



Community Planning  
Aberdeen

Community Planning Aberdeen  
Constitution  
November 2017

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## 1. Introduction

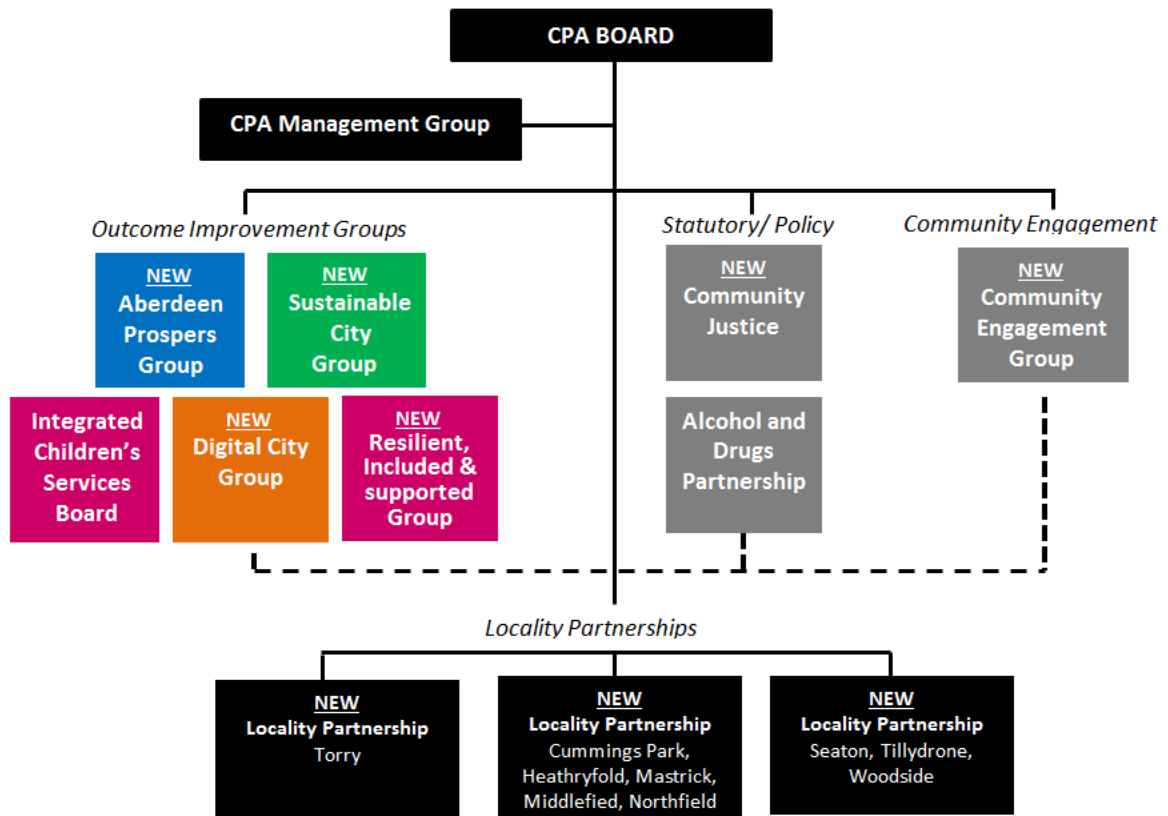
- 1.1 The Community Empowerment (Scotland) Act 2015 places Community Planning Partnerships (CPPs) on a statutory footing and imposes duties on them around the planning and delivery of local outcomes with a view to reducing inequalities which result from socio-economic disadvantage. It requires CPPs to produce a Local Outcome Improvement Plan (LOIP) which is underpinned by Locality Plans; reporting on these annually.
- 1.2 The Community Empowerment Scotland Act 2015 stipulates the following statutory community planning partners.

Local Authority
The Board of Management of a Regional College designated
The Chief Constable of the Police Service of Scotland
The Health Board
Highlands and Islands Enterprise
Historic Environment Scotland
Integration Joint Board
A National Park authority whose area includes the whole or part of the area of the local authority
A regional strategic body specified in schedule 2A to the Further and Higher Education (Scotland) Act 2005 which is situated in the area
Scottish Enterprise
The Scottish Environment Protection Agency
The Scottish Fire and Rescue Service
Scottish Natural Heritage
The Scottish Sports Council
The Skills Development Scotland
A Regional Transport Partnership
Visit Scotland

- 1.3 In delivering the LOIP and locality plans, partners are responsible for ensuring the CPA delivers on the commitments within the plan. This includes deploying resources in support of agreed outcomes in a way which promotes prevention. Partners are also individually responsible for how they act as partners to help ensure that these commitments are fulfilled.

