



Community Planning
Aberdeen

Community Planning Aberdeen
Constitution

September 2021



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1. Introduction

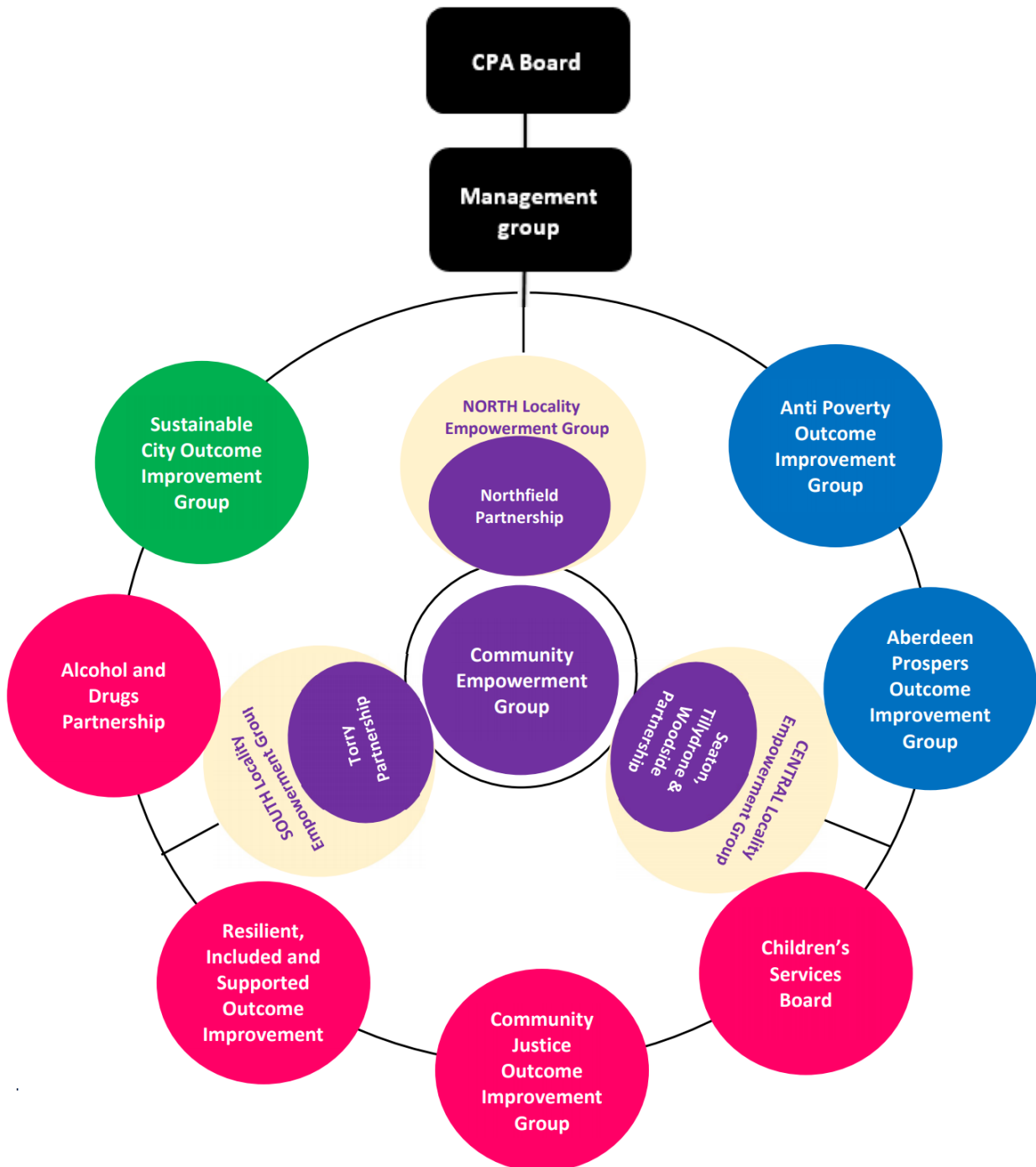
- 1.1** The Community Empowerment (Scotland) Act 2015 gives Community Planning Partnerships (CPPs) a legal status and imposes duties on them around the planning and delivery of local outcomes with a view to reducing inequalities which result from socio-economic disadvantage. It requires CPPs to produce a Local Outcome Improvement Plan (LOIP) which covers the local authority area and Locality Plans which target areas where people experience significantly poorer outcomes as a result of socio-economic disadvantage; 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** These partners are equally responsible for ensuring the CPA delivers on the commitments within the Local Outcome Improvement Plan and Locality Plans. This includes deploying resources in support of agreed outcomes in a way which promotes prevention. Partners are also individually responsible for how they act to help ensure that these commitments are fulfilled.
- 1.4** In delivering the LOIP and Locality Plans, the Partnership will take into account emerging local data intelligence and national agendas to ensure that improving outcomes continues to be the core business of the Partnership. National developments aimed at improving public health will continue to inform our efforts to ensure the Partnership contributes to a healthier Scotland.

