for improvement.
- Enable local community involvement in the planning and delivery of public services.
- Strengthen the system of representative democracy at local area level by supporting the development of structures which will enhance the influence of local people in decision-making which effects their communities.
- Engage in joint-training initiatives to build partners capacity to deliver the Local Community Planning Partnership remit.
- Appoint short-life task groups where appropriate to respond to identified community needs.
- Support the organisation and management of civic events eg community festivals to foster civic pride in local communities.

PROPOSED DECENTRALISATION AREAS

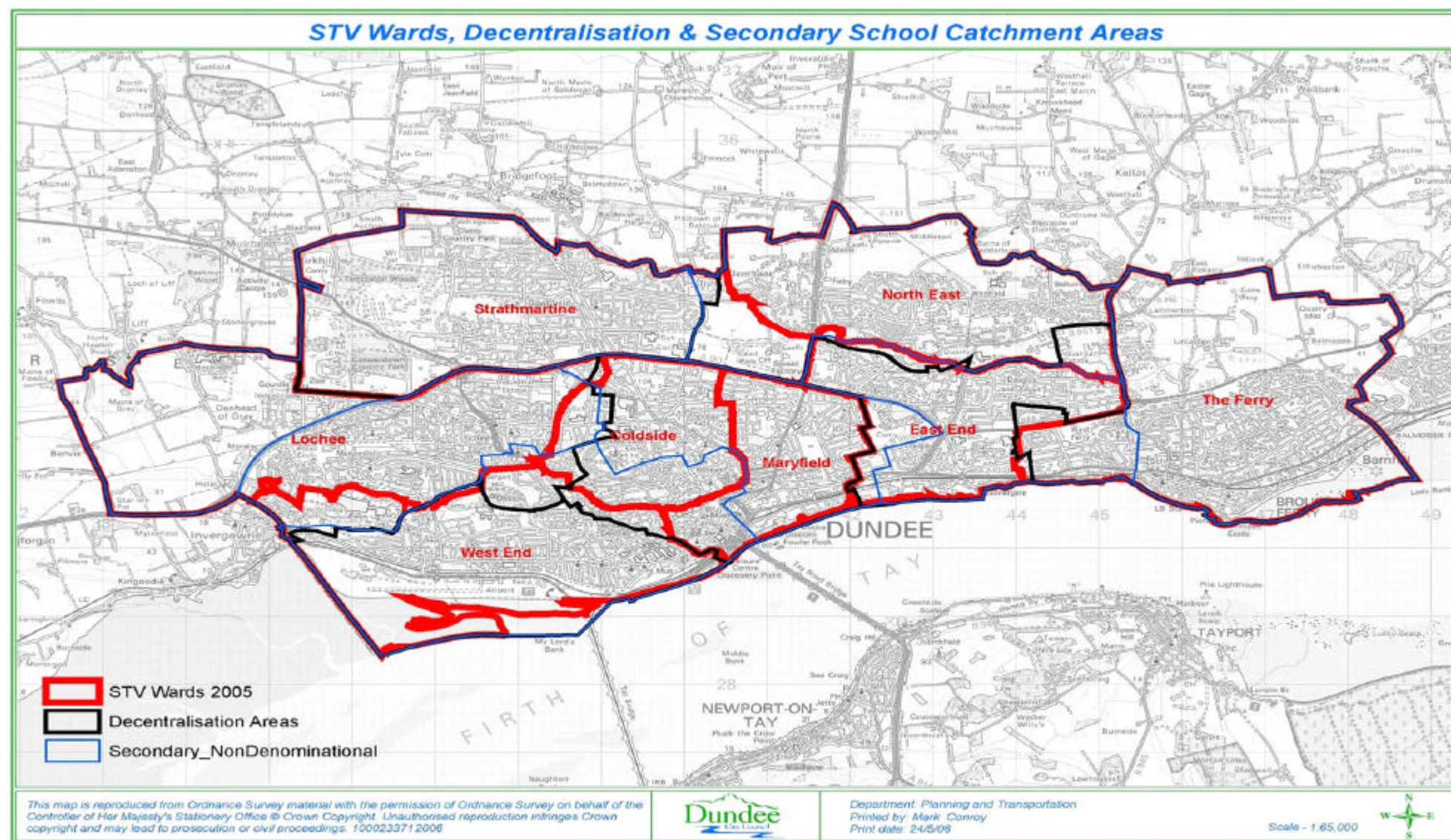


TABLE A. EXISTING DECENTRALISATION AREAS - ELECTORAL WARDS/POPULATIONS.