## 2. Community Planning Aberdeen

2.1 Community Planning Aberdeen is the name of Aberdeen City’s Community Planning Partnership. The structure of the Partnership is detailed below. It comprises of 13 groups established to ensure the Partnership is effectively organised to deliver on the LOIP and locality planning.



### **3. Board**

#### **3.1 Role**

3.1.1 The CPA Board provides strategic leadership and direction for Community Planning across Aberdeen. This includes scrutinising the overall delivery of progress against the Local Outcome Improvement Plan (LOIP) and the Locality Plans.

#### **3.2 Membership**

3.2.1 The membership of the CPA Board consists of:

- Council Leader
- 3 Aberdeen City Council Councillors
- Chair of the Aberdeen Health and Social Care Partnership
- Chair of ACVO
- Chair of Aberdeen Civic Forum
- Regional Chair of North East College
- Chief Executive of ACC
- Chief Executive of NHS Grampian
- Director of Public Health – NHS Grampian
- Senior Police Scotland representative – Chief Superintendent
- Senior Scottish Fire and Rescue Service representative
- Senior Skills Development Scotland representative
- Chair of Active Aberdeen Partnership
- Scottish Government Location Director (non-voting)

3.2.2 Statutory Community Planning Partners, as listed at para 1.2 are invited to have representation on the CPA Board and will be added to the membership as and when approved by the CPA Board.

3.2.3 Other organisations can be co-opted onto the Board when appropriate. Any additions to or removals from the current membership will be determined by the CPA Board.

3.2.4 Partners can arrange a substitute member with appropriate authority to represent and take decisions on behalf of their organisation.

#### **3.3 Chair/Vice Chair**

3.3.1 The Chair of the CPA Board will be the Leader of Aberdeen City Council.

3.3.2 In the event Aberdeen City Council appoints Co-leaders, the Co-Leaders will determine who will undertake this role, and will notify the Chief Executive of Aberdeen City Council.

3.3.3 The Vice Chair will be appointed by the CPA Board.

### **3.4 Remit and Responsibilities**

- Set the strategic vision for Community Planning Aberdeen to improve outcomes for individuals, families and communities with a view to reducing inequalities of outcome which result from socio-economic disadvantage and taking consideration the national outcomes established by the Scottish Government.
- Prepare and publish a LOIP which sets out how the Partnership will achieve its vision by working together with partners and communities citywide.
- Prepare and publish Locality Plans, in partnership with communities, for those areas where people experience significantly poorer outcomes than other people across the City as a result of socio-economic disadvantage.
- Ensure delivery of the LOIP and Locality Plans via the CPA Management Group and Locality Partnerships.
- Ensure the delivery of the Outcome Management and Improvement Framework through the Management Group and Locality Partnerships.
- Prepare and publish an Annual Report.
- Scrutinise the delivery of the LOIP and Locality Plans through consideration of the Annual Report and other performance reporting mechanisms throughout the year.
- Ensure people and communities are effectively engaged in the decisions made on public services that affect them in Aberdeen through the implementation of the CPA Engagement, Participation and Empowerment Strategy.
- Set and approve an annual budget, deploying resources in support of the outcomes within the LOIP and Locality Plans.
- Delegate authority to the CPA Management Group to take decisions pertaining to its remit and responsibilities.
- Ensure that appropriate consultation has been followed.

### **3.5 Code of Conduct**

- 3.5.1 In utilising their authority and carrying out the responsibilities delegated to them, Partners must comply with the terms of Code of Conduct for their respective organisation and where a Partner's organisation does not have a Code of Conduct the Partner must adhere to the principles set out in the Councillor's Code of Conduct.

### **3.6 Governance and Reporting Arrangements**

- 3.6.1 The Board must have at least 3 voting members to be quorate.
- 3.6.2 Should a vote be required, a ballot will be held and a simple majority of the votes cast will decide. Every voting partner will have one vote. If there are an equal number of votes, the Chair will have the casting vote.
- 3.6.3 The Board will aim to meet at least four times per year.