2. Community Planning Aberdeen

2.1 Community Planning Aberdeen (CPA) is the name of Aberdeen City's Community Planning Partnership. The accountability structure of the Partnership is detailed below. It comprises of 16 groups established to ensure the Partnership is effectively organised to deliver on the Local Outcome Improvement Plan (LOIP) and Locality Plans.



3. Board

3.1 Role

3.1.1 The Community Planning Aberdeen (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 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 ACVO
- Chair of Active Aberdeen Partnership
- Chair of Aberdeen Civic Forum
- Chair of the Aberdeen Health and Social Care Partnership
- Chief Executive of NHS Grampian
- Director of Public Health, NHS Grampian
- Regional Chair of North East College
- Chief Executive of ACC
- Senior Police Scotland representative – Chief Superintendent
- Senior Robert Gordon University representative
- Senior local representative from Scottish Enterprise
- Senior Scottish Fire and Rescue Service representative
- Senior Skills Development Scotland representative
- Senior University of Aberdeen representative
- Chair of CPA Management Group
- 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 Local Outcome Improvement Plan (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 structure.
- Ensure the delivery of the Outcome Management and Improvement Framework via the CPA structure.
- 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 relating to its remit and responsibilities.
- Ensure that appropriate consultation has been carried out.

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. Where a Partner 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 partners from different partner organisations to be quorate (i.e. to have enough people there to make official decisions).
- 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 (CPA) Management Group facilitates effective joint working across the CPA partners, to ensure delivery of the Local Outcome Improvement Plan (LOIP) and Locality Plans remain 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 delivery of progress by the eight Outcome Improvement Groups, namely: Anti-Poverty Group; Aberdeen Prospers; Children's Services Board; Resilient, Included, Supported Group; Community Justice Group; Alcohol and Drugs Partnership; Sustainable City Group; and Community Empowerment Group. Also the Locality Empowerment Groups and Priority Neighbourhood Partnerships.

4.2 Membership

4.2.1 The membership of the CPA Management Group consists of:

- Senior Executive from Aberdeen City Council
- Chief Executive of ACVO
- Senior representative from Active Aberdeen Partnership
- Vice Chair of the Civic Forum
- Chief Officer of Aberdeen Health and Social Care Partnership
- Senior Executive from NESTRANS
- Senior Executive NHS Grampian
- Senior Executive from North East College
- Senior local representative from Police Scotland
- Senior Executive from Robert Gordon University
- Senior local representative from Scottish Enterprise
- Senior local representative from Scottish Fire and Rescue Service
- Senior local representative from Skills Development Scotland
- Senior Executive from University of Aberdeen
- Representative from Grampian Regional Equality Council
- 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 transfer of financial resources required.
- Take decisions on matters relating 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. Where a Partner 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 There are seven Outcome Improvement Groups (OIGs) within the CPA structure. Each are responsible for delivering on relevant sections of the Local Outcome Improvement Plan. The Outcome Improvement Groups are:

- Anti-Poverty Group (Chaired by ACC)
- Aberdeen Prospers (Chaired by SDS)
- Integrated Children Services (Chaired by ACC)
- Resilient, Included and Sustainable (Chaired by ACHSCP)
- Alcohol and Drugs Partnership (Chaired by ACC)
- Community Justice Group (Chaired by ACC)
- Sustainable City (Chaired by NHSG)

5.2 Role

5.2.1 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 stretch outcomes and improvement projects set for the priority area they lead on.

5.3 Remit

- Plan, oversee and be accountable for delivery of outcome improvement by Community Planning partners for the relevant stretch outcomes within the Local Outcome Improvement Plan and Locality Plans
- Deliver the stretch outcomes within the LOIP through the delivery of the LOIP improvement project aims
- 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 Empowerment Group, Locality Empowerment Groups and Priority Neighbourhood Partnerships
- 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 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

5.4 Membership

5.4.1 Core community planning partners are invited to have representation on the CPA Outcome Improvement Groups. This includes statutory community planning partners and members of the Civic Forum. Other organisations can be co-opted onto the Outcome Improvement Groups when appropriate.

5.5. Chair/Vice Chair

- 5.5.1 The Chair of the Outcome Improvement Group will be appointed by the Management Group.
- 5.5.2 The Vice Chair, where considered appropriate, will be appointed by the Outcome Improvement Group.