DECENTRALISATION AREA	ELECTORAL WARDS	POPULATION
Dundee North West (Area 1)	4	18676
Dundee West (Area 2)	5	24446
Dundee South West (Area 3)	3	15368
Dundee Central (Area 4)	7 (plus part of Taybridge)	36137
Dundee North East (Area 5)	3 (plus part of Balgillo)	16190
Dundee South East (Area 6)	3	15634
Dundee East (Area 7)	4	19212

TABLE B. ALIGNMENT OF ELECTORAL WARDS/DECENTRALISATION AREAS - ELECTORAL WARDS/POPULATIONS.

ELECTORAL WARD	NEW DECENTRALISATION PARTNERSHIP AREAS	ELECTED MEMBERS	POPULATION*
Strathmartine	Strathmartine (Area 1)	4	19040
Lochee	Lochee (Area 2)	4	20064
West End	West End (Area 3)	4	19303
Coldside	Coldside (Area 4)	4	20371
Maryfield	Maryfield (Area 5)	3	15289
North East	North East (Area 6)	3	15959
East End	East End (Area 7)	3	16541
Ferry	Ferry (Area 8)	4	18467



LOCAL COMMUNITY PLANNING PARTNERSHIPS

GOVERNANCE FRAMEWORK

June 2007

LOCAL COMMUNITY PLANNING PARTNERSHIP BOARDS: GOVERNANCE FRAMEWORK

Introduction

This Governance Framework has been prepared and approved by the Dundee Partnership. The Framework aims to ensure a fair and consistent approach to the governance of Local Community Planning Partnerships (LCPP's).

Background

Community Planning is about the structure, processes and behaviours necessary to ensure that organisations work together and with communities to improve the quality of peoples' lives, through more effective, joined up and appropriate delivery of services. The Local Government in Scotland Act 2003 places a statutory responsibility on local authorities to initiate, facilitate and maintain community planning, whilst NHS Boards, Chief Constables and Joint Fire Boards are required to participate in Community Planning.

The aims and objectives of LCPP's are outlined below. By signing up to this Governance Framework, Partner Bodies agree to commit to these aims and objectives and to participate in the LCPP in line with the rules of governance as set out below.

In addition, individual members of the LCPP are required to commit to the 'Nolan Principles' as the accepted standards in public life as outlined in the Declaration of Interests and Code of Conduct.

The Aims and Objectives of the Partnership

- to support the development, implementation, monitoring and evaluation of local community plans
- to identify and address issues of local concern
- to improve the linkages between strategic priorities and local delivery
- to facilitate the integrated delivery of local services
- to combat disadvantage by targeting partner resources towards the areas of greatest need
- to facilitate local community involvement in the planning and delivery of public services
- to evaluate the impact of services on local communities
- to strengthen the system of representative democracy at local area level by supporting the development of structures which will enhance the influence of local people in decision-making which affects their communities.

1. Membership

- 1.1** The members of the LCPP's shall consist of individuals nominated by partner bodies and of local residents elected by their representative groups.
- 1.2** Each Partner body/stakeholder group should nominate one member and one named substitute for LCPP membership. Only named substitutes may attend Partnership meetings in a member's absence.
- 1.3** An individual shall not be recognised as an LCPP member unless his/her appointment is agreed at a meeting of the Partnership. No individual who is an undischarged bankrupt, or has been convicted within the preceding three years of a serious criminal offence, shall be eligible to be a member.