- 3.6.4 Board meetings will be open to the public, unless items of a confidential or exempt nature are to be discussed. In cases of exempt business the Board will take a decision to hold such items in private.
- 3.6.5 Where appropriate, decisions taken by the Board should be followed through by Partners reporting through their relevant decision making systems.
- 3.6.6 Copies of the agenda, minutes and reports will be available on the Community Planning Aberdeen website.

## **4. Management Group**

### **4.1 Role**

- 4.1.1 The Community Planning Aberdeen Management Group facilitates effective joint working across the CPA partners, to ensure delivery of the LOIP and Locality Plans remains on track and to advise the CPA Board of any additional action required to overcome barriers.
- 4.1.2 The Management Group is accountable to the CPA Board. It oversees the progress delivery by the five Outcome Improvement Groups, Community Justice Group, Alcohol and Drugs Partnership, Community Engagement Group and Locality Partnerships.

### **4.2 Membership**

- 4.2.1 The membership of the CPA Management Group consists of:

- Chief Executive ACC
- Chief Executive of ACVO
- Chief Officer of Aberdeen Health and Social Care Partnership
- Senior executive NHS Grampian
- Senior local representative from Police Scotland
- Senior local representative from Scottish Fire and Rescue Service
- Vice Principal from North East College
- Senior executive Scottish Enterprise
- Senior Executive from Skills Development Scotland
- Vice Chair of the Civic Forum
- Representative from Active Aberdeen Partnership
- Chairs of Outcome Improvement Groups (non-voting)

- 4.2.2 Statutory Community Planning Partners, as listed at para 1.2 are invited to have representation on the CPA Management Group and will be added to the membership as and when approved by the CPA Board.

- 4.2.3 Community Planning Partners represented at CPA Board level are expected to also have representation on the CPA Management Group.

4.2.4 Other organisations can be co-opted onto the Management Group when appropriate. Any additions to or removals from the current membership will be determined by the CPA Management Group.

4.2.5 Partners can arrange a substitute member with appropriate authority to represent and take decisions on behalf of their organisation.

### **4.3 Chair/Vice Chair**

4.3.1 The Chair of the CPA Management Group will be appointed by the Community Planning Aberdeen Board.

4.3.2 The Vice Chair will be appointed by the CPA Management Group.

### **4.4 Remit and Responsibilities**

- Plan, oversee and be accountable for the timely and effective delivery and implementation of the LOIP and Locality Plans via the CPA structure.
- Oversee the delivery of the Outcome Management and Improvement Framework, including embedding the use of improvement methodology across the Partnership, via the CPA structure.
- Monitor and evaluate progress against the improvement aims within the LOIP and Locality Plans and take appropriate action to ensure delivery through the CPA structure.
- Ensure communities are engaged in the planning and delivery of CPA's priorities through implementation of the Engagement, Participation and Empowerment Strategy through the CPA.
- Identify and respond to proposed new legislation which impacts on the Partnership.
- Ensure that Community Planning is promoted within all partner organisations, including ensuring partner plans clearly articulate how they link to the Aberdeen City Local Outcome Improvement Plan and Locality Plans.
- Identify risks and barriers to effective delivery, and advise the CPA Board on mitigating action required at CPA Board level.
- Support effective links between all the groups and wider community planning discussions taking place at both a strategic and operational level.
- Scrutinise the use of resources throughout the financial period and determine any in year virements required.
- Take decisions on matters pertaining to their remit.

### **4.5 Code of Conduct**

4.5.1 In utilising their authority and carrying out the responsibilities delegated to them, Partners must comply with the terms of Code of Conduct for their respective organisation and where a Partner's organisation does not have a Code of Conduct the Partner must adhere to the principles set out in the Councillor's Code of Conduct.



## **4.6 Governance and Reporting Arrangements**

- 4.6.1 The Management Group must have at least 3 voting members to be quorate.
- 4.6.2 The Management Group will aim to meet at least four times per year.
- 4.6.3 Where appropriate, decisions taken by the Management Group should be followed through by Partners reporting through their relevant decision making systems.
- 4.6.4 The Management Group will report to the CPA Board in line with the requirements of the CPA Outcome Management and Improvement Framework.
- 4.6.5 Copies of the agenda and minutes will be available on the Community Planning Aberdeen website.