5.6 Code of Conduct

- 5.6.1 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. 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.

5.7 Operating Model

- 5.7.1 Meeting frequency determined by the Outcome Improvement Group.

5.8 Governance and Reporting Arrangements

- 5.8.1 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 which include, but not limited to, the following:
 - Quarterly Improvement Tracking Report
 - Annual Outcome Improvement Report
- 5.8.2 Copies of the agenda and minutes will be available on the Community Planning Aberdeen website.

6. Community Empowerment Group

6.1 Role

6.1.1 The Community Empowerment Group oversees the integrated locality planning arrangements to ensure they operate effectively in Aberdeen. The group also maintains an overview of the delivery of the Partnership's Engagement, Participation and Empowerment Strategy and participation requests. It will advise and support the CPA Board, Management Group and Outcome Improvement Groups on effective approaches to engage and involve communities in the delivery of the Local Outcome Improvement Plan (LOIP) and Locality Plans. It will be an important link between the strategic perspective of the CPA Board and the priorities and perspectives of communities across Aberdeen.

6.2 Remit

- Oversee the transition to the new Locality Planning arrangements and support the collaboration between the Locality Empowerment Groups (LEGs), Priority Neighbourhood Partnerships (PNPs), Outcome Improvement Groups (OIGs) and wider community groups on shared priorities
- Assist in the removal of any barriers which exist in the delivery of the LEGs/ PNPs and connection with wider community groups and networks. This includes overseeing phase 2 of the Locality Planning Review
- Plan, oversee and be accountable for the development and delivery by Community Planning partners of the Engagement, Participation and Empowerment Strategy through the Locality Empowerment Groups and Priority Neighbourhood Partnerships
- 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
- Oversee delivery of City Voice, including approval of questionnaires on behalf of Community Planning Aberdeen prior to issue to the City Voice Citizens panel

6.3 Membership

6.3.1 Core community planning partners are invited to have representation on the CPA Community Empowerment Group. This includes statutory community planning partners and members of the Civic Forum. This group will also include the Chairs of the Locality Empowerment Groups, Chairs of the Priority Neighbourhood Partnerships, representation from Community Learning and Development and representation from City Voice. Other organisations can be co-opted onto the Community Empowerment Group when appropriate.

6.4 Chair/Vice Chair

- 6.4.1 The Chair of the Community Empowerment Group will be appointed by the Management Group.
- 6.4.2 The Vice Chair, where considered appropriate, will be appointed by the Community Empowerment Group.

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. Where a Partner's organisation does not have a Code of Conduct the Partner must adhere to principles in the Councillor's Code of Conduct.

6.6 Operating Model

- 6.6.1 Meeting frequency determined by the Community Empowerment Group.

6.7 Governance and Reporting Arrangements

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

7. Locality Empowerment Groups

7.1 Role

7.1.1 The Locality Empowerment Groups (LEGs) will support the development and delivery of the Locality Plans in each of the three localities (North, South and Central (as set out in the table below)). These plans underpin the city wide Local Outcome Improvement Plan and individual partner strategies (e.g. ACHSCP Strategic Plan).

North	South	Central
1 Dyce	1 Culter	1 <u>Tillydrone</u>
2 Danestone	2 Cults, Bieldside & Milltimber	2 Old Aberdeen
3 Oldmachar	3 Hazlehead	3 <u>Seaton</u>
4 Denmore	4 Braeside,	4 <u>Woodside</u>
5 Balgownie & Donmouth	Mannofield,	5 Hilton
6 Bucksburn	Broomhill & Seafield	6 <u>Stockethill</u>
7 <u>Heathryfold</u>	5 Garthdee	7 <u>Ashgrove</u>
8 <u>Middlefield</u>	6 Ferryhill	8 <u>George Street</u>
9 Kingswells	7 <u>Kincorth, Leggart & Nigg</u>	9 Froghall, Powis & Sunnybank
10 <u>Northfield</u>	8 <u>Torry</u>	10 Midstocket
11 <u>Cummings Park</u>	9 Cove	11 Rosemount
12 Sheddocksley		12 City Centre
13 <u>Mastrick</u>		13 Hanover
14 Summerhill		14 West End

The areas above that are underlined and in bold are priority neighbourhoods.