- 1.4** The composition of the Local Community Planning Partnership shall reflect the concept of equal partnership, as an underpinning principle of Community Planning. LCPP composition shall be as follows:
- a)** Six members of Dundee City Council, one of whom shall be the Partnership Chair as determined by the Council as nominating body.
 - b)** Four community residents to be appointed in accordance with arrangements to be approved by the Dundee Community Planning Partnership.
 - c)** One member from each of the following Partners/Stakeholder Groups.
 - Tayside Police
 - Tayside Fire and rescue
 - Community Health Partnership
 - Employment Agencies
 - The Voluntary Sector
 - d)** All local elected members from each electoral ward that constitutes the local community planning partnership area.
 - e)** There will be a network of contacts from other Dundee City Council Departments and partner agencies not represented on the Core LCPP membership, to enable the Partnership to bring in particular skills and expertise for relevant matters. Those involved in this capacity will not be entitled to vote and will be disregarded in determining whether the requirement of section 4.1 are met.
- 1.5** To ensure that meetings are businesslike and manageable, the maximum number of Partnership members will be 19.
- 1.6** In order to facilitate the proper conduct of the Partnership's functions, the Dundee Partnership shall require to satisfy itself as to all matters concerning (a) the recognition of any organisation as a partner body, (b) the adoption of procedures for nomination, election and/or co-option of Partnership members and (c) the approval of any individual members - but only where it considers (acting reasonably) that the recognition of that organisation, the adoption of that procedure or the approval of that individual would be at variance with the principles set out above, would be likely to prejudice the proper conduct of the Partnership's functions or would be likely to bring the Partnership into disrepute.
- 1.7** All members of the Partnership shall retire annually on 31 August in each year, but will then be eligible for reappointment.
- 1.8** An individual may be expelled from membership of the Partnership on the grounds of any breach of the Partnership's Governance Framework, Conflicts of Interest Rules or Code of Conduct.
- 1.9** Expulsion shall require a resolution of the Partnership passed by two thirds of those attending the meeting who are eligible to vote; the individual concerned shall have the right to make representations at the meeting at which his/her expulsion is considered and shall have a right of appeal (providing a written notice of appeal is lodged within 14 days of receipt of the Partnership's decision) to the Dundee Partnership Management Group.

- 1.10** Partner bodies may, if the Partnership so agrees, appoint some other individual as a substitute for the principal member, to attend and participate in decision-making at meetings of the Partnership at which a Partnership member is not present; the identity of each person so appointed must be approved at a meeting of the Partnership. Named substitutes should be notified to the Partnership Team. Substitute members shall be issued with papers for LCPP meetings but shall be entitled to attend (other than as general member of the public) or vote at a meeting only in the absence of the principal member they represent.
- 1.11** A LCPP member who fails to attend two consecutive meetings of the Partnership without reasonable excuse and without sending apologies may be expelled by a resolution to the effect, passed by majority vote at the meeting of the Partnership which next follows.
- 1.12** An individual ceases to be a Partnership member if the nominating body withdraws his/her nomination.
- 1.13** A Partnership member who has been expelled from membership (see 1.10 and 1.13 above) may lodge an appeal with Dundee City Council Dundee Partnership Management Group. The Management Group is remitted to rule on the appeal on behalf of the Dundee Partnership. The decision of the Management Group is final.

2. Appointment/Role of Chair

- 2.1** Dundee City Council shall nominate six members to each Local Community Planning Partnership, from this number, one shall be nominated as Chair. This is in line with the ethos of local authorities taking a lead role in the facilitation of Community Planning.
- 2.2** The role of the Chair will be to ensure the efficient conduct of each meeting of the Partnership, to ensure that the rules of procedure are adhered to, to preserve order, to ensure fairness between members and to determine all questions of order and competence. The ruling of the Chair shall be final and not be open to question or discussion.
- 2.3** The Chair shall retire annually on 31 August in each year, but shall then be eligible for re-appointment.
- 2.4** An individual shall not be eligible to serve as Chair unless he/she is a member of the Partnership; the Chair shall cease to hold office if he/she ceases to be a Partnership member or if he/she resigns office by written notice to that effect.