## **5. Outcome Improvement Groups**

### **5.1 Role**

- 5.1.1 There are five Outcome Improvement Groups (OIGs) within the CPA structure. Each are responsible for delivering on relevant sections of the LOIP. The Outcome Improvement Groups are:
  - Aberdeen Prospers
  - Integrated Children Services
  - Resilient, Included and Sustainable
  - Sustainable City
  - Digital City
- 5.1.2 Each group leads and is responsible for actions which support delivery of the Local Outcome Improvement Plan and underpinning locality plans. They are responsible for ensuring progress against the primary and secondary drivers and improvement aims set for the priority area they lead on.

### **5.2 Membership**

- 5.2.1 Statutory Community Planning Partners, as listed at para 1.2 are invited to have representation on the CPA Outcome Improvement Groups.
- 5.2.2 Community Planning Partners represented at CPA Board level are expected to also have representation on the appropriate Outcome Improvement Groups.
- 5.2.3 Other organisations can be co-opted onto the Outcome Improvement Groups when appropriate. Any additions to or removals from the current membership will be determined by the Outcome Improvement Group.

### **5.3 Chair/Vice Chair**

5.3.1 The Chair of the Outcome Improvement Group will be appointed by the Management Group.

5.3.2 The Vice Chair, where considered appropriate, will be appointed by the Outcome Improvement Group.

### **5.4 Remit of Outcome Improvement Groups**

- Plan, oversee and be accountable for delivery of outcome improvement by Community Planning partners for the relevant priorities within the Local Outcome Improvement Plan and developing Locality Plans.
- Agree and implement an Outcome Improvement Delivery Plan which details the actions which will be carried out to ensure primary and secondary drivers will be achieved at a strategic and locality level. In the case of the Integrated Children's Services Board, this will be the Integrated Children's Service Plan.
- Advise on, and be accountable for, how resources are aligned and allocated across Community Planning partners to support delivery of key actions.
- Ensure communities are engaged in the planning and delivery of CPA's priorities through implementation of the Engagement, Participation and Empowerment Strategy and by liaising effectively with the Community Engagement Group and Locality Partnership.
- Ensure the effective management of performance and risk in relation to delivery of the priorities and improvement outcomes for which the Outcome Improvement Group has oversight and report progress to the CPA Board on a six monthly basis via the Management Group.
- Identify risks and barriers to effective delivery, and advise the CPA Management Group on mitigating action required at CPA Board level.

### **5.5 Code of Conduct**

5.5.1 In utilising their authority and carrying out the responsibilities delegated to them, Partners must comply with the terms of Code of Conduct for their respective organisation and where a Partner's organisation does not have a Code of Conduct the Partner must adhere to the principles in the Councillor's Code of Conduct.

### **5.6 Governance and Reporting Arrangements**

5.6.1 The Outcome Improvement Groups will report to the CPA Board, via the Management Group, in line with the requirements of the CPA Outcome Management and Improvement Framework.

5.6.2 Copies of the agenda and minutes will be available on the Community Planning Aberdeen website.

## **6. Community Justice Group**

### **6.1 Role**

- 6.1.1 To bring partners and stakeholders together, including statutory Community Justice Partners, to oversee community justice in Aberdeen with the overall aim of fulfilling statutory requirements and achieving the agreed vision.

### **6.2 Membership**

- 6.2.1 The Community Justice (Scotland) Act 2016 stipulates the following statutory community justice partners.

Chief Constable of Police Scotland
Health Boards
Integration Joint Boards for Health and Social Care
Local Authorities
Scottish Courts and Tribunals Service
Scottish Fire and Rescue Service
Scottish Ministers (i.e. Scottish Prison Service, Crown Office and Procurator Fiscal Service)
Skills Development Scotland

- 6.2.2 The statutory community justice partners are invited to have representation on the CPA Community Justice Group.

- 6.2.3 Other organisations can be co-opted onto the Community Justice Group when appropriate. Any additions to or removals from the current membership will be determined by the Community Justice Group.

### **6.3 Chair/Vice Chair**

- 6.3.1 The Chair of the Community Justice Group will be appointed by the Management Group.

- 6.3.2 The Vice Chair, where considered appropriate, will be appointed by the Community Justice Group.

### **6.4 Remit**

- To prepare a Community Justice Outcomes Improvement Plan for Aberdeen in accordance with timings set by Scottish Ministers, having regard to the national Community Justice Strategy and Performance Framework and the LOIP, and to review such plan in the event of the national strategy or performance framework, or the LOIP being revised.