7.2 Remit

- Work together to ensure the locality is a place where all people can prosper, regardless of their background or circumstances
- Encourage collective ownership, leadership and responsibility for improving outcomes across the Locality
- Contribute to the population needs assessment for the Locality by drawing upon local data, information and community perspectives that deepen understanding of emerging needs and opportunities
- Work with communities to publish and keep under review a Locality Plan to deliver improved outcomes for people and communities across the locality to meet local need and capitalise on local opportunities
- Engage in improvement activity, working alongside CPA partners and community groups and networks to test changes which aim to deliver the priorities within the Locality Plan
- Foster a close working and mutually supportive relationship with Priority Neighbourhood Partnerships, taking into account the work happening in these

areas of the locality, and taking steps to support efforts or spread best practice across the locality as relevant

- Provide a voice on behalf of the people and communities across the locality. This will involve proactively engaging, connecting and collaborating with community members and community groups and networks. Including the voices of seldom heard.
- Build and maintain effective working relationships with partners and/ or members of CPA Outcome Improvement Groups to maximise use of professional resources

7.3 Membership

7.3.1 The Locality Empowerment Groups are open to any community member or representative of community group/network living in the area that has an interest in working collectively to improve outcomes for the Locality.

7.3.2 Public service representation will be minimised to ensure the group is predominantly community led, with a minimal number of Partnership staff attending to facilitate and support community participation.

7.4 Chair/Vice Chair

7.4.1 The Chair of the Locality Empowerment Groups will be appointed by the Locality Empowerment Groups.

7.4.2 The Vice Chair, where considered appropriate, will be appointed by the Locality Empowerment Groups.

7.4 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. Where a Partner's organisation does not have a Code of Conduct the Partner must adhere to principles in the Councillor's Code of Conduct.

7.6 Operating Model

7.5.1 The Locality Empowerment Groups will hold regular meetings, at a frequency and time to be determined. A flexible approach will be taken to maximise participation in the LEGs. In addition to the regular meetings, whether these are face to face or virtual, we will explore and test further options for people to get involved in the LEGs. For example, focus groups, social media, digital forums.

7.7 Governance and Reporting Arrangements

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

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

8. Priority Neighbourhood Partnerships

8.1 Role

8.1.1 The Priority Neighbourhood Partnerships will ensure that North, South and Central Locality Plans include a specific and targeted plan for Aberdeen's current priority neighbourhoods. They will complement the Locality Empowerment Groups by taking a lead on tackling the issues unique to their neighbourhood which contributes to improvement across the wider Locality.

Locality	Priority Neighbourhood
North	Northfield, Mastrick, Middlefield, Heathryfold, Cummings Park
South	Torry
Central	Seaton, Woodside, Tillydrone

8.1.2 The remit of Priority Neighbourhood Partnerships contributes to and complements the work of the Locality Empowerment Groups for the priority neighbourhood area.

8.2 Remit

- Work together to ensure the neighbourhood is a place where all people can prosper, regardless of their background or circumstances
- Encourage collective ownership, leadership and responsibility for improving outcomes across the neighbourhood
- Contribute to the population needs assessment of the neighbourhood by drawing local data, information and community perspectives that deepen understanding of emerging needs and opportunities
- Co-produce, publish and keep under review a plan to deliver improved outcomes for people and communities across the neighbourhood to meet local need and capitalise local opportunities
- Engage in improvement activity, working alongside CPA partners and community groups and networks to test changes which aim to deliver the priorities for the neighbourhood
- Provide a voice on behalf of the people and communities across the neighbourhood. This will involve proactively engaging, connecting and empowering wider community groups and networks. Including the voices of seldom heard.
- Foster a close working and mutually supportive relationship with the Locality Empowerment Groups, seeking support or spreading best practice across the locality as relevant
- Build and maintain effective working relationships with partners and/ or members of CPA Outcome Improvement Groups to maximise use of professional resources

8.3 Membership

8.3.1 Membership of the Priority Neighbourhood Partnerships is determined at a local level based on local needs and priorities and aims to ensure that at least 50% of representation will be community representatives. Public service representation is capped to ensure the balance remains with communities. Representation may include the Locality Inclusion Manager, Local Police, Local Head Teacher and Local Health representative/ G.P.

8.4 Chair/Vice Chair

- 8.4.1 The Chair of the Priority Neighbourhood Partnership will be appointed by the Priority Neighbourhood Partnership.
- 8.4.2 The Vice Chair, where considered appropriate, will be appointed by the Priority Neighbourhood Partnership.

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 Operating Model

- 8.6.1 The Priority Neighbourhood Partnerships meet regularly throughout the year (this differs for each Partnership). They continue to explore and test ways of getting more people involved in the Priority Neighbourhood Partnerships. For example, focus groups, social media, digital forums.

8.7 Governance and Reporting Arrangements

- 8.7.1 The Priority Neighbourhood Partnerships will report to the CPA Board, via the Management Group, in line with the requirements of the CPA Outcome Management and Improvement Framework.
- 8.7.2 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 if you have any queries, or visit our website <http://communityplanningaberdeen.org.uk/>.