3. Working Arrangements

- 3.1** The LCPP, and any sub-groups, will use their best efforts to operate by broad consensus; should broad consensus on any issue not be achievable, decisions will be made by a two thirds majority of those attending the meeting who are eligible to vote.
- 3.2** In carrying out their functions, Partnership members should recognise and give effect to the following principles:
- a)** the organisations which form the partner bodies are autonomous organisations.
 - b)** the Partnership should not usurp the functions or responsibilities of any partner body.
 - c)** partner bodies will be expected to have regard to the increased impact, in terms of furtherance of their objectives, which arises through their participation in the Partnership.
 - d)** each LCPP member should take decisions in his/her capacity as a LCPP member in such a way as he/she considers will best further the interests of the Partnership.

- e) all partners have committed to the principles of Community Planning and decisions reached should reflect this commitment.
- f) LCPP members will be expected to maintain a two-way flow of information between the Partnership and the organisations they represent. Dundee City Council Departments and partner agencies will establish mechanisms to enable communication between the LCPP and all sections of their organisations.

4. Quorum

- 4.1 Meetings of the LCPP will not take place unless at least 50% (rounded down) of the Partnership members plus one are present; an approved substitute appointed under the provisions set out above shall, if the Partnership member who appointed him/her is not present, be counted in determining whether a quorum is present.
- 4.2 Co-opted LCPP members appointed under paragraph 1.5 shall be disregarded in determining whether the quorum requirements under paragraph 4.1 are met.

5. Frequency of Meetings

- 5.1 Meetings of the LCPP will be held at such place and frequency as it may determine but shall take place at least four times a year.
- 5.2 The times of day at which meetings of the Partnership are held, and the locations at which such meetings are held, shall be set in such a way as to facilitate attendance by Partnership members and the general public within the community which the Partnership serves, and due regard shall be had to ease of access for people with disabilities.

6. Sub-groups

- 6.1 The Partnership may form sub-groups to report and make recommendations to the Partnership in relation to defined areas; the precise remit for each sub-group and the membership of each sub-group will be as determined by the Partnership from time to time.
- 6.2 Each sub-group shall conduct its proceedings in accordance with such standing orders as the Partnership Board may issue from time to time and the Partnership shall have power to amend the remit of any sub-group or to disband a sub-group as it thinks fit.
- 6.3 Other local partnership with responsibility for delivering specific aims and objectives will continue to operate as sub-groups. As such they will be bound by the Partnership's Declaration of Interests and Code of Conduct.
 - a) Community Learning and Development Sub-Groups (Youth Work, Adult Learning, Community Capacity).
 - b) Integrated Children's Services Groups (Early Years Networks, Cluster Support Teams).
 - c) Public health networks (Zone meetings).
 - d) Local Community Regeneration Forums.
- 6.4 An annual LCPP event will be organised to bring together stakeholders from other local partnership groups to ensure a co-ordinated approach.

7. Partnership Support

- 7.1** Professional support for the LCPP's will be provided by the LCPP Chairs and the Leisure and Communities Department. However, it is recommended that the feasibility of employing the Council's Committee Clerks staff to take the minutes of the LCPP meetings should be explored.
- 7.2** Member(s) of the Partnership Support Team will attend LCPP meetings as advisors.
- 7.3** The Partnership Support Team will organise pre-agenda meetings as and when required.
- 7.4** The Partnership Support Team will provide community capacity building support to enable active community participation in the work of the Partnership.
- 7.5** A training programme will be provided for the LCPP's based on the Working and Learning model used previously within the SIP Training Programme. This will involve representatives from Dundee City Council and partner agencies participating in a training programme alongside elected members and community representatives.