- To prepare a Participation Statement regarding the participation of third sector and community bodies in the development of the Community Justice Outcomes Improvement Plan, and to publish this.
- To prepare an annual report on the extent of achievement of local and national outcomes.
- To have regard to guidance issued by Scottish Ministers on any of the above.
- To secure the participation of relevant third sector organisations and community bodies.
- To consult as necessary/appropriate with Community Justice Scotland, community bodies, and any other persons considered appropriate.

## **6.5 Code of Conduct**

6.5.1 In utilising their authority and carrying out the responsibilities delegated to them, Partners must comply with the terms of Code of Conduct for their respective organisation and where a Partner's organisation does not have a Code of Conduct the Partner must adhere to the principles in the Councillor's Code of Conduct.

## **6.6 Governance and Reporting Arrangements**

6.6.1 The Community Justice Group will report to the CPA Board, via the Management Group, in line with the requirements of the CPA Outcome Management and Improvement Framework.

6.6.2 Copies of the agenda and minutes will be available on the Community Planning Aberdeen website.

## **7. Community Engagement Group**

### **7.1 Role**

7.1.1 The Community Engagement Group oversees the delivery of the Engagement, Participation and Empowerment Strategy, participation requests and advises and supports CPA Board, Management Group and Outcome Improvement Groups on effective approaches to engage and involve communities in public service planning, delivery, monitoring and reporting. It is an important link between the strategic perspective of the CPA Board and the priorities and perspectives of communities across Aberdeen.

### **7.2 Membership**

7.2.1 Community Planning Partners, as listed at para 1.2 are invited to have representation on the CPA Community Engagement Group.

7.2.2 Other organisations can be co-opted onto the Community Engagement Group when appropriate. Any additions to or removals from the current membership will be determined by the Community Engagement Group.

### **7.3 Chair/Vice Chair**

7.3.1 The Chair of the Community Engagement Group will be appointed by the Management Group.

7.3.2 The Vice Chair, where considered appropriate, will be appointed by the Community Engagement Group.

### **7.4 Remit**

- Plan, oversee and be accountable for the development and delivery by Community Planning partners of the Engagement, Participation and Empowerment Strategy and community aspects of the Locality Plans.
- Agree and implement an implementation plan which details the actions required to deliver the Engagement, Participation and Empowerment Strategy.
- Ensure Community Planning Aberdeen is meeting its statutory duties in relation to community engagement and participation, as prescribed by the Community Empowerment Scotland Act 2015.
- Advise on effective practice on how to involve and engage with communities and promote consistency and cohesion of approach across Outcome Improvement Groups.
- Oversee, understand and share best practice in terms of community development and engagement initiatives, for example volunteering, recruitment and training.
- Oversee delivery of the Community Learning and Development Plan.

### **7.5 Code of Conduct**

7.5.1 In utilising their authority and carrying out the responsibilities delegated to them, Partners must comply with the terms of Code of Conduct for their respective organisation and where a Partner's organisation does not have a Code of Conduct the Partner must adhere to principles in the the Councillor's Code of Conduct.

### **7.6 Governance and Reporting Arrangements**

7.6.1 The Community Engagement Group will report to the CPA Board, via the Management Group, in line with the requirements of the CPA Outcome Management and Improvement Framework.

7.6.2 Copies of the agenda and minutes will be available on the Community Planning Aberdeen website.

## **8. Alcohol and Drugs Partnership**

### **8.1 Role**

8.1.1 To deliver measurable improvements in the quality of life for the people of Aberdeen, particularly their health and wellbeing in relation to alcohol and drugs.

### **8.2 Membership**

8.2.1 Community Planning Partners, as listed at para 1.2 are invited to have representation on the Alcohol and Drugs Partnership (ADP).

8.2.2 Other organisations can be co-opted onto the ADP when appropriate. Any additions to or removals from the current membership will be determined by the ADP.