8. Notice of Meetings

- 8.1** A full set of papers (including an agenda) will be issued to all Partnership members at least 7 days before each meeting.
- 8.2** Any partner body or Partnership member wishing to submit a paper to the Partnership should ensure that the Partnership Support Team has received it at least 7 days before the papers are due to be issued.
- 8.3** Papers may be issued outwith the normal timescale at the discretion of the Chair but LCPP members may decide not to consider them if they feel that they have had insufficient time to study them. This applies particularly to papers tabled on the day of the meeting, which will not normally be considered.
- 8.4** All papers should be as short as possible with background material contained in annexes; they should be clearly written and avoid jargon or technical language.
- 8.5** All papers should indicate clearly what action members are being asked to take (e.g. note, consider, decide) and provide clear timetables for action or decision.
- 8.6** Particular attention will be given to allowing time for community consultation on internal partner communications.

9. Access to Information

- 9.1** A successful Partnership depends upon the sharing of information and LCPP's should operate on that basis. Access to information will only be restricted in cases of commercial confidentiality, where there would be an impact on personal privacy, or where exceptional circumstances apply.
- 9.2** Meetings of the LCPP's will be open to the public; they will be entitled to speak at the invitation of the Chair. The Chair of the meeting will, however, be entitled to direct that there should be no further contributions from members of the public in relation to any particular issue or to direct that members of the public leave the meeting where he/she considers that this is required for the proper conduct of the business of the meeting; similarly, the Chair of the meeting may, on the advice of the Partnership Support Team, exclude members of the public when certain items of business are being discussed by the Partnership, on the basis that he/she considers that there is an element of commercial confidentiality, personal privacy or that exceptional circumstances apply.

- 9.3** The agenda for each meeting of the Partnership will be displayed, at least 7 days prior to the meeting, at public venues and at the Partnership office.

10. Format of Meetings

- 10.1** Each LCPP meeting shall consider:

- a)** implementation of the Local Community Plan in line with the Dundee Community Plan and national objectives.
- b)** monitoring and evaluation: progress in different areas of the local community plan, evaluation of how organisations are delivering the plan, any recommendations for changes to Community Regeneration Funded (and any other applicable funding streams) activity as a result of monitoring performance and strategic fit.
- c)** future development: reports from sub-groups, new proposals etc.

- 10.2** Any presentation on any item for discussion should not exceed 15 minutes unless otherwise agreed by the Partnership members present at the meeting.

11. Record of Meetings

- 11.1** Minutes shall only be taken by the Partnership Support Team. Minutes of each meeting of the Partnership will be circulated as soon as possible and certainly in advance of the subsequent meeting (in line with 8.1 above).

- 11.2** Any comments on minutes, or suggestions for amendment of minutes, should be notified in writing to the Partnership Support Team in advance of the meeting at which they are to be considered.

- 11.3** Minutes of meetings, once approved by the Partnership, will be in the public domain and be available for inspection at the Partnership Office. The Chair of the Partnership may, however, on the advice of the Partnership Support Team, exclude from the minutes which are available for inspection by the public any material which he/she considers gives rise to issues of commercial confidentiality or where other exceptional circumstances apply.

12. Conflict Resolution

- 12.1** Partner should recognise that LCPP members are required to act in the best interests of the Partnership at all times.

- 12.2** All Partnership members agree to observe and abide by the conflict of interest rules, code of conduct and any other rules relating to conduct as prescribed by the Partnership from time to time.

13. Amendments

- 13.1** Any proposal for amendment to the Governance Framework or Conflict of Interest Rules must be formally approved by the Dundee Partnership. Proposals for amendment may be proposed by a resolution of the Partnership passed by two-thirds of those attending the meeting who are eligible to vote. Proposals for amendment must be submitted to the Dundee Partnership Management Group.



LOCAL COMMUNITY PLANNING PARTNERSHIPS

DECLARATION OF INTEREST RULES

June 2007

Conflicts of Interest

The members of a Local Community Planning Partnership have a responsibility to ensure that they adopt a decision-making process which reflects the underlying principles of the Partnership and is best suited to advance the Partnership strategy. In addition, it is essential that the process should be structured in such a manner as to minimise the risk of decision-making being distorted - or being seen to be distorted - through conflicts of interest.

A Partnership of this kind seeks to involve members who can bring to bear expertise and experience from other organisations, whether in the public sector, the commercial sector or the community and voluntary sector. The knowledge, skills and experience which members acquire through their involvement in other organisations enhance the effectiveness of the Local Community Planning Partnership. For this reason, it would be inappropriate to impose provisions which unnecessarily exclude anyone from participation in the Partnership. Rather, the intention is to ensure that the existence of any conflict of interest (by reference to a wide definition) is identified at an early stage. This will allow proper consideration to be given to the level of materiality of any potential conflict of interest in the particular circumstances. If Partnership members are then considered to be subject to a material conflict of interest, this will affect the manner in which the decision relating to the particular matter at issue will require to be taken. In particular, to ensure that the decision is seen to have been made properly, there should be no input from members who have a material conflict of interest in the matter.

This paper sets out the policy of the Partnership with regard to members' conflict of interest. All members of the Partnership will be expected to adhere both to the letter and the spirit of this document.

1. Any member who is in any way, whether directly or indirectly, interested in any project or activity for which the Partnership is proposing to procure Community Regeneration Funds (CRF) (or any other funding streams that the Dundee Community Planning Partnership is responsible for) must declare the nature of his/her interest at a meeting of the Partnership. In a similar manner, any member who is in any way, whether directly or indirectly, interested in the provision of research, consultancy or other services must also declare such an interest at a Partnership meeting.
2. Such a declaration of interest should be made at the Partnership meeting at which the question of procuring CRF (or other) funding, or the commissioning of services, is first considered. In the event that his/her interest only arose after the Partnership meeting at which the matter was first considered, the declaration of interest must be made at the next Partnership meeting. The declaration of interest will be recorded by the Partnership Support Team.
3. Partnership members should be regarded as having an interest in a project or activity (or in the provision of services) if:
 - a) his/her spouse or partner, sibling, son/daughter or other close relative; or
 - b) any firm of which he/she is a partner, or any company of which he/she is a director or substantial shareholder or employee; or
 - c) any organisation of which he/she is a management committee member, trustee, employee, voluntary worker or elected representative;

has an interest in that project or activity (or, as the case may be, the provision of those services).

For these purposes, an interest may exist either directly, or indirectly by virtue of some contractual relationship (e.g. a contract for the provision of consultancy or other services in relation to that project or activity).

4. In this context, perceived conflicts of interest may well extend beyond circumstances in which the Partnership members derive direct or indirect financial benefit. In recognition of this, the above provisions should be taken to require disclosure of any connection which a Partnership member has with another organisation whose interests may conflict with those of the body which carries on, or is proposing to carry on, the relevant project or activity. By way of example, this provision shall apply where a Partnership member has a connection with another organisation that is in competition with the body under discussion, in relation to a bid to develop a particular project. This is subject to the exception that no such disclosure shall be required where the connection involves a professional relationship in relation to which a duty of confidentiality subsists.
5. In each case where disclosure of interest is required under the preceding principles, the following procedure shall apply:
 - a) Where the matter relates to a Partnership member other than himself/herself, the Chair of the Partnership shall seek advice from the Partnership Support Team, prior to making a ruling as to the extent or otherwise to which the decision-making process may be perceived as being tainted by the existence of that interest.
 - b) Where the matter relates to the Chair of the Partnership, the issue shall be referred to the Vice-chair who shall seek advice from the Partnership Support Team, prior to making a ruling as to the effect of the interest on the decision-making process.
 - c) Should both the Chair and Vice-Chair disclose interest, another member of the LCPP, chosen by the Partnership, will undertake the duties of Chair for that item.

In any case where the interest is determined by the Chair (or Vice-chair) to be material, the Partnership member concerned shall take no part in discussions and deliberations by the Partnership in relation to the matter at issue.