### **8.3 Chair/Vice Chair**

8.3.1 The Chair of the ADP will be appointed by the ADP.

8.3.2 The Vice Chair, where considered appropriate, will be appointed by the ADP.

### **8.4 Remit**

- To be a partner within the Community Planning Aberdeen structure with primary responsibility for substance misuse issues.
- To constructively engage with the Community Planning Aberdeen Board and its Outcome Improvement Groups and Locality Partnerships on substance misuse issues.
- To set and regularly review progress of the delivery of the ADP's local alcohol and drugs strategies.
- To ensure that ADP's strategies link and refer to national substance misuse policy as well as other local relevant strategies and policies (e.g. Community Justice, Community Safety, Homelessness, etc).
- To work collaboratively within Community Planning Aberdeen Board and across CPA and other relevant agencies to help deliver the ADP Strategies; the Local Outcome Improvement Plan; and NHS Local Delivery Plan, and thereby help to tackle local problems arising from substance misuse.
- To work to improve alcohol and drugs services in Aberdeen City to ensure that the principles of best practice are in place and in line with national guidance: Quality Principles: Standard Expectations of Care and Support in Drug and Alcohol Services (<http://www.gov.scot/Publications/2014/08/1726>)
- To ensure that the views of service users, families and carers (affected by), as well as the general public of Aberdeen City are considered in developing substance misuse strategy and policy.
- To ensure that alcohol and drugs service commissioning is aligned to relevant national guidance and reflects local strategic objectives.

## **8.5 Code of Conduct**

- 8.5.1 In utilising their authority and carrying out the responsibilities delegated to them, Partners must comply with the terms of Code of Conduct for their respective organisation and where a Partner's organisation does not have a Code of Conduct the Partner must adhere to the principles in the Councillor's Code of Conduct.

## **8.6 Governance and Reporting Arrangements**

- 8.6.1 The ADP will report to the CPA Board, via the Management Group, in line with the requirements of the CPA Outcome Management and Improvement Framework.
- 8.6.2 Copies of the agenda and minutes will be available on the Community Planning Aberdeen website.

## **9. Locality Partnerships**

### **9.1 Role**

- 9.1.1 Provide leadership to locality planning activity to achieve improved short, medium and long term socio-economic and environmental outcomes for the locality.

### **9.2 Membership**

- 9.2.1 Membership of the Locality Partnerships will be determined at a local level based on local needs and priorities.
- 9.2.2 The Locality Partnership will aim to ensure that at least 50% of representation will be community representatives.
- 9.2.3 Public service representation will be capped to ensure the balance remains with communities. Representation may include the Locality Manager, Local Police, Local Head Teacher and Local Health rep/ G.P.
- 9.2.4 All ward elected members in the locality are invited to join the Locality Partnerships.

### **9.3 Chair/Vice Chair**

- 9.3.1 The Chair of the Locality Partnership will be appointed by the Locality Partnership.
- 9.3.2 The Vice Chair, where considered appropriate, will be appointed by the Locality Partnership

## **9.4 Remit**

- Collective ownership, leadership and strategic direction for their locality.
- Set an ambitious vision for the locality and involve all stakeholders and resources that can deliver this vision.
- Develop, publish and keep under review a Locality Plan to deliver the locality vision and achieve priority outcomes.
- Establish and maintain effective relationships with other relevant bodies and partnerships including single systems and health and social care partnerships.
- Apply effective scrutiny to the achievement of set outcomes and delivery of the locality plan.
- Effective implementation of CPA participation, consultation and engagement strategy ensuring appropriate involvement of all bodies that can contribute to locality planning.
- Maintain a strong understanding of emerging needs, circumstances and opportunities relevant to the locality, building a robust evidence base drawing data, information and community perspectives to inform decision and actions.
- Ensuring appropriate operational collaboration between respective partners (e.g. local daily, weekly tasking and coordinating groups, neighbourhood networks, etc).
- Embed prevention and early intervention as core business of locality partners; assessing and evaluating to identify opportunities to invest in moderate future service/ resource demand.
- Being accountable to and referring relevant business to CPA Board/ Management Group, Community Engagement Group and Outcome Improvement Groups with the objective of changing policy and strategy, and resourcing to deliver locality priority outcomes.
- Apply test of change and support scale and spread as appropriate.
- Develop detailed terms of reference

## **9.5 Code of Conduct**

- 9.5.1 In utilising their authority and carrying out the responsibilities delegated to them, Partners must comply with the terms of Code of Conduct for their respective organisation and where a Partner's organisation does not have a Code of Conduct the Partner must adhere to the principles in the Councillor's Code of Conduct.

## **9.6 Governance and Reporting Arrangements**

- 9.6.1 The Locality Partnerships will report to the CPA Board, via the Management Group, in line with the requirements of the CPA Outcome Management and Improvement Framework.
- 9.6.2 Copies of the agenda and minutes will be available on the Community Planning Aberdeen website.



**Contacts**

For further information about this constitution, please email [communityplanning@aberdeencity.gov.uk](mailto:communityplanning@aberdeencity.gov.uk) if you have any queries, or visit our website <http://communityplanningaberdeen.org.uk/>.