6. In the interests of proper record keeping, the minutes of any meeting at which a disclosure of interest is made shall record the disclosure in reasonable detail. The minutes shall also (if applicable) record the fact that the Partnership member concerned had not taken part in discussions or deliberations upon the matter at issue.
7. In addition, the Partnership Support Team shall maintain a register of Partnership members' interests drawn up on the basis of notifications given to the Partnership Support Team by Partnership members. The entries in that register will include the name of any:
 - voluntary sector; or
 - public sector; or
 - commercial organisation

in relation to which a Partnership member (or his/her spouse or partner, sibling, son/daughter or other close relative) is:

- a director;
- a management committee member;
- a trustee;
- an employee;
- a voluntary worker; or
- an elected representative.

Each member of the Partnership will be expected to ensure that the entries against his/her name in that register are at all times accurate, comprehensive and up-to-date.



LOCAL COMMUNITY PLANNING PARTNERSHIPS

CODE OF CONDUCT

June 2007

DUNDEE COMMUNITY PLANNING PARTNERSHIP
CODE OF CONDUCT FOR LOCAL COMMUNITY PLANNING PARTNERSHIPS

SECTION 1: INTRODUCTION TO THE CODE OF CONDUCT

- 1.1** The Scottish public has a high expectation of those who serve on the boards of public bodies and Partnerships and the way in which they should conduct themselves in undertaking their duties. You must meet those expectations by ensuring that your conduct is above reproach.
- 1.2** As a member of a Local Community Planning Partnership, it is your responsibility to make sure that you are familiar with, and that your actions comply with, the provisions of this Code of Conduct.

Guidance on the Code of Conduct

- 1.3** You must observe the rules of conduct contained in this Code. You must not at any time advocate or encourage any action contrary to the Code of Conduct.
- 1.4** The Code has been developed in line with the key principles listed in Section 2 and provides additional information on how the principles should be interpreted and applied in practice. No Code can provide for all circumstances and if you are uncertain about how the rules apply, you should seek advice from the Community Planning Support Team.

SECTION 2: KEY PRINCIPLES OF THE CODE OF CONDUCT

- 2.1** The general principles upon which this Code of Conduct is based are:

Public Service

You have a duty to act in the interests of the Local Community Planning Partnership of which you are a member and in accordance with the core tasks of that body.

Selflessness

You have a duty to take decisions solely in terms of public interest. You must not act in order to gain financial or other material benefit for yourself, family or friends.

Integrity

You must not place yourself under any financial, or other, obligation to any individual or organisation that might reasonably be thought to influence you in the performance of your duties.

Objectivity

You must make decisions solely on merit when carrying out your duties.

Accountability and Stewardship

You are accountable for your decisions and actions to the public. You have a duty to consider issues on their merits, taking account of the views of others.

Openness

You have a duty to be as open as possible about your decisions and actions, giving reasons for your decisions and restricting information only when the wider public interest clearly demands.

Honesty

You have a duty to act honestly. You must declare any private interests relating to your public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

You have a duty to promote and support these principles by leadership and example, to maintain and strengthen the public's trust and confidence in the integrity of the Local Community Planning Partnership and its members in conducting public business.

Respect

You must respect fellow members of your Local Community Planning Partnership and support staff and the role they play, treating them with courtesy at all times.

SECTION 3: GENERAL CONDUCT

Relationship with Support Staff

- 3.1** You will treat any support staff with courtesy and respect. It is expected that employees will show you the same consideration in return.

Allowances

- 3.2** You must comply with any rules of the public body regarding remuneration, allowances and expenses.

Gifts and Hospitality

- 3.3** You must never canvass or seek gifts or hospitality.
- 3.4** You are responsible for your decisions connected with the offer or acceptance of gifts or hospitality and for avoiding the risk of damage to public confidence in your Local Community Planning Partnership. As a general guide, it is usually appropriate to refuse offers except:
- a)** isolated gifts of a trivial character or inexpensive seasonal gifts such as a calendar or diary, or other simple items of office equipment of modest value;
 - b)** normal hospitality associated with your duties and which would reasonably be regarded as inappropriate to refuse; or
 - c)** gifts received on behalf of the Local Community Planning Partnership.

- 3.5** You must not accept any offer by way of gift or hospitality which could give rise to a reasonable suspicion of influence on your part to show favour, or disadvantage, to any individual or organisation. You should also consider whether there may be any reasonable perception that any gift received by your spouse or cohabitee or by any company in which you have a controlling interest, or by a partnership of which you are a partner, can or would influence your judgement. The term “gift” includes benefits such as relief from indebtedness, loan concessions, or provision of services at a cost below that generally charged to members of the public. You must not accept repeated hospitality from the same source.
- 3.6** You must not accept any offer of a gift or hospitality from any individual or organisation which stands to gain or benefit from a decision your body may be involved in determining, or who is seeking to do business with your organisation, and which a person might reasonably consider could have a bearing on your judgement.

Confidentiality Requirements

- 3.7** There may be times when you will be required to treat discussions, documents or other information relating to the work of the Local Community Planning Partnership in a confidential manner. You may receive information of a private nature which is not yet public, or which perhaps would not be intended to be public. There are provisions in legislation on the categories of confidential and exempt information and you must always respect and comply with the requirement to keep such information private.
- 3.8** It is unacceptable to disclose any information to which you have privileged access, for example derived from a confidential document, either orally or in writing. In the case of other documents and information, you are requested to exercise your judgement as to what should or should not be made available to outside bodies or individuals. In any event, such information should never be used for the purpose of personal or financial gain, or used in such a way as to bring the public body into disrepute.

SECTION 4: REGISTRATION OF INTERESTS

- 4.1** Members of Local Community Planning Partnerships are bound by the Conflict of Interest Rules. Failure to declare a material interest will be considered as a breach of these rules and of the Code of Conduct. Relevant sanctions will apply as detailed in Annex 1.

SECTION 5: LOBBYING

Introduction

- 5.1** In order for the Local Community Planning Partnership to fulfil its commitment to being open and accessible, it needs to encourage participation by organisations and individuals in the decision-making process. Clearly however, the desire to involve the public and other interest groups in the decision-making process must take account of the need to ensure transparency and probity in the way in which the Local Community Planning Partnership conducts its business.
- 5.2** You will need to be able to consider evidence and arguments advanced by a wide range of organisations and individuals in order to perform your duties effectively. Some of these organisations and individuals will make their views known directly to individual members. The rules in this Code set out how you should conduct yourself in your contacts with those who would seek to influence you. They are designed to encourage proper interaction between members of the Local Community Planning Partnership, those they represent and interest groups.

Rules and Guidance

- 5.3** You must not, in relation to contact with any person or organisation who lobbies, do anything which contravenes this Code of Conduct or any other relevant rule of the Local Community Planning Partnership.
- 5.4** You must not, in relation to contact with any person or organisation who lobbies, act in any way which could bring discredit upon the Local Community Planning Partnership.
- 5.5** Where any individual or organisation approaches and/or attempts to influence any decisions or recommendations that the Local Community Planning Partnership has to make, you should inform support staff from Dundee City Council.
- 5.6** If you have concerns about the approach or methods used by any person or organisation in their contacts with you, you must seek the guidance from support staff from Dundee City Council.

SANCTIONS AVAILABLE FOR BREACH OF THE CODE

- a)** censure – the member may be reprimanded but otherwise take no action against them;
- b)** suspension - of the member for a maximum period of one year from attending one or more, but not all, of the following:
 - i)** all meetings of the Local Community Planning Partnership;
 - ii)** all meetings of one or more sub structures of the Local Community Planning Partnership;
 - iii)** all meetings of any other body on which that member is a representative or nominee of the Local Community Planning Partnership of which they are a member.
- c)** suspension - for a period not exceeding one year, of the member's entitlement to attend all of the meetings referred to in (b) above.
- d)** disqualification - removing the member from membership of the Local Community Planning Partnership.